



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **COUNCIL MEETING**

**Wednesday, 19 July 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, 19 July 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 12th May and 15<sup>th</sup> May 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 an Address from Mr Barry Lloyd, notification of which has been received by the Chief Executive in accordance with the Council's Constitution. A copy of Mr Lloyds's address was not available at the time of agenda publication but will be circulated to Members as soon as possible by email. Paper copies will be distributed at the meeting.

8. **LEADER'S REPORT** (Pages 1 - 4)

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

**REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY**

9. **TREASURY MANAGEMENT OUTTURN 2016/17** (Pages 5 - 19)

Referral from Cabinet.

10. **LATE NIGHT ECONOMY IN THE LANCASTER DISTRICT INFORMAL TASK GROUP**  
(Pages 20 - 37)

Referral from the Overview and Scrutiny Committee.

**MOTIONS ON NOTICE**

11. **MOTION ON NOTICE - LOCAL PROCUREMENT** (Page 38)

To consider the following motion submitted by Councillors Tim Hamilton-Cox and Caroline Jackson:-

This council applauds the work of Preston city council in promoting local procurement by '12 of Preston's key employers who were helped to reorganise their supply chains and identify where they could buy goods and services locally, stopping 61% of their procurement budget being spent outside the Lancashire economy.'

This council notes:

1. That several members of cabinet, other city councillors and a senior officer attended a meeting in the Gregson centre in May at which Cllr Matthew Brown, the responsible cabinet member on Preston city council, spoke about how far procurement has been localised and the benefits which have ensued for local businesses;
2. The key role of the Centre for Local Economic Strategies (CLES) in facilitating the work to localise procurement amongst the key employers (including the city council) in Preston;
3. The availability of the 2017-18 £500k economic development budget to fund a commission from CLES.

This council resolves to request that cabinet commission a report from the economic development team in the city council on replicating the 'Preston model' in Lancaster district, to be presented to October cabinet.

An officer briefing note is attached.

**OTHER BUSINESS**

12. **MORECAMBE BAY COLLABORATIVE AGREEMENT** (Pages 39 - 44)

To consider the report of the Chief Executive.

13. **ALLOCATION OF SEATS TO POLITICAL GROUPS** (Pages 45 - 49)

To consider the report of the Chief Executive.

14. **APPOINTMENTS TO OUTSIDE BODIES - GEORGE FOX SCHOOL EDUCATIONAL CHARITY** (Pages 50 - 51)

To consider the report of the Chief Executive.

15. **APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP**

Group Administrators to report any changes to Committee Membership.

16. **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.

17. **MINUTES OF CABINET** (Pages 52 - 63)

To receive the Minutes of Meeting of Cabinet held on 26<sup>th</sup> June 2017.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Tuesday 11<sup>th</sup> July 2017.

**COUNCIL****Leader's Report****19 July 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 26 June 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 12 April 2017.

**3.0 Leader's Comments**

Now that the County Elections and the General Election are over, we can get back to work. Some changes will come from those results. The meetings of the Shadow Combined Authority could be very different and also there could be a change of thinking about public services in the light of the hung parliament.

The two terrorist incidents in Manchester and London have happened since our last meeting and possibly affected the election results. The horrific fire in Kensington has made all Local Authorities look at their tower blocks and I know that we have looked at ours to make sure that people feel safe in them. There is no reason to believe that there is a problem locally, but listening to the news, building regulations are said to need updating and a report that has been held back should be made public.

On the 05 April, the Lancaster Museums Joint Steering Group met. We received an update on the County Council changes to their museums service. Two Lancashire mills have still not been transferred. It was pleasing to note that the visitor targets to Lancaster City Museum was exceeded last year by 21.59% (60,797 people visited) and the target was 50,000. The Maritime Museum was closed for capital works and then hit by flooding and the Cottage was 29.42% below target. Opening hours at the Maritime are to change from 11:00-17:00 to 10:00-16:00 to encourage more use of the café. A variety of exhibitions throughout the year are arranged. At the City Museum these are very much based on the City's History, including the Moor Hospital, Standfast and the Barracks site and White Lund.

Further feasibility work is going on concerning the review of museums. We received an update on capital works and on Beyond the Castle. We were told that finds are now recorded by the Museums Service and Our Museums Consultant is to look at the whole archaeological site. The well is the special interest.

Cabinet met the Chamber/BID on the 18 April. We discussed: commercial land availability, University/Business/Council engagement, District Gateways, LCC Procurement and an Investment brochure and video. More generally, Policing, Parking and Rates, the Greyhound Bridge proposed closure and the Canal Corridor. They also received updates on Bailrigg Garden Village and our proactive Economic Development and the Combined Authority.

Group Leaders also received an update on Canal Corridor progress on the 25 April.

The University Community Day on the 06 May was a real success. The weather was sunny and it was very well attended. If you missed it, don't miss it next year. The variety of things to do and see and to take part in was excellent and it was a real family day.

The Cabinet is having a series of "Briefings for Change and Challenge". These are in-depth presentations from each service area on their work. We are looking at what we do and how we do it, and the value that services provide in order to improve and to inform our Corporate Plan. We also had a Strategic Planning Workshop on the 23 May. This was a full day with a facilitator. This helped us to look at our priorities, our aims, our progress against our existing strategy and at the new Morecambe Bay proposal. This work is continuing because it was interrupted by the General Election.

On the 17 May, representatives from Barrow and South Lakes come to Lancaster to receive a presentation on a sub-regional economic development approach for Morecambe Bay. We agreed a list of ways to co-operate. The next steps are that a collaborative statement of intent will be produced and a proposal presented to Council. The atmosphere was friendly and positive and I hope that all Councillors will see the benefits of working together while maintaining our own autonomy.

The Diversity Event on the 20 May was very well attended and showed the variety of our area and the talents of all our different communities.

A business dinner at the Confucius Institute at the University was an opportunity to network with many local entrepreneurs. The Chinese Ambassador came from

London and told us how much they appreciate the close relationships with Lancaster. The Chamber President welcomed him and sang our district's praises and I was asked to give the vote of thanks. The Ambassador had enjoyed his visit and tour of the area and it is something to encourage as both business and the University have a very close economic relationship with China and we may be needing even more if Brexit goes ahead by 2019.

A successful partnership between the Dukes and Lancaster University has scooped a top accolade at the inaugural North West Cultural Education Awards. They won the award in recognition of their work to develop arts, education and learning in Lancaster and to invest in, enrich and sustain the City's cultural life. Working with young people and communities which are traditionally under-represented in Higher Education and in the participatory arts has been a focus on the work with the University since 2014. Projects to inspire and support communities often seen as "hard to reach" including those from a pupil referral unit, young carers, people with dementia and Gypsy, Roma.

A meeting with Morecambe Town Council took place on the 20 June. Items raised and discussed were: anti-social behaviour in Morecambe, fly tipping, the telephone exchange in Market Street, new paving in Central Morecambe, possible proposals for the drive-through takeaway and for school parking. This meeting was followed by a presentation from GVA who produced the report on Canal Corridor. There will be meetings with all Councillors soon to keep members updated.

### **Other Matters**

Cabinet minutes for 26 June 2017 are attached at the end of this agenda.

### **4.0 Key Decisions**

The following Key Decisions were taken by Cabinet on 26 June 2017:

- (1) Variation of central Lancaster's Air Quality Management Area to include the 1 hour air quality objective for nitrogen dioxide.
- (2) Salt Ayre Leisure Centre Income Share Arrangement
- (3) Land at the Superbowl, Marine Road, Morecambe
- (4) Development Project – funding request towards feasibility study

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

- (1) Plumbing Materials – Kitchen and Bathroom Contract 2017/2018
- (2) Flooring Contract – Kitchen and Bathroom Contract 2017/2018
- (3) Electrical Materials – Kitchen and Bathroom Contract 2017/2018
- (4) Lancaster City Council's Approach to Responding to Dangerous Buildings – Contractor Framework LOT 2 – Scaffolding Contractors
- (5) Lancaster City Council's Approach to Responding to Dangerous Buildings – Contractor Framework LOT 3 – Demolition Contractors
- (6) Purchase of Refuse Collection Vehicles
- (7) Provision of Hosted Case Management System for Planning
- (8) Purchase of Two Cage Wagons
- (9) Syrian Refugee Resettlement Programme

- (10) Provision of Event Safety Management for Light Up Lancaster
- (11) Development Partner for Microsoft Dynamics CRM
- (12) Lancaster Bus Station

## **Background Papers**

Cabinet agenda and minutes of the meetings held on 26 June 2017.



**COUNCIL****Treasury Management Outturn 2016/17  
19 July 2017****Report of Cabinet****PURPOSE OF REPORT**

This report seeks Council's consideration of various matters in connection with the Treasury Management outturn for 2016/17.

**This report is public.**

**RECOMMENDATIONS**

1. **That the Annual Treasury Management report and Prudential Indicators as set out at Appendix A be noted.**

**1 Introduction**

- 1.1 At the Cabinet meeting held on 26 July, Members noted the annual treasury management report for 2016/17, attached at **Appendix A**, and referred it on to Council for noting also.

**2 Treasury Management and Prudential Indicators**

- 2.1 The report sets out the performance of treasury operations for 2016/17 in terms of long and short term borrowing, investment activities and relevant borrowing limits and prudential indicators. Under the Code of Practice on Treasury Management in Local Authorities, it is a requirement that an information report on these matters be presented to full Council as well as Cabinet.

**3 Details of Consultation**

- 3.1 No specific external consultation has been undertaken.

4 **Conclusion**

- 4.1 Consideration of Treasury matters will take the Council one step closer to completing the reporting of its outturn for last year.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b> Any specific key issues arising are reflected in the individual carry forward requests.	
<b>FINANCIAL IMPLICATIONS</b> As set out in the report.	
<b>SECTION 151 OFFICER'S COMMENTS</b> The s151 Officer has no further comments to add.	
<b>LEGAL IMPLICATIONS</b> There are no legal implications arising from this report.	
<b>MONITORING OFFICER'S COMMENTS</b> The Monitoring Officer has been consulted and has no further comments.	
<b>BACKGROUND PAPERS</b> None	<b>Contact Officer: Andrew Clarke</b> <b>Telephone: 01524 582138</b> <b>E-mail: aclarke@lancaster.gov.uk</b> <b>Ref:</b>

**Annual Treasury Management Report**  
2016/17

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For Noting by Cabinet 26 June 2017

# Annual Treasury Management Review 2016/16

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## Purpose

The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

During 2016/17 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 02 March 2016)
- a mid-year (minimum) treasury update report (Council 14 December 2016)
- an annual review following the end of the year describing the activity compared to the strategy (this report).

In addition, Members have received quarterly treasury management update reports that were presented to Cabinet and Budget and Performance Panel.

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

The Council confirms that it has complied with the requirement under the Code to give prior scrutiny (by Budget and Performance Panel) to all of the above treasury management reports before they were reported to full Council.

## Introduction and Background

This report summarises the following:-

- Capital activity during the year;
  - Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
  - The actual prudential and treasury indicators;
  - Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
  - Summary of interest rate movements in the year;
  - Detailed debt activity; and
  - Detailed investment activity.
-

## 1. The Council's Capital Expenditure and Financing 2016/17

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- if insufficient financing is available from the above sources, or a decision is taken not to apply such resources, the capital expenditure will give rise to a borrowing need (also referred to as "unfinanced", within the tables and sections below).

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

General Fund (GF) £M	2015/16 Actual	2016/17 Estimate	2016/17 Actual
<b>Capital expenditure</b>	<b>7.52</b>	<b>14.50</b>	<b>12.63</b>
Financed in year	3.10	7.58	6.18
<b>Unfinanced capital expenditure (i.e. reliant on an increase in underlying borrowing need)</b>	<b>4.42</b>	<b>6.92</b>	<b>6.45</b>

HRA £M	2015/16 Actual	2016/17 Estimate	2016/17 Actual
<b>Capital expenditure</b>	<b>4.88</b>	<b>4.31</b>	<b>4.08</b>
Financed in year	4.88	4.31	4.08
<b>Unfinanced capital expenditure (i.e. reliant on an increase in underlying borrowing need)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

## 2. The Council's Capital Financing Requirement 2016/17

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2016/17 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury function organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWL] or the money markets), or utilising temporary cash resources within the Council.

**Reducing the CFR** – the Council's (non HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to

make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need (there is no statutory requirement to reduce the HRA CFR). This differs in purpose from other treasury management arrangements, which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2016/17 MRP Policy (as required by Government Guidance) was approved as part of the Treasury Management Strategy Report for 2016/17 on 02 March 2016.

The Council's CFR for the year is shown below, and represents a key prudential indicator. It includes leasing schemes on the balance sheet, which effectively increase the Council's borrowing need. No borrowing is actually required against these schemes, however, as a borrowing facility is included in the contract (if applicable).

CFR (£M): General Fund	31 March 2016 Actual	31 March 2017 Estimate	31 March 2017 Actual
<b>Opening balance</b>	<b>32.52</b>	<b>35.38</b>	<b>35.37</b>
Add unfinanced capital expenditure (as above)	4.42	6.92	6.45
Less MRP	(1.46)	(1.12)	(1.12)
Less finance lease repayments	(0.11)	(0.10)	(0.08)
<b>Closing balance</b>	<b>35.37</b>	<b>41.08</b>	<b>40.62</b>

CFR (£M): HRA	31 March 2016 Actual	31 March 2017 Estimate	31 March 2017 Actual
<b>Opening balance</b>	<b>43.59</b>	<b>42.52</b>	<b>42.52</b>
Add unfinanced capital expenditure (as above)	0.00	0.00	0.00
Less Debt Repayment	(1.07)	(1.04)	(1.07)
<b>Closing balance</b>	<b>42.52</b>	<b>41.48</b>	<b>41.45</b>

CFR (£M): Combined	31 March 2016 Actual	31 March 2017 Estimate	31 March 2017 Actual
<b>Opening balance</b>	<b>76.11</b>	<b>77.90</b>	<b>77.89</b>
Add unfinanced capital expenditure (as above)	4.42	6.92	6.45
Less Debt Repayment, Finance Leases and MRP	(2.64)	(2.26)	(2.26)
<b>Closing balance</b>	<b>77.89</b>	<b>82.56</b>	<b>82.07</b>

Borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.

**Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2016/17), plus the estimates of any additional capital financing requirement for the current (2017/18) and next two financial years. This essentially helps to demonstrate that the Council is not borrowing to support revenue expenditure, whilst allowing some flexibility in 2016/17 to borrow in advance of future capital needs. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with the legal requirements underpinning this prudential indicator.

	31 March 2016 Actual	31 March 2017 Estimate	31 March 2017 Actual
Gross borrowing position	£66.42M	£65.29M	£65.29M
CFR	£77.89M	£82.55M	£82.07M

**The authorised limit** - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2016/17 the Council has maintained gross borrowing within its authorised limit.

**The operational boundary** – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

**Actual financing costs as a proportion of net revenue stream** - this indicator helps identify the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2016/17 Actual
Authorised limit	£100.000M
Maximum gross borrowing position	£66.29M
Operational boundary	£83.53M
Average gross borrowing position	£65.94M
Financing costs as a proportion of net revenue stream - GF	13.9%
Financing costs as a proportion of net revenue stream - HRA	17.4%

### 3. Treasury Position as at 31 March 2017

The Council's debt and investment position is administered to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2016/17 the Council's treasury (excluding borrowing relating to finance leases) position was as follows:

	31 March 2016 Principal	Average Rate	Average Life yrs	31 March 2017 Principal	Average Rate	Average Life yrs
Fixed rate funding:						
PWLB	£66.29M	4.59%	37	£65.25m	4.61%	36
<b>Total debt</b>	<b>£66.29M</b>			<b>£65.25M</b>		
<b>CFR</b>	<b>£77.89M</b>			<b>£82.07M</b>		
<b>Over / (under) borrowing</b>	<b>(£11.60M)</b>			<b>(£16.82M)</b>		
<b>Total investments</b>	<b>£39.22M</b>	<b>0.47%</b>		<b>£30.25M</b>	<b>0.37%</b>	

All investments were placed for under one year.

The loan repayment schedule is as follows:

	31 March 2016 actual	31 March 2017 actual
Under 12 months	£1.04M	£1.04M
12 months and within 24 months	£1.04M	£1.04M
24 months and within 5 years	£3.12M	£3.12M
5 years and within 10 years	£5.21M	£5.21M
10 years and within 20 years	£10.41M	£10.41M
20 years and within 30 years	£10.41M	£10.41M
More than 30 years	£34.01M	£32.98M

The average rate of interest payable on PWLB debt in 2016/17 was 4.61%. A total of £3.04M interest was incurred during the year, of which £1.95M was recharged to the HRA.

#### *Interest Payable*

	2016/17
Estimate	£3.07M
Actual	£3.04M

Prudential Indicators also provide exposure limits that identify the maximum limit for variable / fixed interest rate exposure, based upon the debt position. The table below shows that the outturn position was within the limits set by Members at the beginning of the year. The Council currently only has fixed interest rate debt, although again this could change in future if market conditions warrant or facilitate it.

#### *Fixed/Variable rate limits*

	Prudential Indicator (%)	Actual (%)
Fixed Rate	100	100
Variable Rate	30	0



## 4. Interest Rates: Investment Strategy for 2016/17

The expectation for interest rates within the treasury management strategy for 2016/17 anticipated a low but rising Bank Rate. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

## 5. The Economy and Interest Rates (supplied by Capita Asset Services)

*The UK GDP annual growth rates in each calendar year 2013 – 2016 of 1.9%, 3.1%, 2.2% and finally 1.8%, have all been the top rate, or near top rate, of any of the G7 countries in every year. It is particularly notable that this UK performance was repeated in 2016, a year in which the Bank of England had forecast in August that growth would be near to zero in the second half of the year due to the economic shock it expected from the result of the Brexit referendum in June. However, it has had to change its mind and in its February 2017 Inflation Report, the Bank again upgraded its forecasts for growth in 2017 and 2018 to 2.0% and 1.6%. However over this two year period, it also expects inflation to accelerate towards nearly 3% as increases in costs as a result of the fall in the value of sterling since the referendum, gradually feeds through into the economy. This fall has been steepest against the US dollar where its value has fallen 17%. Provided those cost pressures do not feed through into significantly higher domestically generated inflation within the UK, the MPC is expected to 'look through' this one off blip upwards in inflation. Wage inflation, which is a key driver of domestically generated price pressures, is currently subdued.*

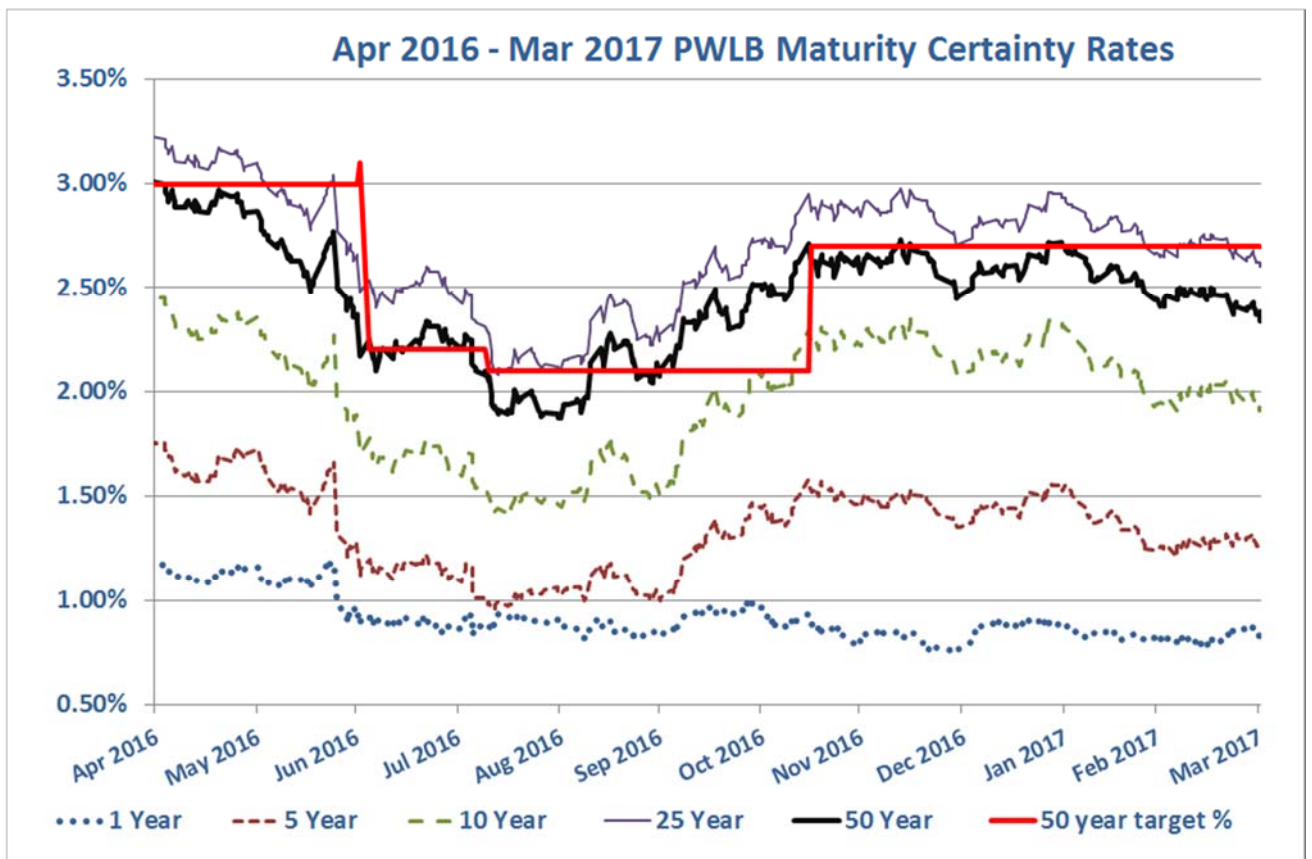
*The Monetary Policy Committee, (MPC), cut Bank Rate from 0.50% to 0.25% on 4th August 2016 in order to counteract what it forecast was going to be a sharp slowdown in growth in the second half of 2016. At that juncture, it also gave a strong steer that it was likely to cut Bank Rate again by the end of 2016. However, since August, growth has been robust; also, inflation forecasts have risen substantially as a result of the sharp fall in the value of sterling since the referendum. Consequently, Bank Rate has not been cut again, and, on current trends, it now appears unlikely that there will be another cut. Nevertheless, that cannot be completely ruled out if there was a significant dip downwards in economic growth. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is unlikely that the MPC will do anything to dampen growth prospects, (i.e. by raising Bank Rate), which will already be adversely impacted by the uncertainties of what form Brexit will eventually take. Accordingly, a first increase to 0.50% is not tentatively pencilled in, as in the table above, until quarter 2 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in Bank Rate could be brought forward.*

*The Council's treasury advisor, Capita Asset Services, has provided the following forecast:*

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	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20
Bank rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%	0.75%
5yr PWLB rate	1.40%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%	2.00%
10yr PWLB rate	2.10%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%
25yr PWLB rate	2.70%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%	3.40%
50yr PWLB rate	2.50%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%

**PWLB certainty maturity borrowing rates** - the graphs and table for PWLB rates below show, for a selection of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year.



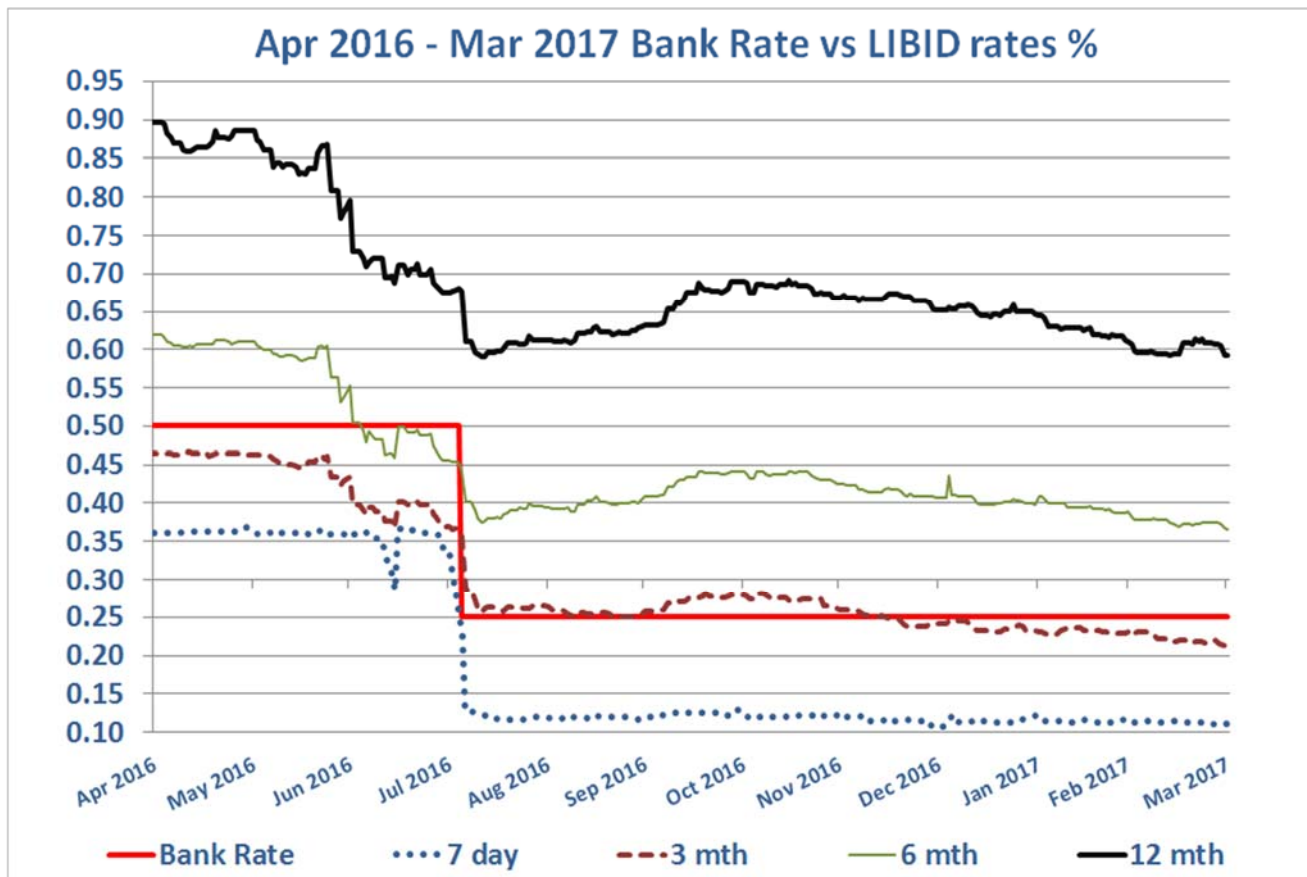
No actual borrowing was undertaken during the year.

**Rescheduling**

No rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

**8. Investment Rates in 2016/17**

The Bank Rate was cut on 04 August from its then historic low of 0.5% to 0.25%. Investment rates available in the market fell sharply during the first quarter of the year before partially recovering but then subsiding gently again in the final quarter.



## 9. Investment Outturn for 2016/17

**Investment Policy** – the Council's investment policy is governed by Government investment guidance, which underpins the annual investment strategy approved by the Council on 02 March 2016. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

**Resources** – the Council's cash balances comprise revenue and capital resources and cash flow monies. The Council's core cash resources were comprised of the following:

Balance Sheet Resources (£M)	General Fund		HRA		TOTAL	
	31/03/16	31/03/17	31/03/16	31/03/17	31/03/16	31/03/17
Balances	4.46	4.73	1.69	1.94	<b>6.15</b>	<b>6.67</b>
Earmarked reserves	6.51	6.61	10.57	10.71	<b>17.08</b>	<b>17.32</b>
Provisions	0.56	0.50	0.00	0.00	<b>0.56</b>	<b>0.50</b>
Working Capital	24.07	20.13	3.01	2.56	<b>27.08</b>	<b>22.69</b>
<b>Total Resources</b>	<b>35.60</b>	<b>31.97</b>	<b>15.27</b>	<b>15.21</b>	<b>50.87</b>	<b>47.18</b>
<b>Amount Over / (Under) Borrowed</b>					<b>(11.60)</b>	<b>(16.82)</b>
<b>Baseline Investment Balances</b>					<b>39.27</b>	<b>30.36</b>
<b>Actual Investment Balances</b>					<b>39.22</b>	<b>30.25</b>

**Investments held by the Council** - the Council maintained an average investment balance of £47.2M of internally managed funds. The average rate of interest earned was 0.37% is compared to the base rate and average 3-month LIBID rate as set you below.

	2015/16	2016/17
Lancaster CC Investments	0.47%	0.37%
Base Rate	0.50%	0.25%
3 Month LIBID	0.46%	0.32%

In terms of performance against budget the actual interest earned in 2016/17 was £173K compared to a budget of £161K.

## 10. Other Risk Management Issues

Many of the risks in relation to treasury management are managed through the setting and monitoring of performance against the relevant Prudential and Treasury Indicators and the approved Investment Strategy, as discussed above.

The Authority's Investment Strategy is designed to engineer risk management into investment activity by reference to credit ratings and the length of deposit to generate a pool of counterparties, together with consideration of other creditworthiness information to refine investment decisions. The Council is required to have a strategy is required under the CIPFA Treasury Management Code, the adoption of which is another Prudential Indicator. The strategy for 2016/17 complied with the latest Code of Practice (November 2011) and relevant Government investment guidance.

## 11. Conclusion

The Council's treasury activities were in line with its approved policies and strategies. With respect to investments, some longer fixed term investments were placed with other Local Authorities which helped to increase the average yield for the year. Cash balances have, however, reduced significantly during the year following the completion of transactions relating to business rate appeals. This in turn will reduce investment interest going forward, something which has already been factored into future forecasts.

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**LANCASTER CITY COUNCIL**  
**TREASURY MANAGEMENT POLICY STATEMENT**

**Last reported to Council on 02 March 2016**

This reflects the revised CIPFA Treasury Management Code of Practice (Code updated in 2011).

1. This organisation defines its treasury management activities as:  
  
“The management of the authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
  
  2. This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation and any financial instruments entered into to manage these risks.
  
  3. This organisation acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.
-

## Treasury Management Glossary of Terms

- **Annuity** – method of repaying a loan where the payment amount remains uniform throughout the life of the loan, therefore the split varies such that the proportion of the payment relating to the principal increases as the amount of interest decreases.
- **CIPFA** – the Chartered Institute of Public Finance and Accountancy, is the professional body for accountants working in Local Government and other public sector organisations, also the standard setting organisation for Local Government Finance.
- **Call account** – instant access deposit account.
- **Counterparty** – an institution (e.g. a bank) with whom a borrowing or investment transaction is made.
- **Credit Rating** – is an opinion on the credit-worthiness of an institution, based on judgements about the future status of that institution. It is based on any information available regarding the institution: published results, Shareholders' reports, reports from trading partners, and also an analysis of the environment in which the institution operates (e.g. its home economy, and its market sector). The main rating agencies are Fitch, Standard and Poor's, and Moody's. They currently analyse credit worthiness under four headings (but see changes referred to in the strategy):
  - **Short Term Rating** – the perceived ability of the organisation to meet its obligations in the short term, this will be based on measures of liquidity.
  - **Long Term Rating** – the ability of the organisation to repay its debts in the long term, based on opinions regarding future stability, e.g. its exposure to 'risky' markets.
  - **Individual/Financial Strength Rating** – a measure of an institution's soundness on a stand-alone basis based on its structure, past performance and credit profile.
  - **Legal Support Rating** – a view of the likelihood, in the case of a financial institution failing, that its obligations would be met, in whole or part, by its shareholders, central bank, or national government.

The rating agencies constantly monitor information received regarding financial institutions, and will amend the credit ratings assigned as necessary.

- **DMADF and the DMO** – The DMADF is the 'Debt Management Account Deposit Facility'; this is highly secure fixed term deposit account with the Debt Management Office (DMO), part of Her Majesty's Treasury.
  - **EIP** – Equal Instalments of Principal, a type of loan where each payment includes an equal amount in respect of loan principal, therefore the interest due with each payment reduces as the principal is eroded, and so the total amount reduces with each instalment.
  - **Gilts** – the name given to bonds issued by the U K Government. Gilts are issued bearing interest at a specified rate, however they are then traded on the markets like shares and their value rises or falls accordingly. The Yield on a gilt is the interest paid divided by the Market Value of that gilt.
-

E.g. a 30 year gilt is issued in 1994 at £1, bearing interest of 8%. In 1999 the market value of the gilt is £1.45. The yield on that gilt is calculated as  $8\%/1.45 = 5.5\%$ .  
See also PWLB.

- **LIBID** – The London Inter-Bank Bid Rate, the rate which banks would have to bid to borrow funds from other banks for a given period. The official rate is published by the Bank of England at 11am each day based on trades up to that time.
- **LIBOR** – The London Inter-Bank Offer Rate, the rate at which banks with surplus funds are offering to lend them to other banks, again published at 11am each day.
- **Liquidity** – Relates to the amount of readily available or short term investment money which can be used for either day to day or unforeseen expenses. For example Call Accounts allow instant daily access to invested funds.
- **Maturity** – Type of loan where only payments of interest are made during the life of the loan, with the total amount of principal falling due at the end of the loan period.
- **Money Market Fund (MMF)** – Type of investment where the Council purchases a share of a cash fund that makes short term deposits with a broad range of high quality counterparties. These are highly regulated in terms of average length of deposit and counterparty quality, to ensure AAA rated status.
- **Policy and Strategy Documents** – documents required by the CIPFA Code of Practice on Treasury Management in Local Authorities. These set out the framework for treasury management operations during the year.
- **Public Works Loans Board (PWLB)** – a central government agency providing long and short term loans to Local Authorities. Rates are set daily at a margin over the Gilt yield (see Gilts above). Loans may be taken at fixed or variable rates and as Annuity, Maturity, or EIP loans (see separate definitions) over periods of up to fifty years. Financing is also available from the money markets, however because of its nature the PWLB is generally able to offer better terms.
- **Capita Asset Services** – Capita Asset Services are the City Council's Treasury Management advisors. They provide advice on borrowing strategy, investment strategy, and vetting of investment counterparties, in addition to ad hoc guidance throughout the year.
- **Yield** – see Gilts

Members may also wish to make reference to *The Councillor's Guide to Local Government Finance*.

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**COUNCIL****Late Night Economy in the Lancaster District Task Group  
Recommendations****19<sup>th</sup> July 2017****Report of the Overview and Scrutiny Committee****PURPOSE OF REPORT**

To request Council to consider the recommendations of the Overview and Scrutiny Committee regarding the Late Night Economy in the Lancaster District Informal Task Group.

**This report is public.**

**RECOMMENDATIONS** (Note: recommendations 1 to 4 of the Task Group have been considered by Cabinet)

That Council accepts recommendations 5 and 6 of the Task Group, as set out below:

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

**1. Introduction**

The Overview and Scrutiny Committee first discussed the creation of an Informal Task Group to consider the night time economy in Lancaster and Morecambe at its Community Safety Meeting on the 18<sup>th</sup> November 2015. A scoping document setting the scope, purpose of the Task Group and Terms of Reference for the Group was then agreed at the December 2015 meeting of the Overview and Scrutiny Committee. Details are provided below.

**2. Terms of Reference**

2.1 The following Terms of Reference for the Task Group were agreed by the Overview and Scrutiny Committee:

- 1. To consider and investigate issues that will help to assist the City Council's priority for Cleaner, Greener and Safer Places.
- 2. To consider how to improve communications between organisations involved in the late night economy, if required.
- 3. To consider how a better balance and improved relations between City/Town people using the night facilities and local residents can be achieved.
- 4. To investigate whether a multi-agency approach is required in order to resolve any issues that are raised.



At the meeting of Overview and Scrutiny on the 27<sup>th</sup> January 2016 the Committee added the following to the Terms of Reference:

5. To investigate the provision of CCTV.

### 3. Proposals

3.1 The Task Group was set up as an opportunity to improve communications between agencies and to provide a multi-agency approach to issues raised.

3.2 The recommendations of the Task Group will assist the City Council in meeting the Corporate Plan priority for Clean and Green Places, improved communications between organisations operating within the late night economy and improve relations between residents of the Town/City Centres and those visiting the centres to utilise the facilities of the late night economy. The proposals of the Task Group were reported to the Overview and Scrutiny Committee. It was noted that evidence had been gathered from many different sources such as the Police, Pubwatch, the NHS, BID both Morecambe and Lancaster, as well as Council officers from Licencing, Environmental Services and Street Cleansing.

3.3 The Committee discussed the findings and recommendations of the Informal Task Group and made a few minor amendments to the recommendations. These are set out within the recommendations section of this report. Members are advised that, due to timescales, recommendation 2 (a) regarding a PSPO was considered and agreed by Cabinet at its meeting held on 6<sup>th</sup> December 2016 and therefore does not require further consideration.

3.4 A full copy of the Task Group's report is appended. Council is requested to consider the recommendations of the report.

### 4. Officer Comments

4.1 The recommendations, as set out in this report, assist the City Council in meeting the Corporate Plan priority for Clean and Green Places, improved communications between organisations operating within the late night economy and improve relations between residents of the Town/City Centres and those visiting the centres to utilise the facilities of the late night economy.

### 5. Conclusion

5.1 Members are asked to consider recommendations 5 and 6 of the Overview and Scrutiny Committee, as set out in the Task Group report. Recommendations 1 to 4 have been considered by Cabinet.

#### **RELATIONSHIP TO POLICY FRAMEWORK**

The recommendations, as set out in this report, assist the City Council in meeting the Corporate Plan priority for Clean and Green Places.

#### **CONCLUSION OF IMPACT ASSESSMENT**

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

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

#### **LEGAL IMPLICATIONS**

There are no legal implications as a direct result of this report, however, where further

reports are proposed as part of the recommendations of this Task Group the legal implications that may result will be provided and considered as part of that report.

**FINANCIAL IMPLICATIONS**

It is expected that any member training costs will be met from within existing training budgets.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None arising from this report.

**Information Services:**

None arising from this report.

**Property:**

None arising from this report.

**Open Spaces:**

None arising from this report.

**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**

Late Night Economy Task Group report.

**Contact Officer:** Stephen Metcalfe  
**Telephone:** 01524 582073  
**E-mail:** [sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk)

**Report of**

**THE LATE NIGHT ECONOMY IN THE**

**LANCASTER DISTRICT INFORMAL**

**TASK GROUP**



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## **Chairman's Foreword**

The UK night time economy is estimated to be worth £66 billion. When most of us come in from work, we go back out again, in taxis, restaurants, nightclubs, theatres, bars and pubs. It is an essential part of the cultural backbone of this country and where pretty much all the great artistic, social and musical movements originate.

However, it also employs 1.3 million people directly, and indirectly engages millions from our amazing Emergency Services. The Police, Ambulance and Fire Services all play their part in keeping the night time safe, providing emergency action and care to those who need it.

In the Lancaster District, the Council wanted to bring together everyone who supplies, relies and engages with those services during the Night Time, based on the principles of health and wellbeing, cleansing, responsible alcohol retail and the City Council's Corporate Plan Priorities of Community Leadership, Health and Wellbeing; Clean and Greener Places; and Sustainable Economic Growth.

We want to live in a place that has a thriving night time economy that feels fun and safe. This can only be achieved by working together to make sure care goes to those who need it quickly, that services such as CCTV are retained, and that everyone is aware of their role to play in achieving these aims.

I always said we needed positive, proactive solutions to the problems that exist. It is clear the community works best when we work together, and I want us to inspire a culture of cross-collaboration, joint-working, with a focus on safety and vibrancy, and fully approved and endorsed by the late night industry itself.

I would like to thank the Lancaster and Morecambe BID teams, Lancashire Constabulary, RLI A&E, UHMBT Ambulance Service, Chamber of Commerce, Pubwatch, and FGH for the vital work they all do to make the Night Time Economy great and especially Sarah Moorghen and Jenny Kay of Lancaster City Council for their excellent work in putting this all together.

**Councillor Charlie Edwards**  
**On behalf of the Task Group**

**Summary of 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.**

**1. Introduction**

The Overview and Scrutiny Committee first discussed the creation of an Informal Task Group to consider the night time economy in Lancaster and Morecambe at its Community Safety Meeting on the 18<sup>th</sup> November 2015. A scoping document setting the scope, purpose of the Task Group and Terms of Reference for the Group was then agreed at the December 2015 meeting of the Overview and Scrutiny Committee. Details are provided below.

**2. Role of the Task Group**

The Task Group was set up as an opportunity to improve communications between agencies and to provide a multi-agency approach to issues raised.

It was hoped that the Task Group would assist the City Council in meeting the Corporate Plan priority for Clean and Green Places, improved communications between organisations operating within the late night economy and improve relations between residents of the Town/City Centres and those visiting the centres to utilise the facilities of the late night economy.

**2.1 Terms of Reference**

The following Terms of Reference for the Task Group were agreed by the Overview and Scrutiny Committee:

1. To consider and investigate issues that will help to assist the City Council's priority for Cleaner, Greener and Safer Places.
2. To consider how to improve communications between organisations involved in the late night economy, if required.
3. To consider how a better balance and improved relations between City/Town people using the night facilities and local residents can be achieved.
4. To investigate whether a multi-agency approach is required in order to resolve any issues that are raised.

At the meeting of Overview and Scrutiny on the 27<sup>th</sup> January 2016 the Committee added the following to the Terms of Reference:

5. To investigate the provision of CCTV.

## 2.2 Membership of the Group

The Task Group comprised of Councillors Charlie Edwards (Chairman), Sam Armstrong, Lucy Atkinson, Caroline Jackson, Roger Mace, David Whitaker and Nicholas Wilkinson.

The Task Group was supported by Mark Davies – Chief Officer (Environment), Wendy Peck - Licencing Manager, Rachel Stainton – Senior Environmental Health Officer, David Eglin – Licencing Officer, Craig Brown – Community Safety and Safeguarding Officer, Rephael Walmsley – Assistant Solicitor, Paul Parker – Public Realm Supervisor, Jenny Kay – Civic and Ceremonial Democratic Support Officer and Sarah Moorghen - Democratic Support Officer.

The Task Group gratefully acknowledges the contributions and evidence freely given by:

PC Andrew Taylor	Lancashire Constabulary
Sgt Lindsey Brown	Lancashire Constabulary
PC Chris Smith	Lancashire Constabulary
Heather Crookshaw	Lancashire Constabulary
Rachel Wilkinson	Lancaster BID
Brendan Hughes	Morecambe BID
Tim Tomlinson	Lancaster Pubwatch, The White Cross and Merchants
Nigel Pearson	Morecambe Pubwatch and The Kings Arms
Ben Knott	FGH Security
Andy Crundell	NHS Health Early Action Practitioner
Mike Mayfield	Ambulance Service
John O'Neill	The Chamber of Commerce
Mark Cutter	Apothecary & The Robert Gillow
Ed Lawrence	Dalton Rooms
Sally Kay	Sugar House
Adam Hulme	Crafty Scholar
Robert Allen	Bentleys

## 2.3 Timetable of Meetings

Date of Meeting	Who Gave Evidence?	Issues Scrutinised
04/02/2016	Jenny Kay – Civic and Ceremonial Democratic Support Officer  Mark Davies – Chief Officer (Environment)	Terms of Reference and Methodology of Evidence Gathering.  The Current Position in the District and the Way Forward.
08/03/2016	Wendy Peck – Licencing Manager	Licensing in the Lancaster District.
31/03/2016	PC Chris Smith – Lancaster Constabulary  Rachel Stainton – Senior Environmental Health Officer	Community Safety and Anti-Social Behaviour.  Noise Complaints.



24/05/2016	Mark Davies – Chief Officer (Environment)	Impact on Street Cleaning.
05/06/2016	Andy Crundell – NHS Health Early Action Practitioner	Impact on Health and Wellbeing.
29/09/2016	Tim Tomlinson – Lancaster Pub Watch  Ben Knott – FGH Security	Information Gathering from the Local Economy Late Night Trade.
27/10/2016	Councillor Charlie Edwards (Chairman)	Conclusions and Recommendations.

**3. Documentary Evidence Considered**

Evidence and presentations from the City Council’s Environmental Services and Licensing Officers, the Police, the Emergency and Health Services and members of Pubwatch were considered.

**4. Status of Report**

This report is the work of the Informal Task Group, on behalf of the Overview and Scrutiny Committee, and where opinions are expressed they are not necessarily those of Lancaster City Council.

**5. Background and Context**

Each year the Overview and Scrutiny Committee, acting in its capacity as the City Council’s Designated Crime and Disorder Committee in accordance with the Police and Justice Act 2006 and Crime and Disorder (Overview and Scrutiny) Regulations 2009, holds a Community Safety Meeting.

At these annual meetings the Committee considers issues regarding crime and anti-social behaviour, road safety and community wellbeing.

At the meeting on the 18<sup>th</sup> November 2015 the perceived issues within the late night economy were discussed and the formation of an Informal Task Group was agreed to investigate the late night economy in the Lancaster District. The Terms of Reference were agreed by the Overview and Scrutiny Committee at its December 2015 meeting.

The Task Group was created to consider issues within the late night economy in the Lancaster District with particular attention on Lancaster city centre and central Morecambe.

Members perceptions of the main issues included littering and noise, the blending of the late night economy with the day time economy, safety concerns particularly after 4am, binge drinking and the large student population in the city centre.



## 6. Information Gathering

### 6.1 Evidence

At the first meeting of the Task Group the current position in the district and the way forward were considered and the overall emerging themes were agreed as follows:

- Littering;
- Night-time economy blending with the day time economy;
- 4am to 6am most problematic time;
  - Litter;
  - Music;
  - Anti-Social Behaviour;
  - Safety of women;
- Serving alcohol to people who are intoxicated;
- Public Space Protection Order (PSPO) for Lancaster;
- Late Night Levy.

The Task Group agreed to hold the following themed meetings:

1. Licensing in the Lancaster District;
2. Community Safety and Anti-Social behaviour;
3. Impact of Street Cleansing;
4. Impact on Health and Wellbeing;
5. Information Gathering from the Local Economy Late Night Trade.

### 6.2 Licensing in the Lancaster District

At the Task Group's first themed meeting a presentation was provided by the Licensing Manager on Licensing in the District and the main objectives under the Licensing Act 2003.

A number of key themes were identified to take forward to future meetings including:

- Serving alcohol to intoxicated people;
- PSPO for Lancaster City Centre;
- The consideration of a Licensing Review of certain premises in Lancaster;
- The possibility of an agreement with all licensed premises to close earlier and at the same time/Early Morning Alcohol Restriction Order (EMRO);
- Community involvement.



**6.3 Community Safety and Anti-Social Behaviour**

A presentation from PC Chris Smith, Beat Manager for Lancaster, was provided on Crime and Anti-Social Behaviour (ASB) in the late night economy in Lancaster and Morecambe. The presentation included statistics on crime and anti-social behaviour in Lancaster City Centre and Morecambe Town Centre.

Three key problem areas were identified in Lancaster city centre and these were around St Nicholas Arcade, an area of Cheapside and Market Square.

The introduction of a Public Space Protection Order (PSPO) was considered which would be applied for by the Local Authority and enforced by the Police. This would apply to a defined area and relate to the condition of causing harassment, alarm, distress or annoyance to any person which could result in a Fixed Penalty Notice of £100 being issued.



**Public Space Protection Order (PSPO)**

*A public spaces protection order provides councils with a flexible power to put in place local restrictions to address various anti-social behaviour issues in public places. It covers specific nuisances in that particular space.*

*Orders can be enforced by a police officer, police community support officer and council officers.*

*A breach of the order is a criminal offence and can be dealt with through the issuing of a fixed penalty notice of up to £100, or a level 3 fine of £1000, on prosecution.*

**Proposed Lancaster City Centre PSPO**

*In 2017 the current Designated Public Place Order (DPPPO) - more commonly known as the No-Drinking Zone - that covers the city centre is due to expire.*

*In its place the City Council is looking to bring in a Public Spaces Protection Order (PSPO), which would provide police with the powers to stop people drinking and to confiscate alcohol. Due to a recent increase in anti-social behaviour in the city centre, extra powers could also be included in the PSPO to help police deal with these issues.*

## 6.4 Impact on Street Cleansing

The Chief Officer (Environment) provided a presentation on the impact of waste, and street cleansing and the differences between Lancaster and Morecambe centres.

The role of Enforcement Officers, prosecutions, trade and domestic bin collections in Morecambe and student bins in Lancaster, BID contributions to street cleansing, statutory powers including PSPO's and Community Protection Notices (CPN), pubs and clubs closing times and the use of social media and education campaigns were discussed.

The issues of littering and what planning conditions were in place to enforce litter picking around restaurants and takeaways were considered.

Also discussed were the benefits of a possible ongoing working group after the conclusion of this Task Group.

## 6.5 Impact on Health and Wellbeing

A presentation was provided by Mr Andy Crundell, NHS Health Early Action Practitioner, regarding the impact of alcohol and substance misuse on resources in the Emergency Department and Ambulances Services.

Excessive drinking was a factor in a significant proportion of admissions to the Emergency Department. The number of ambulance call outs and admissions to the Emergency Department had increased in 2015 compared to 2014. This had put a particular strain on the service as the majority of alcohol related admissions occurred out of hours between 7pm and 7am when there were fewer medical and nursing staff on duty.

Both Ambulance call outs and Emergency Department admission had increased due to alcohol consumption at the weekends, Christmas and New Year, Bank Holidays and around large sporting events.

Freshers weeks for both Lancaster University and the University of Cumbria were highlighted as a particularly busy time for the Emergency Services. The Group considered whether there were any actions the Universities and Students Unions could take to mitigate the impact of Freshers Week on the Emergency Services.



**6.6 Information gathering from the Local Late night Economy Trade**

Representatives from the Trade, including members of Lancaster and Morecambe Pubwatch and the Chamber of Commerce attended the penultimate meeting of the Task Group at The Apothecary, Lancaster.

A number of initiatives being run by Pubwatch members were discussed particularly targeting the effects of excessive alcohol consumption. This included a number of Pubwatch supported campaigns but also put emphasis on effective staff training.

The role of CCTV in the late night economy was considered and the impact of budget reductions meaning that CCTV would no longer be funded by Lancaster City Council from the 1<sup>st</sup> April 2017. Members of the Trade felt strongly that maintaining a CCTV system in the City Centre was vital for the health and safety of all those engaging in the late night economy including both staff and customers.

A group, including the City Council, Lancaster BID, Morecambe BID and the Chamber of Commerce, was looking at alternative ways of running and funding CCTV based on the premise that a modern, agile CCTV system could be used to help the delivery of a wide range of activities that take place in the City Centre and wider District.

**7. Findings**

At the final meeting the findings of the Task Group were discussed. The Group then considered the conclusions and recommendations.

A number of key emerging themes from the previous meetings were considered and the main issues/points to take forward as conclusions and recommendations of the Task Group were agreed. These included wellbeing in the late night economy, campaigns and practical schemes, anti-social behaviour, CCTV, University and community liaison, training of Licencing Act Committee Members and for those working in the late night economy.



The Task Group recommended that the Group should continue in some form and that this could be undertaken through a Sub-Group of the Community Safety Partnership (CSP) and that Members of this Group, along with members of Pubwatch, should be invited to be part of the CSP Sub-Group.

It was also agreed that the Task Group would recommend that the Council should give its full support to the creation of a Public Space Protection Order (PSPO) in central Lancaster.

CCTV was considered a vital community asset which provided reassurance, deterrence and response for both the night time and daytime economy. The Group was keen to support any efforts to continue the CCTV service in the city centre. It was recommended that work continued on building a business case for how a partnership approach to the delivery of a repurposed CCTV system might operate.

The role the Universities played in keeping students safe in the late night economy was discussed. It is recommended that Members of the Council should liaise with the senior management and Students Union of both Lancaster University and the University of Cumbria regarding policy and practice on alcohol education, consent, health and safety, liaison with the University Hospital Morecambe Bay Trust (UHMBT) and the Clinical Commissioning Group (CGC), together with the use of sanctions for anti-social behaviour relating to alcohol.

The Group agreed that training for both Councillors and members of the public employed within the late night economy was of vital importance and asked that recommendations should be made in relation to training.

**8. Recommendations**

Set out below are the recommendations that have emerged from the Task Group's work.

One of the major successes of the Task Group has been bringing together a number of stakeholders including licensees and premises owners, through Pubwatch, the Police and the NHS as well as City Councillors and Council Officers. The Group has facilitated open communication between parties with differing interests and aided better understanding of issues within the late night economy.

The Task Group is keen for this to continue following the conclusion of the Late Night Economy Task Group.

The Task Group recommends that this be facilitated through the Lancaster District Community Safety Partnership.

**What is the Lancaster District Community Partnership??**

*The 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 districts communities safer. The CSP provide a co-ordinated response to community safety issues, drawing together organisations and people that can make a difference. The CSP focus not only on the importance of understanding what is happening and where, but what is causing the problems and the best way to tackle them. All the work of the CSP is informed by evidence or risk and need provided by their annual strategic assessment. Every year the CSP priorities a number of key issues that evidence tells them are most important to address in the district including domestic abuse, violent crime, substance misuse, anti-social behaviour and road safety. Community safety acknowledges that there is no one organisation's sole responsibility to deliver a reduction in crime and disorder and fear of crime but something which needs to be tackled collectively and in partnerships with others.*

The Task Group agrees that this be continued by way of a Sub-Group of the CSP, to be made up of Members of this Informal Sub-Group including Pubwatch representatives from Lancaster and Morecambe.

It is envisaged that the CSP Task Group will meet on a regular basis, to be agreed by the Group itself and look to discuss ongoing issues around training of licensed premises staff, the Purple Flag Scheme and rewards systems for well-run licensed premises.

**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.**

The Group is keen to support the introduction of a Public Space Protection Order (PSPO) covering the central area of Lancaster to provide an additional tool for the Police to help reduce anti-social behaviour.

As part of the ongoing scope of the Group, it is agreed that they would like regular monitoring and reporting of the success of the PSPO and that this could be provided at the Overview and Scrutiny Committee Community Safety meeting. This is held on an annual basis.

Also discussed was whether a similar approach would be effective in Morecambe. It is recommended that the feasibility of a PSPO for Morecambe be assessed, using the results of these findings as a benchmark.

**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.**

The Task Group heard from a number of parties that public CCTV was a vital community asset that provides reassurance, deterrence and response and heard anecdotal evidence from the trade of incidences where CCTV has played a vital role in ensuring the safety of staff and customers within the late night economy.

The Group recognises that the current CCTV system is no longer fit for purpose and does not represent value for money. The Group is also aware that as the current sole funder of the system, the City Council, can no longer afford to maintain the CCTV service.

The Task Group’s view is that a modern ‘repurposed’ system could be cheaper to run, be much more flexible in how it operates and be useful to a much wider range of potential users. It could potentially be a source of income and cashable efficiencies.

The Task Group recognises the City Council’s decision in this regard:-

*“With regard to CCTV, notice would be given as soon as possible to terminate the relevant services contracts, but within the notice period and prior to actual decommissioning of the equipment any approaches made by organisations interested in taking on the operation (at no cost to the Council) would be appraised and considered...”*

*...this Council cannot continue to provide the existing funding required to maintain and/or renew the existing CCTV system in the Lancaster district from April 2017, but asks Officers to make enquiries with other organisations to see if they may be in a position to get involved in maintaining either an externally staffed or volunteer-led CCTV system.”*

The Group notes particularly that Council asked '*Officers to make enquiries with other organisations to see if they may be in a position to get involved in maintaining either an externally staffed or volunteer-led CCTV system.*'

Discussions are taking place with interested parties (including Lancaster and Morecambe BIDs, Pubwatches, Chamber of Commerce, Police, Universities and landlords) to actively facilitate its continued existence.

The Group also discussed the possibility of engaging with the universities to encourage them to support CCTV as part of their duty of care to the students living and participating in the late night economy.

It is recommended that this work continues and that a business case for how a partnership approach to the delivery of repurposed CCTV system might operate is quickly developed and presented to the Council for consideration.

### **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.**

Also discussed was the impact of the University on the town centres and the late night economy in particularly around the Fresher's Week for both universities.

In a number of the meetings the impact that the universities have on Lancaster City Centre and the pressures placed on the NHS, Police and Environmental Services during Fresher's Week in particular, due to excessive alcohol consumption and anti-social behaviour and littering, has been highlighted.

It is felt that both Universities have an important role to play in encouraging and supporting responsible conduct of their students. The Group agree that they would welcome regular discussions leading to the delivery of practical projects regarding such matters as policy and practice on alcohol education, Child Sexual Exploitation (CSE), consent, health and safety, how best to assure the safety of students off campus and on the sanctions for anti-social behaviour related to alcohol.

The behaviour of students both living in and socialising within the city centre of Lancaster has been considered and whether the Universities should bear some responsibility for their behaviour. The Group discussed the Universities' Codes of Conduct and whether these applied off campus and how they could be enforced.

### **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.**

The role of the Licensing Act Committee has been considered, in particular, the training the Committee Members receive. It is felt that some Members may act on matters of Licensing without a deep appreciation of the night time economy.

It is recommended that all Members of the Licensing Act Committee attend an annual early hours visit with the Licensing Team as part of their mandatory training. This will assist Members understanding of the operation of the late night economy and allow them to see first-hand some of the issues and difficulties arising within the late night trade.

**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.**

It is recognised that many members of the trade, through their own initiative, and with support from Pubwatch, are proactively training all their staff in all areas of night time economy working.

The Task Group considers that members of the late night trade should be responsible community leaders and wants to actively encourage all night time economy businesses to train their staff. It felt that there is a role for the City Council to actively facilitate training on responsible alcohol sale and conflict management, and to actively engage with licensed premises and late night takeaways wherever possible and subject to resources.

**Recommendation 6**

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

## **Briefing Note in respect of Motion to Council on Local Procurement**

19<sup>th</sup> July 2017

### **Introduction**

This briefing note is to provide relevant information and context to inform consideration of the Council Motion on local procurement.

### **Background**

The event on the 24 May 2017 related to Preston City Council's "Community Wealth Building" approach, an important element of which is local procurement. This is part of a wider agenda around inclusive economic growth - growth that is good for all or "good growth".

Preston City Council's work has been interesting and has engaged a number of anchor institutions, including the Council itself, in actively procuring services and supplies locally wherever this is possible and feasible. The key principle is to keep local spend in the area and recirculate it many times, retaining wealth in the locality.

### **Current work**

Lancaster City Council has already engaged in discussion with Preston CC to explore the potential of a similar kind of approach for Lancaster district. It is clear that, in the first place, reliable data will be important to create an initial baseline but also to inform what actions are required to encourage and facilitate this approach. For example, there may be a need to work with businesses to help them to raise awareness and to build the skills and capacity to bid for local contracts and to meet service and product delivery requirements for new markets and to encourage more intertrading between businesses.

Locally, there is interest in this approach and some business organisations and individuals are already working on how to develop opportunities through procurement but also potentially by building a "Money loop" that helps to recirculate spend. This is clearly part of the overall picture and the Council can gain a great deal by working alongside these partners.

Initial discussions with members as part of the development of the Economic Growth Strategy will inform how a more formal approach can be developed moving forwards.

### **Conclusions**

Initial work on "Local Wealthbuilding" has commenced informally but it is expected that a number of steps will allow for the framework for a local approach to be developed.

- Working with Preston CC to share their learning and experiences
- Establish a small group to explore opportunity for the Council
- Establish baseline data
- Engage other anchor institutions at an early stage

A future report would include proposals for specific actions and to identify any resource requirements.

### 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.

**COUNCIL****Morecambe Bay Collaborative Agreement  
19 July 2017****Report of the Chief Executive****PURPOSE OF REPORT**

This report is to provide further information on potential collaborative arrangements with South Lakeland District Council and Barrow Borough Council and to present a Joint Statement of Intent for Council's consideration.

**This report is public.**

**RECOMMENDATIONS**

It is recommended that

- (1) The Council explores collaborative opportunities with South Lakeland District Council and Barrow Borough Council in order to take a strategic approach to delivering economic and other benefits for the Morecambe Bay area and the Lancashire and Cumbria sub regions.**
- (2) The Joint Statement of Intent between the three Councils is agreed.**

**1.0 Introduction**

- 1.1 Discussions over the last year between Lancaster City Council, South Lakeland District Council and Barrow Borough Council have highlighted a shared geography, economic interests and a common objective to exploit opportunities to boost the economic performance of Morecambe Bay, in the context of the wider sub regions. A Joint Statement of Intent is now provided to provide the basis of a developing collaborative relationship between the three councils.
- 1.2 District and county administrative boundaries serve a purpose in terms of public administration but do not necessarily define the economy, which develops around key sectors, supply chains and markets, as well as people and skills. Important economic drivers such as universities and major employers also have an impact that is far wider than the district in which they are based. Communities can function naturally around key service, housing and employment centres but also with a sense of connection, which is built upon how people move around rather than necessarily administrative boundaries.

- 1.3 County wide arrangements, including Local Enterprise Partnerships (LEP's), are established on a spatial, sub regional footprint but there are potential strategic advantages in seeing beyond the administrative boundaries to achieve a greater impact across a wider area. In some cases, this strategic approach could create the platform for quite ambitious developments or to prioritise key projects that deliver benefits beyond an individual sub region.
- 1.4 Lancashire LEP recognises the potential connections for Lancashire in all directions. Lancaster has strong links within Lancashire but also has interests in common with South Cumbria. Separately, East Lancashire connects closely with Manchester on many issues and West Lancashire often looks towards Merseyside. The Lancashire LEP is exploring how the potential to increase economic impact across sub regions can be achieved, taking a strategic and ambitious approach to growth.
- 1.5 Lancaster is well situated and recognised within Lancashire as an area for growth. Major funding has been allocated to key initiatives with LEP support including, for example, the Innovation Campus at Lancaster University, and Bailrigg Gardens. Funding for major developments in the district, such as these, need to demonstrate economic impact and, in the case of strategic investments, this will be beyond district boundaries. Lancashire wide arrangements underpin sub regional impact for Lancashire and there is now the opportunity to drive benefits across the wider Morecambe Bay area.
- 1.6 Recent discussions have covered a range of opportunities for potential collaboration between the Morecambe Bay authorities that can be explored and the Joint Statement of Intent suggests some possibilities. This list is not intended to be conclusive in any way and may develop over time, for example, as growth opportunities develop in nationally significant sectors such as energy, marine engineering, health and higher education.
- 1.7 Whilst collaboration around Morecambe Bay is being driven by the three district councils, the engagement and involvement of Lancashire and Cumbria County Councils and LEP's will be required as arrangements move forwards. In order to ensure that wider sub regional opportunities and impact are fully considered and major investment support is gained.

## **2.0 Proposal Details**

- 2.1 It is proposed that the Council agrees the Joint Statement of Intent and begins to explore collaborative opportunities with South Lakeland District Council and Barrow Borough Council, focusing on achieving clear economic and other benefits for the district and beyond.
- 2.2 In terms of progress, first steps will be small and will explore what potential opportunities mean in practice, what benefits can be delivered and, in particular, how the strategic advantage of this joint working relationship can add value. Work is ongoing to examine evidence and better understand the economy and other shared interests around Morecambe Bay. Early exploratory work and relationship building within existing resources can proceed informally, although any key decisions or resource implications will need to be considered by each of the Councils as part of their decision making processes.
- 2.3 The Statement of Intent suggests governance arrangements to provide a framework for further discussions and development and to ensure an opportunity for regular meetings between the three councils.

**3.0 Details of Consultation**

3.1 Early consultation has been undertaken with some key partners but further engagement will need to be ongoing in order to involve and include strategic partners and delivery organisations, as well as consider the impact for stakeholders. Key developments will no doubt require the commitment and potentially the resources of a range of partners, as appropriate.

**4.0 Options and Options Analysis (including risk assessment)**

	<b>Option 1:</b> Agree the Joint Statement and begin to explore collaborative opportunities	<b>Option 2:</b> Do not agree the Joint Statement
Advantages	<p>Potential strategic advantages for the Morecambe Bay area and the Lancashire/ Cumbria sub regions.</p> <p>Potential additional impact from key developments around the Bay.</p> <p>Potential improvement in sub regional and national positioning for Lancaster and the Bay.</p>	<p>No practical or resource implications as a result of collaborative working.</p>
Disadvantages	<p>Short term resources required to develop this approach - can be managed as part of priority setting within services</p>	<p>Lost opportunity to achieve a strategic advantage for the Morecambe Bay area and the Lancashire/ Cumbria sub regions.</p> <p>Lost opportunity to achieve additional impact from key developments around the Bay.</p> <p>Lost opportunity to develop the sub regional and national position of Lancaster and Morecambe Bay.</p>
Risks	<p>Any loss of support from sub regional partners, including LEP's, would be damaging. <i>Mitigation: Strategic involvement of County Councils and LEP's in the developing approach can be facilitated.</i></p> <p>No track record of joint working or strong relationships in place. <i>Mitigation: The exploratory phase will establish stronger relationships and understanding and assist in identifying strong options for development.</i></p>	<p>Opportunity loss as above. <i>Mitigation: Project specific joint working could mitigate these risks to some extent but are less likely to create strategic advantages and longer term benefits.</i></p>

**5.0 Conclusion**

5.1 Informal discussions between the City Council, Barrow Borough Council and South Lakeland District Council suggest that stronger collaboration around Morecambe Bay provides potential strategic advantages for the three councils and the Lancashire and Cumbria sub regions. It is recognised that this is the beginning of new approach and, to provide the basis of a working relationship moving forwards, a Joint Statement of Intent has been drafted for Council's consideration.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b>  <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):</b></p> <p>The proposals in this report may lead to actions that will create positive impacts for the district in a number of ways and which will be identified as work progresses.</p>	
<p><b>LEGAL IMPLICATIONS</b></p> <p>There are no direct legal implications arising as a result of this report.</p>	
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>There are no direct financial implications arising as a result of this report. Any short term resource requirements will be met from within existing resources with any specific proposals / developments being appraised and reported back to Members for final agreement prior to entering into any financial / contractual commitment.</p>	
<p><b>OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:</b></p> <p>At this stage, the primary resource implication relates to that required to progress the proposed collaborative arrangements. What this involves in practice will become clearer as work progresses.</p>	
<p><b>SECTION 151 OFFICER'S COMMENTS</b></p> <p>The Deputy Section 151 Officer has been consulted and has no further comments to add.</p>	
<p><b>MONITORING OFFICER'S COMMENTS</b></p> <p>The Monitoring Officer has been consulted and has no further comments.</p>	
<p><b>BACKGROUND PAPERS</b></p> <p>None.</p>	<p><b>Contact Officer:</b> Anne Marie Harrison  <b>Telephone:</b> 01524 582308  <b>E-mail:</b> amharrison@lancaster.gov.uk</p>

## **Statement of Intent in relation to Economic Development activity across the Morecambe Bay Area.**

### ***Introduction:***

This Statement of Intent has been prepared by The Borough Council of Barrow in Furness, Lancaster City Council and South Lakeland District Council (The Councils) to set out our intentions regarding collaboration, working together and resource sharing. The Councils recognise a shared geography, economic interests and a shared objective to exploit opportunities to boost the economic performance of Morecambe Bay (defined as the combination of the three Local Authority administrative areas). There is a common understanding that working closely together and engaging in joint initiatives has the potential to increase our understanding of common issues and opportunities and ultimately maximise our ability to achieve a positive economic impact for the Morecambe Bay area and beyond.

### ***Purpose of the Statement:***

To provide clarity on the intentions of the Councils to work together constructively and in good faith to jointly drive forward agreed initiatives positively. This document is not legally binding but seeks to set out the general principles by which the Councils will approach a new way of working.

### ***Background:***

This Statement of Intent reflects informal discussions between the Councils and shared aspirations for economic growth across the Morecambe Bay area, in the context of the wider sub regional economies of both Lancashire and Cumbria, the North West and nationally.

### ***Objective:***

The agreed Objective is to exploit opportunities to boost the economic performance of the Morecambe Bay area. In order to achieve this, we will identify, consider and develop initiatives and activity where joint working and shared resources offer a means by which additional benefits can be effectively delivered.

### ***Administration/Governance:***

- Elected Members Group
- Officer Group(s), which may vary according to areas of interest
- A named officer in each Council to act as a key point of contact
- Reporting and Decision making arrangements

Initial work will be informal and exploratory and will allow us to consider and investigate where the best results can be achieved.

Any formal joint working proposals and allocations of resources will be considered initially by the Elected Members Group, and ratified by the Councils, if required. Evaluation of the effectiveness of any joint working will also be provided at agreed intervals to the Elected Members Group and to each of the Councils, as required.

***Specifically, we will explore collaborative opportunities including the following:***

1. Work jointly with partners in each sub region to promotion and raise the profile of the area for inward investment and indigenous business growth.
2. Work with Cumbria and Lancashire County Councils and the sub regional Destination Management Organisations to create a 'Prospectus of Opportunity' setting out the sectoral strengths and opportunities for investment and Growth across Morecambe Bay.
3. Establish and develop a productive relationship as Morecambe Bay partners with both the Cumbria and Lancashire Local Enterprise Partnerships (LEP's) to ensure that decision making at a LEP level is aligned with opportunity across Morecambe Bay.
4. Set out a clear vision and strive to implement initiatives and activity which will provide the best chance for inclusive growth across Morecambe Bay which benefits all our communities.
5. Formally engage with central government as partners to get the best deal for our communities.
6. Agree priorities and lobby with one voice for major investments to allow Morecambe Bay to fulfil its economic potential, for example, important infrastructure.
7. Work closely together, both officers and Elected Members, to plan our housing and employment growth.
8. Jointly promote the area as a great place to live and build a career and ensure our young people and student populations are aware of the world class employment opportunities located across Morecambe Bay.
9. To address the skills challenges work collectively with our schools, colleges and universities to ensure that our businesses receive the maximum benefit from being located with world class education providers.

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Cllr Dave Pidduck  
Leader – Borough Council of Barrow in Furness

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Date

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Cllr Eileen Blamire  
Leader, Lancaster City Council

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Date

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Cllr Giles Archibald  
Leader, South Lakeland District Council

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Date



**COUNCIL**

## Allocation of Seats to Political Groups 19 July 2017

### Report of Chief Executive

#### PURPOSE OF REPORT

To advise Council of the calculations relating to the allocation of seats in accordance with the Local Government and Housing Act 1989 and the Council's agreed protocol, following notification of a change to the political groupings.

This report is public.

#### RECOMMENDATIONS

- (1) That in accordance with Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations, 1990, the City Council approves the calculations and allocation of seats set out in Appendices B and C of the report.
- (2) That the adjustments required to the Groupings of committees, detailed in paragraph 3 and Appendix C of the report, be approved.

#### 1.0 Introduction

- 1.1 Members will be aware that Councillor Andrew Kay ceased to be a member of the Green Group on 12 June 2017 and has now joined the Labour Group. This has caused a change to the political grouping of Members, requiring this report on the recalculation of the proportional representation arrangements.
- 1.2 Members are requested to approve the calculation in order to make the necessary adjustments to both groupings of committees, which reflect the revised make-up of the Council.

#### 2.0 Political Composition of the Council

- 2.1 Following the change, Membership of the council is made up as follows:

Labour	31
Conservatives	18
Green	7
Independent	2
Free Independent	1
Non-aligned Independent	1
	60

2.2 Various appendices give full details of the calculations: **Appendix A** shows the methodology of Council's agreed calculation of PR; the calculations in relation to numbers from 1 to 20 are attached at **Appendix B** and **Appendix C** gives the grouping calculations used in this report.

### 3.0 Adjustments

3.1 There are adjustments necessary to both groupings.

3.2 Appendix C sets out the rationale for the adjustments necessary as a result of the calculation. In short, these are:

- **For the Overview and Scrutiny Grouping:** The Green Group should pass a seat on the Overview and Scrutiny Committee or the Budget and Performance Panel to the Conservative Group.
- **For the Regulatory and Standing Committees Grouping:** The Green Group should pass a seat on one of the Committees to the Labour Group.

### 4.0 Conclusion

4.1 Members are requested to approve the calculations to enable the necessary adjustments set out in 3.2 to be made at this meeting.

#### **CONCLUSION OF IMPACT ASSESSMENT**

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **LEGAL IMPLICATIONS**

This report has been prepared in accordance with the provisions of Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations 1990.

#### **SECTION 151 OFFICER'S COMMENTS**

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

#### **MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no comments.

#### **BACKGROUND PAPERS**

**Contact Officer:** Debbie Chambers  
**Telephone:** 01524 582057  
**E-mail:** dchambers@lancaster.gov.uk

Appendix A

**METHOD OF CALCULATION**

- 1 The following is provided as a reminder for Members of the method used to calculate proportional representation (PR) at Lancaster City Council:-
- 2 At its meeting on 11<sup>th</sup> May 2006 Council agreed the following protocol and groupings for the calculation of PR on the Council's Cabinet\*, Overview & Scrutiny and Committees:
  - (i) the calculation be undertaken using 4 decimal places;
  - (ii) the allocation of a final seat to a Group with the same residual be to the largest under-represented Group provided that this does not result in the largest over-representation; and
  - (iii) In the event that the foregoing rules do not resolve the situation, either because of a tie, or because the allocation would result in the largest over-representation, the seat be allocated by drawing lots under the supervision of the Mayor.
  - (iv) the calculation should be undertaken in relation to the following groupings:
    - Overview and Scrutiny (2 x 9)
    - Regulatory and other timetabled Committees (1 x 20(Planning)\*, 1 x 15 (Licensing Act), 1 x 9 (Licensing Regulatory) and 2 x 7 (Personnel and Audit)
    - Remaining Standing and Joint Committees to be calculated separately and individually.

*\*The Cabinet is no longer a PR Cabinet, and the composition of the Planning Committee has since reduced to 15 Members.*

## Appendix B

## PR CALCULATION

		Labour	Conservative	Green	Independent	Free Independent (Cllr Woodruff)	Non-aligned Independent (Cllr Scott)
1	=	1	-	-	-	-	-
2	=	1	1	-	-	-	-
3	=	2	1	-	-	-	-
4	=	2	1	1	-	-	-
5	=	3	1	1	-	-	-
6	=	3	2	1	-	-	-
7	=	4	2	1	-	-	-
8	=	4	3	1	-	-	-
9	=	5	3	1	-	-	-
10	=	5	3	1	1	-	-
11	=	6	3	1	1	-	-
12	=	6	4	1	1	-	-
13	=	7	4	1	1	-	-
14	=	7	4	2	1	-	-
15	=	8	4	2	1	-	-
16	=	8	5	2	1	-	-
17	=	9	5	2	1	-	-
18	=	9	6	2	1	-	-
19	=	10	6	2	1	-	-
20	=	10	6	3	1	-	-

Labour	31
Conservative	18
Green	7
Independent	2
Free Independent	1
Non-aligned Independent	1
<b>TOTAL</b>	<b>60</b>

As at 29 June 2017

## COMMITTEE GROUPING CALCULATIONS

### 1 OVERVIEW AND SCRUTINY GROUPING

The PR Calculation for a single 9 Member Committee is 5:3:1:0:0:0 and the grouping of Overview & Scrutiny Committee and Budget & Performance Panel is as follows:-

$9 + 9 = 18$  (-:- 60) = 0.3 seats per Member.

L	31	x 0.3	=	9.3	=	9
C	18	x 0.3	=	5.4	=	6
G	7	x 0.3	=	2.1	=	2
I	2	x 0.3	=	0.6	=	1
FI	1	x 0.3	=	0.3	=	0
NAI	1	x 0.3	=	0.3	=	0
						<b><u>=18</u></b>

At the May 2017 Council meeting, the grouping gave the Green Group three seats overall and the Conservative Group had five seats. The new calculation requires the Green Group to pass a seat on this grouping to the Conservative Group.

### 2 REGULATORY AND STANDING COMMITTEES OF COUNCIL GROUPING

The PR calculation for 15 Member Committees (Planning and Highways Regulatory and Licensing Act) is 8:4:2:1:0:0. The 9 Member Licensing Regulatory Committee is 5:3:1:0:0:0 and the 7 Member Committee calculation (for Personnel and Audit) is 4:2:1:0:0:0. The total seats to be allocated for the grouping comprising Planning and Highways Regulatory, Licensing Act, Licensing Regulatory, Personnel and Audit Committees is:-

$15 + 15 + 9 + 7 + 7 = 53$  (-:- 60) = 0.8833 seats per Member.

L	31	x 0.8833	=	27.3823	=	27
C	18	x 0.8833	=	15.8994	=	16
G	7	x 0.8833	=	6.1831	=	6
I	2	x 0.8833	=	1.766	=	2
FI	1	x 0.8833	=	0.8833	=	1
NAI	1	x 0.8833	=	0.8833	=	1
						<b><u>=53</u></b>

In May 2017, the calculation gave the Labour Group 26 seats over the grouping and the Green Group seven seats. The Green Group must therefore pass one seat on a Regulatory or Standing Committee of Council to the Labour Group.

### 3 OTHER COMMITTEES/PANELS

Remaining Standing Committees currently constituted with a PR of 7 are the Appeals, Council Business and Standards Committees. The PR calculation for these is unchanged at 4:2:1:0:0:0.

The Appraisal Panel is a member panel of seven members appointed on a PR basis, although not a formal Committee of Council. The PR calculation for the Panel is unchanged at 4:2:1:0:0:0.

**COUNCIL**

**Appointments to Outside Bodies – George Fox School Educational Charity**

**19 July 2017  
Report of the Chief Executive**

**PURPOSE OF REPORT**

To consider appointing to an outside body vacancy which has arisen on the George Fox School Educational Charity.

**This report is public**

**RECOMMENDATION**

- (1) That Council notes a vacancy which has arisen on the George Fox School Educational Charity**
- (2) That Council re-confirms that the basis of appointment should be by nomination and voting at Council.**
- (3) That nominations be made and voted upon at this meeting and an appointment made until the next City Council Elections.**

**1.0 Introduction**

- 1.1 Council appointed Councillor Sykes to the George Fox School Educational Charity on 26 May 2015.
- 1.2 Councillor Sykes has informed Democratic Services that she has stood down from the Charity and a place on this outside body is now vacant.
- 1.3 Accordingly, it is necessary for Council to consider appointing another councillor to represent the Council.

**2.0 Proposal Details**

- 2.1 In May 2015 Council confirmed that the appointment to the George Fox Educational Charity be filled by the nominations and voting at full Council and, unless a different proposition is put forward at the meeting, the same basis of appointment will apply. Members are therefore asked to make nominations and appoint at this meeting.

**3.0 Background**

- 3.1 Some background information about the role has been provided below to assist

Members:

- The George Fox School Educational Charity's aims are to provide financial assistance for people under the age of 25, living in the North Lancashire and South Lakeland area to support them in general educational pursuits. The term 'education' is given a broad interpretation to include not just academic study but also developing skills for the workplace, and in the fields of music and sport. Applicants must be able to display a need for financial help that is not available elsewhere
- The Trustees meet twice a year in the early evening for about 2 hours but this is dependent on the number of applications it receives. The next meeting is expected to be held in January, although, if the Charity has several applications for support in the Autumn, another meeting would be arranged to consider those.

**4.0 Conclusion**

4.1 Council is asked to consider making an appointment to the vacancy on the George Fox Educational Charity.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b>  <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>                  None directly arising from this report.</p>	
<p><b>LEGAL IMPLICATIONS</b>                  None directly arising from this report.</p>	
<p><b>FINANCIAL IMPLICATIONS</b>                  Members of outside bodies are entitled to travel expenses. Costs resulting from this appointment should be minimal and would be met from existing democratic representation budgets.</p>	
<p><b>OTHER RESOURCE IMPLICATIONS</b>                  None</p>	
<p><b>SECTION 151 OFFICER'S COMMENTS</b>                  The Section 151 Officer has been consulted and has no comments.</p>	
<p><b>MONITORING OFFICER'S COMMENTS</b>                  The Monitoring Officer has been consulted and has no comments.</p>	
<p><b>BACKGROUND PAPERS</b>                  None</p>	<p><b>Contact Officer:</b> Debbie Chambers  <b>Telephone:</b> 01524 582057  <b>E-mail:</b> dchambers@lancaster.gov.uk  <b>Ref:</b></p>

## CABINET

6.00 P.M.

26TH JUNE 2017

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

Officers in attendance:-

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

### 1 MINUTES

The minutes of the meeting held on Tuesday 21<sup>st</sup> March 2017 were approved as a correct record.

### 2 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

The Chairman advised that there was one item of urgent business. This was an exempt report regarding a funding request towards a feasibility study and would be considered in the private part of the meeting. (Minute 13 refers.)

### 3 DECLARATIONS OF INTEREST

No declarations were made at this point.

### 4 PUBLIC SPEAKING

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

### 5 REPORTS FROM OVERVIEW AND SCRUTINY - LATE NIGHT ECONOMY IN THE LANCASTER DISTRICT TASK GROUP REPORT

Cabinet received a report from the Overview and Scrutiny Committee to consider the recommendations of the Late Night Economy in the Lancaster District Informal Task Group.

The options were set out in the report as follows:

1. To accept the recommendations of Overview and Scrutiny.
2. Not to accept the recommendations of Overview and Scrutiny.
3. To make alternative proposals to those recommended by Overview and Scrutiny.

Councillor Hughes proposed, seconded by Councillor Leyshon:-



“That recommendations 1 to 4 be approved and it be noted that recommendations 5 and 6 will be referred to Council.”

Councillors then voted:-

*Resolved unanimously:*

- (1) That Recommendations 1 to 4 of the Late Night Economy in the Lancaster District Task Group be approved:-

*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 be 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.*
- (2) That it be noted that Recommendations 5 and 6 will be referred to Council:

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.*

Officers responsible for effecting the decision:

Chief Officer (Health & Housing)  
Chief Officer (Environment)

Reasons for making the decision:

Implementing the recommendations within the report will assist the City Council in meeting the Corporate Plan priority for Clean and Green Places, improve communication between organisations operating within the late night economy and improve relations between residents of the Town/City Centres and those visiting the centres to utilise the facilities of the late night economy.

**6 CABINET LIAISON GROUPS AND APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND BOARDS (Page 12)**

**(Cabinet Member with Special Responsibility Councillor Blamire)**

Cabinet received a report from the Chief Executive to consider the Cabinet Liaison Groups currently constituted and Cabinet appointments to Outside Bodies, Partnerships and Boards.

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

The options regarding Cabinet Liaison Groups were:

- To note existing arrangements and make no amendments.
- To consider and approve, where appropriate, any proposals from Cabinet Members.

With regard to Outside Bodies, Partnerships and Boards, Cabinet was requested to make appointments, as set out in Appendix C to the report.

It was recommended that appointments be aligned as closely as possible to individual Cabinet Members' portfolios.

It was further recommended that the Cabinet Liaison Groups be reviewed once the Corporate Plan has been completed.

Councillor Pattison proposed, seconded by Councillor Clifford:-

"That the recommendations, as set out in the report, be approved with the establishment of a Property Review Cabinet Liaison Group being agreed in principle, the terms of reference of which would be tabled at a later Cabinet meeting."

Councillors then voted.

***Resolved unanimously***

- (1) That the Cabinet Liaison Groups as set out in Appendix B to the report be re-constituted, with the establishment of a Property Review Cabinet Liaison Group, the terms of reference of which will be agreed at a future Cabinet meeting.
- (2) That the Lead Cabinet Member of each Cabinet Liaison Group be requested to inform the Chief Executive of the participants he/she wishes to invite to such meetings.
- (3) That appointments to Outside Bodies, Partnerships and Boards as set out in Appendix C, appended to the minutes, be approved.

**Officer responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

The establishment of Cabinet Committees and Cabinet Liaison Groups assists the Cabinet in the discharge of executive functions. Representation on Outside Bodies is part of the City Council's community leadership role.

**7 VARIATION OF CENTRAL LANCASTER'S AIR QUALITY MANAGEMENT AREA TO INCLUDE THE 1 HOUR AIR QUALITY OBJECTIVE FOR NITROGEN DIOXIDE**

**(Cabinet Member with Special Responsibility Councillor Warriner)**

Cabinet received a report from the Chief Officer (Health & Housing) which sought approval for varying the current Air Quality Management Area (City of Lancaster) (No.1) Order 2004 by replacing it with a new Air Quality Management Area (City of Lancaster) (No.2) Order 2017.

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

	<b>Option 1:</b> Vary the City of Lancaster AQMA (No.1) Order to include likely exceedance of 1 hour objective for nitrogen dioxide	<b>Option 2:</b> To not vary the City of Lancaster AQMA (No.1) Order
Advantages	Meet administrative requirements for local air quality management	None identified
Disadvantages	None identified	Would not meet administrative requirements for local air quality management
Risks	None identified	Powers under Section 85 of the Environment Act 1995 allow the Secretary of State to intervene to make a new Order.

The Council needs to vary the Air Quality Management Area order for the City of Lancaster and Option 1 is recommended. This carries no disadvantages. No advantages have been identified in making any wider changes to the existing Order. Arrangements are in hand to monitor and review the impact of several key pollution-influencing actions (the Bay Gateway road opening, and pending passenger bus technology modifications) however these will take some time.

The proposed variation to the Air Quality Management Area order for the City of Lancaster addresses an important administrative update about air pollution levels in parts of central Lancaster, serving the interests of residents living in areas close to busy roads and highest concentrations of air pollution from road traffic.

Councillor Warriner proposed, seconded by Councillor Clifford:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the current Air Quality Management Area (City of Lancaster) (No 1) Order 2004 be revoked.
- (2) That an Air Quality Management Area be re-designated as proposed in the draft Air Quality Management Area (City of Lancaster) (No 2) Order 2017, attached to the report.

**Officer responsible for effecting the decision:**

Chief Officer (Health & Housing)

**Reasons for making the decision:**

Air quality review and assessment forms an important part of the Council's protection of the community's health. Air pollution poses particular threats to the elderly, young children and people with heart and breathing difficulties. It is essential that the potential air quality problems highlighted to date by Air Quality Review and Assessment are resolved and this proposal serves that objective.

**8 PROVISIONAL REVENUE, CAPITAL AND TREASURY MANAGEMENT OUTTURN 2016/17**

**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a report from the Chief Officer (Resources) which provided summary information regarding the provisional outturn for 2016/17, including Treasury Management.

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

The City Council has a legal requirement to ensure that its expenditure is fully funded and to produce accounts in accordance with proper accounting practice. In addition, the Prudential Indicators are a statutory requirement linked to the budgetary framework. For these aspects, therefore, there are no alternative options for Cabinet to consider. Members are being asked to endorse certain actions taken by the Chief Officer (Resources), and Cabinet should consider whether it has sufficient information to do so or whether it requires any further justification.

The report requests Cabinet to consider a number of revenue overspending, capital slippage and other budget adjustment matters. The framework for considering these is set out in the report but basically Cabinet may:

- Endorse any number of the items / requests, in full or part.
- Refuse various requests and if commitments have already been incurred, require alternative funding options to be identified. Cabinet should note, however, that this may impact on other areas of service delivery.
- Request further information regarding them, if appropriate.

The Officer preferred options are as set out in the recommendations, on the assumption that Members continue to support their previously approved spending plans.

Councillor Whitehead proposed, seconded by Councillor Clifford:-

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

Councillors then voted:-

**Resolved unanimously:**

- (1) That the provisional outturn for 2016/17 be endorsed, including the transfers to Provisions, Reserves and Balances actioned by the Chief Officer (Resources), and the position regarding overspendings.

- (2) That the requests for capital slippage and the adjustments to reflect accelerated capital spending on projects as set out at Appendix G to the report be endorsed, with the Capital Programme being updated accordingly.
- (3) That the Annual Treasury Management report and Prudential Indicators as set out at Appendix H to the report be noted and referred on to Council for information.
- (4) That the implications of business rate growth be noted, with them being fed into the next update of the Council's Medium Term Financial Strategy (MTFS).

**Officer responsible for effecting the decision:**

Chief Officer (Resources)

**Reasons for making the decision:**

The Outturn and Statement of Accounts report on all the financial resources generated and/or used by the Council in providing services or undertaking other activities under the Policy Framework.

**9 EXCLUSION OF THE PRESS AND PUBLIC**

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

"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 items of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 3 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 items of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

**10 SALT AYRE LEISURE CENTRE INCOME SHARE ARRANGEMENT**

**(Cabinet Member with Special Responsibility Councillor Clifford)**

Cabinet received a report from the Chief Officer (Health & Housing) which sought approval from Cabinet to enter into an income share arrangement between the Council and Alliance Leisure Services Limited. The report was exempt from publication by virtue of Paragraph 3, of Schedule 12A of the Local Government Act, 1972.

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

Councillor Clifford proposed, seconded by Councillor Warriner:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That approval be given for the Council to enter into an income share arrangement (including the Spa) with Alliance Leisure Services Limited, on the basis as set out in Option 2 of the exempt report.
- (2) That progress on the income share arrangement be reported through normal quarterly performance and financial monitoring arrangements.
- (3) That income and expenditure budgets for the Spa be updated for current and future years on a cost neutral basis.

**Officer responsible for effecting the decision:**

Chief Officer (Health & Housing)

**Reasons for making the decision:**

An income share arrangement will provide an opportunity for the Council to maximise income using the skills and capacity of Alliance Leisure Services which the Council currently does not have. Income generation is a specific initiative for helping to balance the budget. Maximising uptake at the leisure centre means more people participating in physical activity, contributing to improving the health and wellbeing of our citizens, which is a corporate priority.

**11 LAND AT THE FORMER SHELL ICI SITE (HEYSHAM GATEWAY) - - OPTION AGREEMENT FOR SALE**

**(Cabinet Member with Special Responsibility Councillor Leyshon)**

Cabinet received a report from the Chief Officer (Resources) to report and obtain approval to extend the option period in the existing option agreement for the sale of land at the former Shell/ICI site. The report was exempt from publication by virtue of Paragraph 3, of Schedule 12A of the Local Government Act, 1972.

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

Councillor Leyshon proposed, seconded by Councillor Clifford:

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Option 1 be approved, with the Option Agreement as set out in the exempt report being extended for a further period to 2<sup>nd</sup> April, 2018.

**Officer responsible for effecting the decision:**

Chief Officer (Resources)

**Reasons for making the decision:**

Extending the option period would represent a reasonable way forward and supports the Council's Corporate Plan, in particular the priority of economic growth and key themes of environmental sustainability and managing the Council's resources.

**12 LAND AT THE SUPERBOWL, MARINE ROAD, MORECAMBE****(Cabinet Member with Special Responsibility Councillor Leyshon)**

Cabinet received a report from the Chief Officer (Resources) which sought approval for amendments to be made (by way of deed of variation) to the restrictive covenant imposed by the Council on the sale of property back in 1998, and for the approval of the transfer of three small parcels of land around the edge of the site. The report was exempt from publication by virtue of Paragraph 3, of Schedule 12A of the Local Government Act, 1972.

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

Councillor Leyshon proposed, seconded by Councillor Pattison:

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Option 1 be approved, and the amendments to the restrictive covenant for the land and building known as the Superbowl, Marine Road West, Morecambe be agreed.
- (2) That the transfer of the freehold interest in three small parcels of land extending to approximately 295m<sup>2</sup> around the periphery of the site be approved.

**Officer responsible for effecting the decision:**

Chief Officer (Resources)

**Reasons for making the decision:**

The decision will enable the City Council to receive a capital receipt and rationalise its land holdings in the area and is consistent with the principles of good asset management, disposing of assets which have no operational value or requirement.

**13 ITEM OF URGENT BUSINESS - DEVELOPMENT PROJECT - FUNDING REQUEST TOWARDS FEASIBILITY STUDY****(Cabinet Member with Special Responsibility Councillor Hanson)**



In accordance with Part 4, Section 7, Urgent Business Procedure Rules and S100 (B) of the Local Government Act 1972, Cabinet received a report from the Chief Officer (Regeneration & Planning) which sought approval to allocate funding from the Economic Growth Reserve towards a feasibility study. The reason for the urgency was that commissioning of the feasibility works needed to commence on the 1<sup>st</sup> July 2017. The Chairman of Overview and Scrutiny Committee had been consulted and agreed to the item being treated as a matter of urgency in accordance with Overview and Scrutiny Procedure Rule 17 (a) and therefore not subject to call-in.

The options, options analysis, including risk assessment were set out in a report which was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.

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 on behalf of the Council, Cabinet expresses its support for the project and the potential opportunities it presents.
- (2) That Cabinet approves a financial contribution towards the detailed feasibility work to be undertaken for the project as set out in sections 2.5 and 2.6 of the exempt report, to be financed from the Economic Growth Reserve.
- (3) That it be noted that the Chairman of Overview and Scrutiny Committee has agreed to waive the call-in period regarding implementation of the decision.

**Officers responsible for effecting the decision:**

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

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Chairman

(The meeting ended at 7.10 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 28<sup>TH</sup> JUNE, 2017.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:**

**FRIDAY 7<sup>TH</sup> JULY, 2017 WITH THE EXCEPTION OF MINUTE 13 - ITEM OF URGENT BUSINESS - DEVELOPMENT PROJECT - FUNDING REQUEST TOWARDS FEASIBILITY STUDY WHICH CAN BE IMPLEMENTED WITH IMMEDIATE EFFECT AS CALL-IN HAS BEEN WAIVED.**

## APPENDIX C

## APPOINTMENTS MADE BY CABINET

<b>ORGANISATION</b>
Lancaster Community Fund Grants Panel (Cabinet Member and 1 member of Council) Cllr Margaret Pattison
Lancashire Leaders Meeting (Leader of the Council) Cllr Eileen Blamire
LGA Coastal Issues Special Interest Group Cllr Darren Clifford
Morecambe Bay Partnership Cllr Janice Hanson
Museums Advisory Panel Cabinet Member (and 1 member of O/S) Cllr Darren Clifford
Lancashire Waste Partnership : Cllr Brendan Hughes
Community Safety Partnership Cabinet Member (+ Cabinet Member substitute): Cllr Brendan Hughes (Cllr Eileen Blamire substitute)
Health and Wellbeing Partnership Cabinet Member (+ Cabinet Member substitute) : Cllr Andrew Warriner (Cllr Margaret Pattison substitute)
BID Company Ltd - (Cabinet Member for Economic Regeneration) Cllr Janice Hanson
Yorkshire Dales National Park Board – Cabinet Member with responsibility for Rural Affairs – Cllr Margaret Pattison