



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 7 MARCH 2019

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 22 November, 2018 (previously circulated).

3. **Items of Urgent Business Authorised by the Chairman**

4. **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.

5. **Lancashire County Council Consultations** (Pages 1 - 19)

Report of the Democratic Services Manager.

6. **Member Development Induction Programme** (Pages 20 - 25)

Report of the Democratic Services Manager.

7. **Change of date of Budget and Performance Panel** (Pages 26 - 27)

Report of the Democratic Services Manager.

8. **Urgent Business Between Meetings** (Pages 28 - 29)

Report of the Democratic Services Manager.

9. **Appointments to Committees and Changes to Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors John Reynolds (Chairman), Andrew Warriner (Vice-Chairman), Janet Hall, Joan Jackson, Abi Mills, Jean Parr and Phillippa Williamson

(ii) Substitute Membership

Councillors Andrew Gardiner, Roger Mace, David Whitaker and Nicholas Wilkinson

(iii) Queries regarding this Agenda

Please contact Tessa Mott, Democratic Services - 01524 582074 or email tmott@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Wednesday 27th February, 2019.

COUNCIL BUSINESS COMMITTEE

Lancashire County Council Consultations

7 March 2019

Report of Democratic Services Manager

PURPOSE OF REPORT
<p>To allow the Committee to consider how they would wish to respond to several current consultations from Lancashire County Council regarding proposals for:</p> <ul style="list-style-type: none"> • Break Time • Wellbeing Service • Lancashire Waste and Recycling Service Centres • Integrated Home Improvement Services • Active Lives – Healthy Weight, Health Improvement Service • Drug and Alcohol Rehabilitation, Health Improvement Service • Stop Smoking Services, Health Improvement Service
This report is public.

RECOMMENDATIONS

- (1) **That the Council Business Committee agrees a Council response to the stakeholder consultations by Lancashire County Council (LCC) with regards to the proposals for the seven services set out in this report.**

1.0 Introduction

- 1.1 Due to financial pressures, Lancashire County Council is currently consulting with regards to proposals for seven services.

The services are:

- **Lancashire Break Time (LBT)**, which is a county-wide service providing short breaks for parents or carers of children and young people with special educational needs and/or a disability (SEND). The proposal is to cease the LBT Service. Deadline for this consultation is 25 March 2019.
- **The Lancashire Wellbeing Service (LWS)**, which supports adults most at risk of a health or social care crisis to remain healthy and well. The service assists with
 - Emotional health - low mood, anxiety, stress, feeling overwhelmed and mild depression

- Social isolation - loneliness, few or poor social skills
- Difficult circumstances - family finance, employment, education
- Lifestyle and healthy living - by supporting behaviour change

LWS supports about 11,000 people each year. The proposal is to cease the LWS. Deadline for this consultation is 25 March 2019.

- **Lancashire County Council's household waste recycling centres** currently have longer opening hours during the summer than the winter months. The proposals are for reduced opening hours all year round and for the Carnforth centre's days of opening to be reduced from seven to five days per week. Deadline for this consultation is 25 March 2019.
- **Integrated Home Improvement Service** (also known as Care and Repair) provides help to people in need of extra support to make their homes safe and accessible, by assisting homeowners to maintain, repair and improve their properties. The service is delivered in Lancaster District by the City Council's Home Improvement Agency on behalf of the County Council. The proposal is to continue to provide funding for minor aids and adaptations (under £1,000) to people who are eligible for the service and to cease funding the Home Improvement Services that the County Council is not legally required to provide. (Full details are appended). Deadline for this consultation is 15 April 2019.
- **Active Lives – Healthy Weight, Health Improvement Service**
The Active Lives Healthy Weight service has been commissioned by the County Council since 2016, for people who are classed as inactive, to help them to change their routine behaviours and to incorporate physical activity into their daily lives. Active Lives Healthy Weight also supports people who are overweight, but not obese, to lose weight. The service is delivered in the Lancaster District by the team at Salt Ayre Leisure Centre. The proposal is to develop a programme for everyone in Lancashire, promoting the use of the county's existing assets to increase physical activity, in particular in open and green spaces. Deadline for this consultation is 15 April 2019.
- **Drug and Alcohol Rehabilitation, Health Improvement Service**
The County Council's drug and alcohol rehabilitation services are mainly residential based programmes, with a small number of day programmes. Rehabilitation is an abstinence-based set of interventions to address the underlying causes of addiction in order to establish new ways of coping in real-life situations following treatment. The proposal is to reduce access to residential and non-residential drug and alcohol rehabilitation services. Deadline for this consultation is 15 April 2019.
- **Stop Smoking Services, Health Improvement Service**
The County Council currently provides a stop smoking service which is available to everyone over the age of 12 years in Lancashire. The proposal is to reduce general access to stop smoking services. The County Council would still promote quitting smoking through apps and other digital platforms to those who want to give up. Deadline for this consultation is 15 April 2019.

2.0 Consultation Details

- 2.1 The consultations are a series of questions for consultees to answer. Full information about all the proposals, and the consultation questions posed by the County Council, are appended to this report.

3.0 Conclusion

- 3.1 That Council Business Committee agrees responses to the consultations on behalf of the Council. The options open to the Committee are to consider the responses at this meeting, or to deal with the responses by email after the meeting, with the committee delegating agreement of the final responses to the Chairman of the Committee for expediency.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) Lancaster City Council is being consulted on proposals in relation to Lancashire County Council services which will affect residents in the City Council district.</p>	
<p>LEGAL IMPLICATIONS None as a result of this report.</p>	
<p>FINANCIAL IMPLICATIONS None as a result of this report.</p>	
<p>OTHER RESOURCE IMPLICATIONS None identified.</p>	
<p>SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no comments to add.</p>	
<p>MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no comments to add.</p>	
<p>BACKGROUND PAPERS</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582507 E-mail: dchambers@lancaster.gov.uk Ref:</p>

Lancashire Break Time consultation 2019

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views.

Lancashire Break Time (LBT) is a county-wide service providing short breaks for parents or carers of children and young people with special educational needs and/or a disability (SEND). The child or young person will attend a fun group activity whilst their parent or carer gets a short break from their caring role.

LBT can be used without a social care assessment of need. LBT is for unpaid primary carers of a child or young person with SEND, aged four to 18 years, who lives in Lancashire (excluding Blackburn with Darwen and Blackpool) and where the child or young person has difficulty accessing services for reasons such as sensory issues, learning difficulties and physical mobility problems.

Children and young people with a higher level of need receive services through their package of care. Parents and carers are able to request a statutory social care assessment of need under Section 17, Children Act 1989 or a carer's assessment under the Care Act 2014. These assessments are undertaken by a social worker and will consider the needs of the child or young person and their family and the needs of the parent or carer. This assessment may mean that short breaks are offered to meet identified needs of the parent or carer.

Lancashire County Council is proposing that LBT will cease, meaning that parents and carers will no longer be able to get short breaks through this service and children and young people will no longer be able to attend LBT activities.

We are asking the public, staff and partner organisations to give their views. You can complete this online version, or printed questionnaires are available on request, please ring 01772 532509 or email Find@lancashire.gov.uk. Your views and comments will be included in the report Lancashire County Council's Cabinet will consider when making the final decision on these proposals.

Timescales

3 December 2018 - Cabinet agreed to consult on proposals

28 January to 25 March 2019 - consultation period

16 May 2019 - report the consultation outcomes to Cabinet

From September 2019 - LBT is proposed to cease

Lancashire Break Time

We are proposing to cease Lancashire Break Time. How strongly do you agree or disagree with this proposal?

Please select one option only

<input type="radio"/>	Strongly agree
<input type="radio"/>	Tend to agree
<input type="radio"/>	Neither agree nor disagree
<input type="radio"/>	Tend to disagree
<input type="radio"/>	Strongly disagree
Why do you say this?	

If Lancashire Break Time was to cease, how would this affect your organisation?

Thinking about our proposal, please tell us if you think there is anything else that we need to consider or that could be done differently.
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Lancashire Wellbeing Service

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views.

The Lancashire Wellbeing Service (LWS)

LWS supports those adults most at risk of a health or social care crisis to remain healthy and well. The service assists with

- Emotional health - low mood, anxiety, stress, feeling overwhelmed and mild depression
- Social isolation - loneliness, few or poor social skills
- Difficult circumstances - family finance, employment, education
- Lifestyle and healthy living - by supporting behaviour change

The service supports about 11,000 people each year. Depending on their needs, people receive support directly from the service, or the service refers them to other types of support. For example, the service helps people to use support provided by the voluntary, community and faith sector (VCFS). People generally receive support for up to eight sessions, over 12 weeks, where help is provided to make a plan to address their needs.

Our proposal

We are proposing to cease the LWS.

In some areas of Lancashire there are services that are similar to LWS. It is expected that these services will continue to support people in those areas.

Those with eligible social care needs will continue to receive support in line with their assessed needs.

How to take part

This questionnaire will help us understand the implications of ceasing the Lancashire Wellbeing Service on your organisation and those accessing the service. Your views and comments will be fed back to the county council's Cabinet to make the final decision.

Timescales

3 December 2018 - Cabinet agreed to consult on proposals

28 January to 25 March 2019 - consultation with the public and partner organisations

16 May 2019 - likely date of reporting the consultation outcomes to Cabinet

31 December 2019 - LWS is proposed to cease

We are proposing to cease the delivery of the Lancashire Wellbeing Service.

How strongly do you agree or disagree with the proposal to cease the Lancashire Wellbeing Service? <i>Please select one option only</i>	
<input type="radio"/>	Strongly agree
<input type="radio"/>	Tend to agree
<input type="radio"/>	Neither agree nor disagree
<input type="radio"/>	Tend to disagree
<input type="radio"/>	Strongly disagree
Why do you say this?	
If this proposal happened, how would it affect your organisation?	
Thinking about our proposal, is there anything else you think we need to consider or that we could do differently?	

Lancashire County Council's household waste recycling centres

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views. We are asking the public, staff and partner organisations to give their views. There are printed questionnaires available on request, or you can complete this online version. Your views and comments will be included in the report Lancashire County Council's Cabinet will consider when making the final decision on these proposals.

Timescales

3 December 2018 - Cabinet agreed to consult on proposals

28 January to 25 March 2019 - consultation with the public and partner organisations

16 May 2019 - report the consultation outcomes to Cabinet

20 May 2019 - consultation with employees

From October 2019 - new opening times proposed to begin

Opening hours

Lancashire County Council's household waste recycling centres currently have different opening hours during the summer (1 April to 30 September) and during the winter (1 October to 31 March). The summer opening hours are 8am to 7pm and the winter opening hours are 8am to 5pm.

Our proposal for opening hours

We are proposing to change the opening hours for all our household waste recycling centres to 9am-5pm for the entire year (2 January to 31 December).

Background to our proposal for opening hours

Our analysis shows that

- during the summer about nine out of ten visits to our household waste recycling centres happen from 9am-5pm
- during the winter 19 out of 20 visits happen between these times

During the summer, staff currently work 11-hour shifts, four days a week. During the winter, they work nine-hour shifts, four days a week. Managing these working arrangements is more costly than managing staff working a traditional set working week. We are proposing that our staff will work eight-hour shifts, five days a week all year round. This would mean that they will spend less hours working when our centres are least used, therefore providing better value for money.

Opening days

All 15 of Lancashire County Council's household waste recycling centres are currently open seven days a week (excluding Christmas Day, Boxing Day and New Year's Day).

Our proposal for opening days

We are proposing to open the following seven household waste recycling centres on five days a week

- Barnoldswick
- Burscough
- Carnforth
- Clitheroe
- Haslingden
- Longridge
- Skelmersdale

All these centres will be open on Friday, Saturday and Sunday. The two days they close will either be Monday and Tuesday or Wednesday and Thursday. The days the centres close will be based on usage data and the availability of alternative facilities. Background to our proposal for opening days

We are proposing that centres that handle less than 5,000 tonnes a year open five days a week. The average annual tonnage of household waste delivered to each of our centres is

<i>0 to 5,000 tonnes</i>		<i>5,000 to 9,000 tonnes</i>		<i>9,000 tonnes to 14,000</i>	
	Annual tonnage		Annual tonnage		Annual tonnage
Longridge	2,859	Altham	6,491	Preston	9,697
Barnoldswick	2,995	Skelmersdale	6,678	Chorley	10,579
Clitheroe	3,440	Lytham	8,242	Burnley	11,148
Burscough	4,507	Fleetwood	8,369	Lancaster	11,768
Carnforth	4,527			Farington	13,116
Haslingden	4,536				

We are also proposing that the centre in Skelmersdale opens five days a week, because there are two household waste recycling centres in West Lancashire district. The majority of Lancashire's districts have only one centre. Three districts each have two: West Lancashire (Burscough and Skelmersdale); Ribble Valley (Longridge and Clitheroe); and Lancaster (Lancaster and Carnforth). By staggering the days that each centre is open in both West Lancashire and Ribble Valley, a seven days a week household waste recycling centre service will still be maintained in each of these districts.

Pendle and Rossendale will be the only districts without a seven day service. In Pendle many residents already use the Burnley household waste recycling centre due to the location of Barnoldswick. However, Barnoldswick's opening days would also be staggered with Clitheroe's opening days to provide a second alternative. In Rossendale, if households can't hold onto their waste until their local household waste recycling centre is open, the nearest alternative centres are Burnley or Altham. Where centres are open seven days a week it increases the overall number of staff required to deliver the service. If staff work five days a week extra staff are required to cover the two additional days. To open our household waste recycling centres five days a week provides the most efficient and cost effective means of delivering the service.

Lancashire County Council's household waste recycling centres currently have different opening hours during the summer (1 April to 30 September) and during the winter (1 October to 31 March). The summer opening hours are 8am to 7pm and the winter opening hours are 8am to 5pm.

We are proposing to change the opening hours for all our household waste recycling centres to 9am-5pm for the entire year (2 January to 31 December).

How strongly do you agree or disagree with our proposal to change the opening hours of all household waste recycling centres to 9am-5pm for the entire year?

Please select one option only

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree

Why do you say this?

If this proposal happened, how would it affect you?

We are proposing to open the following seven household waste recycling centres on five days a week.

- Barnoldswick
- Burscough
- Carnforth
- Clitheroe
- Haslingden
- Longridge
- Skelmersdale

All these centres will be open on Friday, Saturday and Sunday. The two days they close will either be Monday and Tuesday, or Wednesday and Thursday. The days the centres close will be based on usage data and the availability of alternative facilities.

How strongly do you agree or disagree with our proposal to open five days a week at these seven household waste recycling centres?

Please select one option only

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree

Why do you say this?

If this proposal happened, how would it affect you?

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Thinking about our proposals, is there anything you think that we need to consider or that we could do differently?

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Integrated Home Improvement Services

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views.

The Integrated Home Improvement Service (also known as Care and Repair) provides help to people in need of extra support to make their homes safe and accessible, by assisting homeowners to maintain, repair and improve their properties.

This supports independent living for older people, people living with physical disabilities and people living with long term health conditions. The Integrated Home Improvement Service is currently contracted to six local providers based across Lancashire for service delivery.

The service divides broadly into two areas:

1) **Minor aids and adaptations** – we are legally obliged to provide works under £1,000. Examples of minor adaptations include external rails and step adaptations, additional banister rails and semi-permanent ramping. People who are eligible for this service will continue to receive it. We also provide additional services and support to enable people to live safely and independently.

2) **The Home Improvement Service includes services that we are not legally required to provide.**

- a. Handy person services - typically used for small jobs/repairs that take less than two hours
- b. Home visit to assess and advise what jobs/repairs are needed
- c. Help to organise/oversee home repairs, maintenance, adaptations or security measures such as drawing up plans, organising quotes
- d. Advice about what housing is available to meet an individual's needs
- e. Advice about what financial support is available
- f. Advice and information about other organisations that can help

Our proposal

We will continue to provide funding for minor aids and adaptations (under £1,000) to people who are eligible for this service. However, we are

proposing to cease funding the Home Improvement Services that we are not legally required to provide.
How to take part
<p>We are asking the public, providers and partners to give their views. As a provider or partner please complete this online questionnaire. We will also be holding workshops with partners to identify implications of the proposal and potential alternate forms of delivery.</p> <p>This is an eight week consultation so please reply before Monday 15 April 2019. All responses will be considered by Lancashire County Council's Cabinet in making its final decision.</p>
Timescales
<p>3 December 2018 - Cabinet agreed to consult on proposals</p> <p>18 February to 15 April 2019 - consultation with the people we support, providers and partners</p> <p>13 June 2019 - intended date of reporting the consultation outcomes to Cabinet</p> <p>End of December 2019 - propose to cease funding Home Improvement Services</p>

<p>Proposal: we will continue to provide funding for minor aids and adaptations (under £1,000) to people who are eligible for this service. However, we are proposing to cease funding the Home Improvement Services that we are not legally required to provide.</p>										
<p>How strongly do you agree or disagree with this proposal? <i>Please select one option only</i></p> <table border="1"> <tr> <td><input type="radio"/></td> <td>Strongly agree</td> </tr> <tr> <td><input type="radio"/></td> <td>Tend to agree</td> </tr> <tr> <td><input type="radio"/></td> <td>Neither agree nor disagree</td> </tr> <tr> <td><input type="radio"/></td> <td>Tend to disagree</td> </tr> <tr> <td><input type="radio"/></td> <td>Strongly disagree</td> </tr> </table>	<input type="radio"/>	Strongly agree	<input type="radio"/>	Tend to agree	<input type="radio"/>	Neither agree nor disagree	<input type="radio"/>	Tend to disagree	<input type="radio"/>	Strongly disagree
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<input type="radio"/>	Tend to agree									
<input type="radio"/>	Neither agree nor disagree									
<input type="radio"/>	Tend to disagree									
<input type="radio"/>	Strongly disagree									

Why do you say this?

How would our proposal affect your services and the people you support on our behalf?

Thinking about our proposal, is there anything you think that we need to consider or that we could do differently?

Active Lives Healthy Weight service consultation 2019

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views.

Our proposal

We are proposing to change how we provide public health lifestyle services in order to achieve savings yet continue to deliver positive outcomes for the people we support. In particular, we are proposing to change how we provide three types of service, which are drug and alcohol rehabilitation, stopping smoking and physical activity/healthy weight. We are proposing to increase digital support for behaviour change and health improvement through promotion of websites and apps. We are also suggesting delivering services based more on local needs.

Since April 2016, we have delivered the Active Lives Healthy Weight service for people who are classed as inactive, to help them to change their routine behaviours and to incorporate physical activity into their daily lives. Active Lives Healthy Weight also supports people who are overweight but not obese to lose weight.

The programmes are free to participants and are delivered over a 12 week period. They are delivered under different names in local communities, such as Up and Active, Active Lives, Your Move, Active West Lancs.

We propose to stop offering specific physical activity and healthy weight programmes which currently target those people exercising for less than 30 minutes three times per week and/or with a BMI of between 25 and 34.9. However, we are proposing to develop a programme for everyone in Lancashire, promoting the use of the county's existing assets to increase physical activity, in particular in open and green spaces. This would be through activities such as walking, running and cycling in urban, coast and countryside locations, as well as using purpose built leisure facilities.

How to take part	
<p>We are asking the public, staff and partner organisations to give their views. You can complete this questionnaire and we will also be holding workshops with partner organisations to identify implications of the proposal.</p> <p>This is an eight week consultation so please reply before Monday 15 April 2019. Your views and comments will be included in the report Lancashire County Council's Cabinet will consider when making the final decision on these proposals.</p>	
Timescales	
<p>3 December 2018 - Cabinet agreed to consult on proposals 18 February to 15 April 2019 – consultation with the public, staff and partner organisations 13 June 2019 – likely date of reporting the consultation outcomes to Cabinet 31 March 2020 – implementation of changes complete</p>	
Our proposal	
<p>Proposal: we propose to stop offering specific physical activity and healthy weight programmes which currently target those people exercising for less than 30 minutes three times per week and/or with a BMI of between 25 and 34.9. However, we are proposing to offer a new programme to everyone in Lancashire promoting the use of the county's existing natural assets to increase physical activity in open and green spaces. This would be through activities such as walking, running and cycling in urban, coast and countryside locations, as well as using purpose built leisure facilities.</p>	
How strongly do you agree or disagree with this proposal?	
<i>Please select one option only</i>	
<input type="radio"/>	Strongly agree
<input type="radio"/>	Tend to agree
<input type="radio"/>	Neither agree nor disagree
<input type="radio"/>	Tend to disagree
<input type="radio"/>	Strongly disagree
Why do you say this?	
How would our proposal affect your services and the people you support on our behalf?	
Thinking about our proposal, is there anything you think that we need to consider or that we could do differently?	

Drug and alcohol rehabilitation services consultation 2019

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views.

Our proposal

We are proposing to change how we provide public health lifestyle services in order to achieve savings yet continue to deliver positive outcomes for the people we support. In particular, we are proposing to change how we provide three types of service, which are drug and alcohol rehabilitation, stopping smoking and physical activity/healthy weight. We are proposing to increase digital support for behaviour change and health improvement through promotion of websites and apps. We are also suggesting delivering services based more on local needs.

Our drug and alcohol rehabilitation services are mainly residential based programmes, with a small number of day programmes. Rehabilitation is an abstinence-based set of interventions to address the underlying causes of addiction in order to establish new ways of coping in real-life situations following treatment.

We propose to reduce access to residential and non-residential drug and alcohol rehabilitation services. We propose to target only the most vulnerable individuals and those more likely to benefit, such as those people subject to chronic stress and trauma, those with insufficient support or social capital to cope without intensive assistance, to help build and increase resilience. As a consequence, for those with lower levels of need we are also proposing to increase the use of support services based in local communities.

How to take part

We are asking the public, staff and partner organisations to give their views. You can complete this questionnaire and we will also be holding workshops with partner organisations to identify implications of the proposal.

	<p>This is an eight week consultation so please reply before Monday 15 April 2019. Your views and comments will be included in the report Lancashire County Council's Cabinet will consider when making the final decision on these proposals.</p>
	<p>Timescales</p> <p>3 December 2018 - Cabinet agreed to consult on proposals</p> <p>18 February to 15 April 2019 – consultation with the public, staff and partner organisations</p> <p>13 June 2019 – likely date of reporting the consultation outcomes to Cabinet</p> <p>31 March 2020 – implementation of changes complete</p>

Our proposal	
<p>Proposal: we propose to reduce access to residential and non-residential drug and alcohol rehabilitation services. We propose to target only the most vulnerable individuals and those more likely to benefit, such as those people subject to chronic stress and trauma, those with insufficient support or social capital to cope without intensive assistance, to help build and increase resilience. As a consequence, for those with lower levels of need we are also proposing to increase the use of support services based in local communities.</p>	
<p>How strongly do you agree or disagree with this proposal? <i>Please select one option only</i></p>	
<input type="radio"/>	Strongly agree
<input type="radio"/>	Tend to agree
<input type="radio"/>	Neither agree nor disagree
<input type="radio"/>	Tend to disagree
<input type="radio"/>	Strongly disagree

Why do you say this?

How would our proposal affect your services and the people you support on our behalf?

Thinking about our proposal, is there anything you think that we need to consider or that we could do differently?

Stop smoking services consultation 2019

Introduction

Lancashire County Council, like many councils across the country, is going through financially challenging times. This is as a result of funding not keeping pace with the increasing demand and cost of services being delivered. We need to continue to look at ways of reducing costs to help balance the books for future years. This means that we have to consider changes to some of the services we currently provide, as we do not have the resources to continue to deliver what we have done in the past. These changes were considered by our county councillors and we are now looking to consult on what impact the proposals may have. We really welcome your views.

Our proposal

We are proposing to change how we provide public health lifestyle services in order to achieve savings yet continue to deliver positive outcomes for the people we support. In particular, we are proposing to change how we provide three types of service, which are drug and alcohol rehabilitation, stopping smoking and physical activity/ healthy weight. We are proposing to increase digital support for behaviour change and health improvement through promotion of websites and apps. We are also suggesting delivering services based more on local needs.

We currently provide a stop smoking service which is available to everyone over the age of 12 years in Lancashire.

We propose to reduce general access to stop smoking services. We would still promote quitting smoking through apps and other digital platforms to those who want to give up. A more targeted offer of behavioural support with advice on stop smoking medicines would focus on

- ♦ supporting pregnant women who smoke
- ♦ those where smoking rates remain high, such as routine and manual workers
- ♦ those with mental health conditions
- ♦ those with long-term conditions and/or those dependent on drugs and/or alcohol

How to take part

We are asking the public, staff and partner organisations to give their views. You can complete this questionnaire and we will also be holding workshops with partner organisations to identify implications of the proposal.

This is an eight week consultation so please reply before Monday 15 April 2019. Your views and comments will be included in the report

Lancashire County Council's Cabinet will consider when making the final decision on these proposals.

Timescales

3 December 2018 - Cabinet agreed to consult on proposals

18 February to 15 April 2019 – consultation with the public, staff and partner organisations

13 June 2019 – likely date of reporting the consultation outcomes to Cabinet

31 March 2020 – implementation of changes complete

Our proposal

Proposal: we propose to reduce general access to stop smoking services. We would still promote quitting smoking through apps and other digital platforms to those who want to give up. A more targeted offer of behavioural support with advice on stop smoking medicines would focus on

- ♦ supporting pregnant women who smoke
- ♦ those where smoking rates remain high, such as routine and manual workers
- ♦ those with mental health conditions
- ♦ those with long-term conditions and/or those dependent on drugs and/or alcohol

How strongly do you agree or disagree with this proposal?

Please select one option only

Strongly agree

Tend to agree

Neither agree nor disagree

Tend to disagree

Strongly disagree

Why do you say this?

How would our proposal affect your services and the people you support on our behalf?

Thinking about our proposal, is there anything you think that we need to consider or that we could do differently?

COUNCIL BUSINESS COMMITTEE**Member Development: Induction Programme****7 March 2019****Report of Democratic Services Manager****PURPOSE OF REPORT**

To allow the Committee to consider proposals for Member Development post-elections 2019, including induction training for newly-elected Councillors.

This report is public.

RECOMMENDATIONS

- (1) **That the Committee provides its views and comments on the proposed post-election Induction Training Programme for 2019.**

1.0 Introduction

- 1.1 This report outlines proposed plans for the induction of new councillors following the City Council elections on Thursday, 2 May 2019, and seeks the views and comments of Committee members.

2.0 Background

- 2.1 The City Council elections will be held on Thursday, 2 May 2019, with 60 Councillors elected to represent 27 Wards. The Democratic Services team is preparing an Induction Programme following the elections, as it has for past City Council elections. The intention of the programme is to help newly-elected Councillors prepare for their role and to outline the support and facilities available to them, whilst also fulfilling specific legal requirements relating to their acceptance of their new post. The induction programme will also be open to re-elected Members, in full. The changes in local government and the proposed changes to the constitution are significant and members who are re-elected will require the refreshed training.
- 2.2 Members will also be provided with refreshed IT equipment to facilitate the better and more efficient use of technology. Full council required the new constitution to be digitally accessible and web based. Members will be able to access the constitution online and will not be provided with a paper copy because a paper copy cannot internally cross reference nor link to supplementary documents.

- 2.3 The proposed approach to delivering a successful Member induction process and the timescales involved are set out below.

3.0 Outline Chronology

- 3.1 An outline chronology of the 2019 elections and the subsequent induction programme is as follows (precise dates tba):

ELECTION PERIOD		
Thursday, 2 May	ELECTIONS TAKE PLACE	
Friday, 3 May	Votes counted and results announced	
POST ELECTION PERIOD BEFORE FULL COUNCIL		
Date 11.00 a.m. – 1.30 p.m.	Induction Event	Morecambe Town Hall
Date 2.00 p.m. – 4.00 p.m.	Signing Declaration Session	Morecambe Town Hall
Date 10.00 a.m. – 12.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 2.00 p.m. – 4.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 10.00 a.m. – 12.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 2.00 p.m. – 4.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 5.15 p.m.- 7.45 p.m.	Induction Event	Lancaster Town Hall
Date 2.00 p.m. – 3.00 p.m.	Code of Conduct Training.	Morecambe Town Hall
Date 6.10 p.m. – 7.10 p.m.	Code of Conduct Training	Lancaster Town Hall
Date 6.10 p.m. – 8.00 p.m.	Signing Declaration Session	Lancaster Town Hall
17 May 2019 12.00 p.m.	ANNUAL MAYOR MAKING COUNCIL	Lancaster Town Hall
20 May 2019 10.00 a.m. – 11.00 a.m.	Code of Conduct Training	Lancaster Town Hall
20 May 2019 4.00 p.m. – 5.00 p.m.	Mock Council (speaking at Council)	Morecambe Town Hall
20 May 2019 6.30 p.m.	BUSINESS COUNCIL	Morecambe Town Hall
POST ELECTION PERIOD – AFTER FULL COUNCIL		
June 2019		
Date 10.00 a.m. – 11.00 a.m.	Equalities Training	Lancaster Town Hall
Date 6.10 p.m. – 7.10 p.m.	Planning & Highways Regulatory Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Planning & Highways Regulatory Committee Training	Morecambe Town Hall
Date	Code of Conduct Training	Morecambe Town Hall

6.00 p.m. – 7.00 p.m.		
Date 6.10 p.m. – 7.10 p.m.	Audit Committee Training	Lancaster Town Hall
Date 2.00 p.m. – 3.00 p.m.	Equalities Training	Morecambe Town Hall
Date 6.10 p.m. – 7.10 p.m.	Code of Conduct Training for Parish Councillors	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Licensing Regulatory Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Code of Conduct Training for Parish Councillors	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Licensing Regulatory Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Code of Conduct for Parish Councillors	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Finance and Treasury Management	Lancaster Town Hall
Date 5.00 p.m. – 6.00 p.m.	Overview and Scrutiny Committee Training	Morecambe Town Hall
Date 5.00 p.m. – 6.00 p.m.	Standards Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Coach Tour	Lancaster District
Date 6.10 p.m. – 7.10 p.m.	Finance & Treasury Management	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Licensing Act Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Safeguarding/Child Sexual Exploitation Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	General Data Protection Regulation (GDPR) Training	Lancaster Town Hall
10.00 a.m. – 12.00 p.m.	PROVISIONAL LGA Licensing	
All Day	PROVISIONAL Personnel	
	Understanding Our Service Provision – Presentations by each Directorate, explaining what they do and how it is provided	
July 2019		
Date 5.00 p.m. – 6.00 p.m.	Personnel Committee Training	Lancaster Town Hall
Date 5.00 p.m. – 6.00 p.m.	Chairman Training (Arnie Skelton)	Lancaster Town Hall
Date 2.00 p.m. – 3.00 p.m.	Civil Contingencies	TBC
Date 6.00 p.m. – 7.00 p.m.	Civil Contingencies	TBC
Date 5.00 p.m. – 6.00 p.m.	Budget & Performance Panel Training	Lancaster Town Hall

ADDITIONAL TRAINING FOR KEY COMMITTEE MEMBERS AND APPOINTMENTS

Date	Time	Event	Location	Attendees
		Scrutiny, Finances, Companies and Investment decisions S151 and MO/CIPFA (series of sessions)		Cabinet and Scrutiny
		Trading Companies, background and their role in local government, duties of board members and relationship with Scrutiny CIPFA/SOLACE S151 and MO		Board Members, Cabinet and Scrutiny
		Public Sector project delivery and due diligence and financing		Cabinet and Scrutiny Group Leaders
		Policies, framework documents and their development. Setting Social and Political policies that are achievable, financially viable and deliverable within the capacity of the organisation (series of sessions on evidence led policy development)		Cabinet and Scrutiny
		Making effective, defensible decisions in the public interest		Cabinet and Scrutiny
		The contrasting roles of members, political leaders and officers in local government, statutory roles and powers of delegation		Cabinet and Scrutiny Group Leaders

4.0 The Induction Programme

- 4.1 All new Councillors will be obliged to attend the Code of Conduct Training. The Equalities Training is mandatory for Councillors serving on the Planning, Licensing and Personnel Committees, but it would make sense to extend this training to all Committees.
- 4.2 A number of more technical sessions will be organised over June and July, once new Members' Committee roles are clear, and these will cover Scrutiny, the work of the Planning, Licensing, Personnel and Audit Committees.
- 4.3 There will be two Induction Events following the Elections on 2 May, one at Morecambe Town Hall and one at Lancaster Town Hall. The events will be

open to all Councillors, but will primarily be aimed at newly-elected Members, and will offer a chance to hear from key Council Officers about the work of their Services, how they can help Members in their roles and how Members can engage with Officers.

- 4.4 At the Induction Events, it is intended that each Council Service should set up a stall to showcase their work, and talk to Councillors about their priorities, how they operate and how elected Members can get involved. Views of the Committee on how these might be presented would be welcomed.

5.0. New Member Pack of Information

- 5.1 On the day of the Elections count and results (Friday, 3 May 2019), all 60 elected Councillors (whether elected for the first time or re-elected) will be presented with:

- Information about the Induction Programme;
- Members' Handbook;
- Notification of Financial and Other Interests Forms;
- Members' Records Forms;
- Personal Details Form for Human Resources;
- Bank Details Form for Payroll;
- Parking Permit Application Form;
- Parking Map of Lancaster;
- Parking Map of Morecambe;
- Committee Timetable 2019/20;
- Times and Venues of Meetings;
- Members' Gifts and Hospitality Form;
- Members' Computer/Network/Email Usage Policy;
- Members' Allowance Scheme – Procedure Note and Allowance Claim Form;
- Members' Code of Conduct;
- Information Governance;
- ICT Guidance;
- Who's Who of the Council's Management Team and a Summary of Services;
- Invitation to Annual Council.

- 5.2 Democratic Services hope to be able to supply a Who's Who of the Council's Management Team and Summary of Services, however the next few months are likely to be a period of re-organisation, so this may be quickly outdated.

- 5.3 If Committee Members have any suggestions for other information that may be included in the induction pack, that would be very helpful.

6.0 Additional Logistics

- 6.1 All elected Members will sign their Declaration of Acceptance of Office in the presence of the Chief Executive in five sessions to be held at Lancaster and Morecambe Town Halls. The Declaration of Acceptance must be signed in advance of the Annual Mayor Making Council on 17 May 2019.

7.0 Conclusion

- 7.1 Combined, the above Induction Programme offers newly-elected Councillors the opportunity to be introduced to their new surroundings as Members at Lancaster City Council, and to the work of the Council's various Services.
- 7.2 The Induction Programme needs to be finalised and this is an opportunity for Council Business Committee to comment on the draft programme.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p>	
<p>LEGAL IMPLICATIONS There are mandatory training sessions in the programme for Members serving on Committees, particularly regulatory/quasi-judicial committees and it is important that only fully trained Councillors are appointed to this Committees as Members or substitute Members.</p>	
<p>FINANCIAL IMPLICATIONS The proposed budget for 2019/20 includes an estimated budget of £4.6k for member training. Dependant on the total number of training courses provided and the level of member take up this budget may be exceeded and if that is the case savings elsewhere within the service will need to be identified.</p>	
<p>OTHER RESOURCE IMPLICATIONS None identified.</p>	
<p>SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no comments to add.</p>	
<p>MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no comments to add.</p>	
<p>BACKGROUND PAPERS</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582507 E-mail: dchambers@lancaster.gov.uk Ref:</p>

Council Business Committee**Change of date of Budget and Performance Panel
7 March 2019****Report of Democratic Services Manager****PURPOSE OF REPORT**

To reschedule the Budget and Performance Panel meeting on 4th February 2020 to 18th February 2020.

This report is public.

RECOMMENDATIONS

- (1) That the Budget and Performance Panel meeting on 4th February 2020 be rescheduled to 18th February 2020.

1.0 Introduction

- 1.1 Council Business Committee has delegated authority to agree the annual timetable of City Council meetings.
- 1.2 At the last meeting on 22 November 2018, Council Business Committee approved the Committee timetable for 2019/2020 in principle, prior to Council on 19 December 2019.

2.0 Proposal Details

- 2.1 Since approval at Council, it has come to light that Budget and Performance Panel has been incorrectly scheduled prior to Cabinet on 11 February, as it should come after Cabinet. It is therefore recommended that the Committee approve the recommendation above.

3.0 Conclusion

- 3.1 Members are asked to approve that the Budget and Performance Panel meeting on 4th February 2020 be rescheduled to 18th February 2020.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):

None.

LEGAL IMPLICATIONS

It is a legal requirement that the City Council publishes its timetable of meetings by the commencement of each Municipal Year. Amendments can be made throughout the year provided at least 5 days' notice is give.

FINANCIAL IMPLICATIONS

There are no additional financial implications for the above proposal.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces

None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to make.

BACKGROUND PAPERS

None.

Contact Officer: Debbie Chambers
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Ref:

COUNCIL BUSINESS COMMITTEE**URGENT BUSINESS BETWEEN MEETINGS:
Change to the Single Purpose Standards Committee
Membership****7 March 2019****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To advise Members of decisions taken by the Chief Executive, in consultation with the Chairman of Council Business Committee.

This report is public

RECOMMENDATION

That the decisions taken by the Chief Executive, in consultation with the Chairman of Council Business Committee, in accordance with the Urgent Business Procedure Rules, in respect of the following, be noted:-

- (1) That Councillors Blamire and Rivet be taken off the Single Purpose Standards Committee established at Council on 19 December 2018.
- (2) That Councillors Hanson and Metcalfe be appointed to the Single Purpose Standards Committee established at Council on 19 December 2018.

1.0 Background

- 1.1 Councillors Blamire and Rivet were appointed, amongst other Members, to the Single Purpose Standards Committee at Council on 19 December 2018.

2.0 Proposal

- 2.1 Due to prior commitments Councillor Rivet was unable to attend the Committee meeting on 11 January 2019. After the Council meeting, it was pointed out that, as Leader of the Council, Councillor Blamire should not have been appointed to a Standards Committee (it would contravene paragraph 7,02 of Article 7 in the Council's Constitution). The Labour Group therefore requested that Councillors Hanson and Metcalfe be appointed to the two Labour seats on the Single Purpose Standards Committee, in place of Councillors Rivet and Blamire.

3.0 Consultation

3.1 Since the meeting was to take place on 11 January 2019, the change to membership could not be dealt with at a Council meeting, or by this Committee. The decision was therefore made on 2 January 2019 by the Chief Executive, in consultation with Councillor Reynolds, as per the Council’s urgent business procedures.

4.0 Conclusion

4.1 Members are asked to note the urgent decisions taken on 2 January 2019, which is being reported to the Committee at the earliest opportunity, as required by the Constitution.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.</p>	
<p>LEGAL IMPLICATIONS None.</p>	
<p>FINANCIAL IMPLICATIONS None.</p>	
<p>OTHER RESOURCE IMPLICATIONS</p> <p>Human Resources: None.</p> <p>Information Services: None.</p> <p>Property: None.</p> <p>Open Spaces: None.</p>	
<p>SECTION 151 OFFICER’S COMMENTS The Section 151 Officer has no comments.</p>	
<p>MONITORING OFFICER’S COMMENTS The Monitoring Officer has no comments.</p>	
<p>BACKGROUND PAPERS</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:</p>