



Committee: CABINET

Date: TUESDAY, 6 OCTOBER 2020

Venue: THIS WILL BE A VIRTUAL MEETING

Time: 5.00 P.M.

A G E N D A

1. Apologies

2. Minutes

To receive as a correct record the minutes of Cabinet held on Tuesday, 15 September 2020 (previously circulated).

3. Items of Urgent Business Authorised by the Leader

To consider any such items authorised by the Leader and to consider where in the agenda the item(s) are to be considered.

4. Declarations of Interest

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

Councillors 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, Councillors 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, Councillors 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. Public Speaking

To consider any such requests received in accordance with the approved procedure.

Reports from Overview and Scrutiny

None

Reports

6. **Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework - Public Realm** (Pages 3 - 9)

(Cabinet Members with Special Responsibility Councillors Brookes & Hanson)

Report of Director for Communities and Environment

7. **Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework - Award of contract- Purchase a total of 14 Electric vans** (Pages 10 - 12)

(Cabinet Member with Special Responsibility Councillor Frea)

Report of Director for Communities and the Environment

8. **Installation of Solar PV Panels to sheltered scheme bungalows** (Pages 13 - 15)

(Cabinet Member with Special Responsibility Councillor Caroline Jackson)

Report of Director for Communities and the Environment

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Erica Lewis (Chair), Kevin Frea (Vice-Chair), Dave Brookes, Tim Hamilton-Cox, Janice Hanson, Caroline Jackson, Jean Parr, Alistair Sinclair, Anne Whitehead

(ii) Queries regarding this Agenda

Please contact Liz Bateson, Democratic Services - email ebateson@lancaster.gov.uk.

(iii) Apologies

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

KIERAN KEANE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Monday 28 September, 2020.

Lancaster City Council | Report Cover Sheet

Meeting	Cabinet	Date	06.10. 2020
Title	Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework.		
Report of	Director for Communities and Environment		
Purpose of the Report			
To seek authorisation to commit expenditure in accordance with the 'Covid-19 Pandemic-Policy for decision making and spending delegations within the Budget and Policy Framework'			
Key Decision (Y/N)	N	Date of Notice	N/A
			Exempt (Y/N)
			N

Report Summary

Seeking approval through COVID19 financial regs to spend in the following:

- Williamson Park – Mini zoo upgrade
- Car Parking – Machine replacement
- Happy Mount Park – Footpath replacement (capital)

Recommendations of the Director for Communities and Environment

That Cabinet authorises the officers to proceed with the projects set out in this report

Relationship to Policy Framework

Under the Council's priority of Healthy and Happy Communities, these projects would fall under the following theme:

Keeping our districts neighbourhoods, parks, beaches and open space clean, well-maintained and safe.

Conclusion of Impact Assessment(s), where applicable

Climate- NA	Wellbeing & Social Value – as outlined
Digital – the new replacement car parking machines will allow electronic payment	Health & Safety – the replacement parking machines can be operated without the need for customers to use cash. The replacement footpath in HMP is needed because the existing one is in need of extensive repair
Equality- replacement of the footpath in HMP will ensure it remains accessible	Community Safety-

Details of Consultation

N/A

Legal Implications

There are no legal implications stemming from this report. Legal services will need to be engaged in relation to any contracts for works.

Financial Implications

Appendix 1 – Williamson Park

The amount required to complete the works is earmarked to be funded from the 'Invest to Save' Reserve with initial payback being met from increased admission numbers and sales volume. Once paid back the additional receipts are included in the base budget for the Council and will offset the future amounts needed to be collected by Council Taxpayers.

Appendix 2 – Car Park machine replacement

The amount required to replace the machines identified is £85K and is requested to be funded from the 'Renewals' Reserve. The amount available for car parking related renewals is £111K so this request can be managed from within this. It is expected that cash collection costs will reduce as a consequence and these will be reviewed/monitored once the new machines are in position for a short period of time.

Appendix 3 – Happy Mount Park footpath replacement

Cabinet at its meeting of 15th September 2020 [minute (42)(3) refers] approved capital slippage as part of the provisional outturn report. This request was covered as part of that overall request and this report now seeks the commencement of the project, where any further delays could potentially lead to health and safety issues and ultimately possible closures which are hoped to be avoided.

Other Resource or Risk Implications

Section 151 Officer's Comments

The Section 151 Officer has been consulted and has no further comments to add

Monitoring Officer's Comments

The Monitoring Officer has no further comment to make

Contact Officer	Will Griffith (Head of Public Realm)
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Tel	01524 582841
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Email	wgriffith@lancaster.gov.uk
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Links to Background Papers

Appendix 1 – Williamson Park

Appendix 2 – Car Park machine replacement

Appendix 3 – Happy Mount Park footpath replacement

1.0 Introduction

The COVID policy for spending delegations within the budget were set out and agreed by cabinet on 9th June 2020.

- 1.1 The 'Covid-19 Pandemic- Policy' for decision making and spending delegations within the Budget and Policy Framework' states all decisions on the use of reserves, the commencement of new capital projects or re-commencement of capital projects halted by the pandemic will require approval of cabinet irrespective of the financial level. In the area of Public Realm there are currently 3 projects that were previously agreed and budgeted for that now need Cabinet approval to commence or recommence.
- 1.2 **Williamson Park** was allocated £30,000 to deliver an invest to save project to add an additional animal attraction in the mini-zoo. The project commenced and so far £6,000 of this has been spent. To complete the project approval is requested to spend the remaining £24,000 allocated to the project. It is expected that the additional attraction will generate additional net income of £10,000 per annum.
- 1.3 **Happy Mount Park** has an allocated capital budget of £112,000 to replace footbaths within its boundary. The project scope has been drawn up and quotations have received from local companies.
- 1.4 **Replacement of 20 pay and display machines** was stopped at the start of the pandemic. The cost of this project is £85,000 and includes infrastructure that would allow residents and visitors to use additional contactless payment options. Without replacement the machines will continue to break down and thus the Council will lose income.

2.0 Proposal

- 2.1 To delegate officers to complete the tasks highlights above

3.0 Options and Options Analysis

- 3.1 Option 1- To support the spend for the outlined revenue and capital schemes
- 3.2 Option 2 – Not support the spend for the outlined revenue and capital schemes

4.0 Options and Options Analysis (including risk assessment)

Option 1: Support the spend

Advantages:

Help to maintain and generate additional income
Ensure the standard of the public realm is well maintained, clean and safe

<p>Disadvantages: Additional spend of revenue during pandemic</p>
<p>Risks: Levels of income estimates may not be achieved</p>
<p>Option 2: Spend is not supported</p>
<p>Advantages: Finances can be reallocated to other areas</p>
<p>Disadvantages: Income streams within the public realm will not be met Standard of the public realm will deteriorate</p>
<p>Risks:</p>

4. Officer Preferred Option (and comments)

- 4.1 The officer preferred option is Option1 on the basis that the outlined tasks need to be addressed to ensure facilities and operations can achieve income levels and corporate priorities.

COVID19 – Financial Delegation Decision Log

Public Realm

Date:	6 th October 2020
From:	Head of Public Realm
To:	Cabinet

Request:	To seek approval for the continuation of spend to develop the mini- zoo in Williamson Park to enable the high standard of the facility ready for re-opening.
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Recommendation:	<p>To agree that officers are given the authority to incur expenditure to continue the development of the zoo at Williamson Park to enable the previously agreed and started projects to be completed to prepare for opening in line with government guidelines.</p> <p>An investment of £30,000 was authorised to develop the small mammal area further, to improve the standard and increase the attraction for our visitors. The completion of the development will see the inclusion of a new exhibit, of which would house animals within the squirrel family. Specifically an endangered, studbook species named Prevost squirrels which is part of a European breeding program. This would continue to increase the reputation of the collection within the zoo world, BIAZA (British and Irish Association of Zoos and Aquaria), EAZA (European Association of Zoos and Aquaria) and ZSL (Zoological Society of London) . It would also be a popular addition to the visiting public.</p> <p>The funds were also allocated to be used to further improve interpretation, lighting, and interactive displays for visitors. Further to this we are in the process of developing the disused habitat trail area by building a raised wildlife pond that will contribute to educational sessions and assist in income generation for the park.</p> <p>This investment will assist the facilities in achieving the targets set as part of the Council Ambitions:</p> <p>Keeping our districts neighbourhoods, parks, beaches and open space clean, well-maintained and safe</p> <p>The amount allocated to the project was £30K. Prior to COVID £6K was spent The project is part delivered and needs a further £24K to complete.</p> <p>The agreement of this will enable the completion of projects already in progress and will ensure the standard is high for opening and generating income.</p> <p>It is estimated the new attraction will generate additional net income of £10K per annum.</p> <p>Government rulings prevent the zoo facility from opening currently due to the indoor nature of the attraction but the team hope to be ready for when sanctions lift.</p>
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COVID19 – Financial Delegation Decision Log Public Realm

Date:	6 th October 2020
From:	Head of Public Realm
To:	Cabinet

Request:	<p>To seek approval for the continuation of spend of £85K to install 20 new pay and display machines to enable touch free parking by using card payments. This is especially timely during the Covid pandemic.</p> <p>The machines were due to be ordered in March 2020 after a comprehensive procurement process.</p> <p>Business benefits include increased reliability, reduced maintenance charges, increased customer satisfaction and the future ability to offer emissions based charging.</p>
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Recommendation:	<p>To give approval to officers to incur expenditure to continue the installation of the new pay & display machines.</p> <p>The capital programme for 2020/21 includes purchase cost of £85K (code P2500/E3094).</p>
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COVID19 – Financial Delegation Decision Log

Date:	6 th October 2020
From:	Head of Public Realm
To:	Cabinet

Recommendation	To process with footpath resurfacing works in Happy Mount Park as per capital programme.
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Comments	<p>To approve the spend in line with the delegations within the budget and policy framework for the footpaths in Happy Mount Park.</p> <p>£112,000 is outlined within the councils capital programme for this financial year (2020/21)</p> <p>In March 2020 the tendering process completed and the award of contract was drafted. Due to COVID-19 the was put on hold.</p> <p>The footpaths in question are in urgent need of resurfacing. The work would take place out of season toward the end of September / October depending on the availability of the contractor.</p>
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Lancaster City Council | Report Cover Sheet

Meeting	Cabinet	Date	6 th October 2020			
Title	<p>Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework</p> <p>Award of contract- Purchase a total of x14 Electric vans, to replace the current diesel vehicles within the Repairs and Maintenance Department (x13) and Community Connector Team (x1).</p>					
Report of	Director for Communities and Environment					
Purpose of the Report						
To seek authorisation to complete an award of contract in accordance with the 'Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework'						
Key Decision (Y)	Y	Date of Notice	NA	Exempt (N)	N	

Report Summary
As above

Recommendations of Director for Communities and Environment
That Cabinet authorises officers to complete the award of contract for 14 electric vehicles.

Relationship to Policy Framework
<p>The Council has a target to become carbon neutral by 2030.</p> <p>As part of the City Council's ongoing Fleet Replacement Programme, a selection of vehicles was identified that could be replaced with an electric alternative, without compromising either operating or service levels.</p> <p>The funding for the additional electric vans was approved in the Council's budget for 2020/21</p>

Conclusion of Impact Assessment(s), where applicable	
Climate- as outlined	Wellbeing & Social Value- as outlined
Digital	Health & Safety- as outlined
Equality	Community Safety

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Details of Consultation
The purchase of these electric vans in line with the vehicle replacement programme was approved by Full Council as part of the 20/21 budget.

Legal Implications	
There are no legal implications stemming from this report. Legal Services should be engaged in connection with any contracts arising from the purchase of vehicles.	
Financial Implications	
The general fund capital programme includes £3.595M for the replacement of vehicles throughout the financial year. The vehicles outlined for renewal in this report have returned a successful winning tender of £335,442 against an estimated provision of £352,215 resulting in a budgetary saving of £16,773.	
The ongoing revenue costs (reduced R&M, using electric instead of diesel etc.) have been included in future year projections during the 2020/21 revenue budget process and will be reviewed and monitored as part of future arrangements.	
Other Resource or Risk Implications	
Section 151 Officer's Comments	
The Section 151 Officer has been consulted and has no further comments to add.	
Monitoring Officer's Comments	
The Monitoring Officer has been consulted and has no further comments"	
Contact Officer	Lee McKenzie
Tel	01524 582075
Email	lmckenzie@lancaster.gov.uk
Links to Background Papers	
NA	

1. Introduction

- 1.1 The Council's approved capital budget for 2020/21 included the purchase of a number of electric vehicles. These were to replace diesel vehicles that were identified through the vehicle replacement programme.
- 1.2 This first batch of replacement is taking place within the context of the climate emergency and the council's ambition to be carbon neutral by 2030. The project focusses on reducing the overall number of vehicles and replacing the ones that remain with cleaner alternatives. With the aim of reducing the Council's CO2 emissions and increasing efficiency.
- 1.3 The 'Covid-19 Pandemic- Policy' for decision making and spending delegations within the Budget and Police Framework' states all decisions on the use of reserves, the

commencement of new capital projects or re-commencement of capital projects halted by the pandemic will require approval of cabinet irrespective of the financial level.

2. Proposal

- 2.1 To delegate officers to complete the award of contract for fourteen electric vans as per the approved 20/21 capital programme. *Full Council 26th Feb 2020 – Capital Programme Item no. 137*
- 2.2 Thirteen vans are being procured for our Repair and Maintenance teams. One electric van will be utilized by the community connector team.
- 2.3 Compared with a diesel vehicle the higher purchase cost of the electric vehicle is balanced by the reduced running costs and estimated resale value over the 6 years.
- 2.4 As the project commenced pre- covid19, solutions around charging infrastructure have been developed. Funding for the charge points is included within existing budgets and via an external OLEV grant.

3.0 Options and Options Analysis (including risk assessment)

- 3.1 The options are to either authorise completion of the award of contract or not.
- 3.4 If not approved, it would conflict with the Council's climate change aspirations.

4. Officer Preferred Option (and comments)

- 4.1 The officer preferred option is to authorise officers to award the contract.

Lancaster City Council | Report Cover Sheet

Meeting	Cabinet	Date	6 th October 2020		
Title	Installation of Solar PV Panels to sheltered scheme bungalows.				
Report of	Director for Communities and the Environment				
Purpose of the Report					
To seek authorisation to redirect unspent HRA funds from the existing Capital Programme in accordance with the decision making and spending delegations within the Budget and Policy Framework.					
Key Decision (Y)		Date of Notice	NA	Exempt (N)	N

Report Summary

The report seeks authorisation to redirect unspent HRA capital funds from the proposed whole house refurbishment programme to the Carbon Zero Plus measures programme of works.

Recommendations of Director for Communities and Environment

That Cabinet authorises officers to redirect funds to procure and award a contract for the installation of Solar PV panels to 35 sheltered bungalows, which is estimated to deliver a CO2 saving of 35 tonnes per year.

Relationship to Policy Framework

The Council has a target to be Carbon Neutral by 2030.

The installation of Solar PV panels is one of a range of measures designed to improve the thermal comfort of homes, lower customers energy bills and reduce the impact of harmful carbon dioxide into the atmosphere and thus increasing the overall EPC rating of these properties.

A further benefit of this will be a reduction in energy bills for residents in our sheltered bungalows will create co-benefits that will support health and wellbeing.

Conclusion of Impact Assessment(s), where applicable

Climate- as outlined	Wellbeing & Social Value- as outlined
Digital-	Health & Safety
Equality	Community Safety

Details of Consultation

At the time of writing this report the location for undertaking the installation of Solar Panels PV is subject to ongoing consultation with Council Housing Management and residents. The location of works will be Morley Close & Priory Close.

Legal Implications	
Legal services will need to be consulted at an early stage on any contractual arrangements for the installation of the panels. In addition to this, officers will need to ensure that any access needed to residents' properties is obtained in accordance with its tenancy agreement and statutory provision for access to tenanted property for works.	
Financial Implications	
The HRA capital programme includes £120,000 for Whole House Refurbishment within this financial year. Redirection of this amount to Carbon Zero Plus measures, for which the programme already includes provision of £70,000, will allow for the required £175,000 to undertake the installation of Solar PV panels on 35 sheltered scheme properties.	
Other Resource or Risk Implications	
None	
Section 151 Officer's Comments	
The use of virements to realign or refocus existing funds from one expenditure head to another is permitted subject to the limits set out in the Council's Medium-Term Financial Strategy. The value requested does not require full cabinet approval under the Council's existing virement policy. However, current COVID delegations require the new or recommencement of capital projects to be approved by Cabinet irrespective of the financial level and so for clarity approval by full Cabinet is sought for both expenditure and funding reallocation.	
Monitoring Officer's Comments	
The Monitoring Officer has been consulted and has no further comments.	
Contact Officer	Dennis Graham
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Email	dgraham@lancaster.gov.uk
Links to Background Papers	
NA	

1. Introduction

- 1.1 The Council's approved HRA capital budget for 2020/2021 included provision for the undertaking of whole house refurbishment works (sufficient funding for 4 properties). *Full Council 26th Feb 2020 – Capital Programme Item no. 137*
- 1.2 The impact of Covid-19 has restricted the delivery of some internal works to Council house stock. This is due to the duration of time required to undertake specific works, to reduce the risk of infection, and also due to staff being reallocated to support the pandemic response.
- 1.3 During 2020/2021 it was proposed to undertake a pilot programme of whole house refurbishment and energy efficiency works to 4 properties located in Mount Avenue,

Beaumont. Due to Covid-19 this work is proposed to be re-scheduled for inclusion in the 2021/2022 HRA Capital Programme.

- 1.4 It is proposed that existing funding provision for 2020/2021 that was allocated to undertake these works - £120,000, be redirected to other measures that will contribute to the Council's climate change plans.
- 1.5 The proposed works will be tendered. The procurement exercise for the installation of Solar PV Panels will be restricted to locally based specialist contractors.

2. Proposal

- 2.1 To delegate officers to procure and award a contract to a locally based contractor to install Solar PV Panels to 35 sheltered dwellings as detailed in this report.
- 2.2 Standard Assessment Procedure (SAP) surveys have been undertaken to a selection of bungalows to ascertain the current energy efficiency rating and future rating if improvement works undertaken. The energy efficiency and ratings of a property are detailed on an EPC (Energy Performance Certificate).
- 2.3 Based on the results of these SAP surveys typical ratings for sheltered bungalows is currently Band "D". SAP ratings are calculated as being Band A – G (Band A being the best performing and Band G the worst performing).
- 2.4 Council Housing have an internal target for all HRA housing stock to attain Band "C" as a minimum by 2030.
- 2.5 The installation of solar powered PV panels to these properties will improve the SAP ratings to Band "C" and a small number could actually achieve Band "B".
- 2.6 Our residents included in the programme could on average see a reduction in their energy consumption bills ranging from £141 to £993 depending on the bungalow property type (i.e. semi-detached or terraced), over a three-year period.
- 2.7 It is estimated that the project could deliver a CO2 saving of up to 35 tonnes per year.
- 2.8 Upon completion of installation works the occupiers of each property will be provided with free LED light fittings.

3.0 Options and Options Analysis (including risk assessment)

- 3.1 The options are to either authorise the redirection of existing capital funds enabling the award of contract.
- 3.2 If not approved, it could potentially conflict with the Council's climate change aspirations and the need to improve the EPC rating of our homes.

4. Officer Preferred Option (and comments)

- 4.1 The officer preferred option is to authorise officers to redirect capital funds and award a contract for the installation of Solar PV panels.