



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

**Wednesday, 24 March 2021 –
6.30 p.m.**

**THIS WILL BE A VIRTUAL
MEETING**

Please note – this will be a ‘remote meeting’. A link to see and hear the meeting is [HERE](#). Please note that link is not for Councillors or Participants; it will not allow you to speak or be seen. Councillors and Participants will be sent their own link. Access is through Microsoft ‘Teams’. Anyone wishing to speak at Council should apply to register by contacting democracy@lancaster.gov.uk with a copy of their speech no later than 12:00pm on Friday 19 March 2021.

Kieran Keane,
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 remotely via Teams Live Events on Wednesday, 24 March 2021 commencing at 6.30 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 24 February 2021 (previously circulated).

3. **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.

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

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

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

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

7. **PETITIONS AND ADDRESSES**

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

8. **PETITION AND ADDRESS - BAILRIGG GARDEN VILLAGE** (Pages 5 - 19)

Mrs Barbara Walker has registered, in accordance with the Council's Constitution, to deliver an address to Members regarding the e-Petition submitted to Council about Bailrigg Garden Village. Both the wording of the petition and the wording of Mrs Walker's address to Council are included with this agenda.

The petition has in excess of 500 signatories. It is therefore accompanied by a report from the Director of Regeneration and Planning, as required by the Constitution.

9. **LEADER'S REPORT** (Pages 20 - 23)

To receive the Cabinet Leader's report on proceedings since the last meeting of Council.
This report was marked 'to follow' and was published on 19th March 2021.

REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY

10. **PAY POLICY STATEMENT 2021/22** (Pages 24 - 32)

Report of the Personnel Committee.

Personnel Committee meets at 2.30pm on 24th March. Attached is the report to Personnel Committee published on 19th March 2021 for Councillor's information; the Chair of that Committee will update Council at the meeting.

MOTIONS ON NOTICE

11. **MOTION ON NOTICE - RIGHT TO FOOD** (Pages 33 - 34)

To consider a motion on notice submitted by Councillor Penny. Seconders are Councillors Whearty, Dowding, Young, Wood, Parr and Whittaker.

The motion and an officer briefing note are enclosed.

12. **MOTION ON NOTICE - HOUSING** (Page 35)

To consider a motion on notice submitted by Councillor O'Dwyer-Henry. Seconders are Councillors Robinson, Hartley, Wood and Whearty.

The motion and an officer briefing note are enclosed.

OTHER BUSINESS

13. **LOCAL GOVERNMENT REFORM - CONSULTATION RESPONSES** (Pages 36 - 51)

Report of the Chief Executive.

This report was marked 'to follow' and was published on 19 March 2021.

14. **CONSTITUTION - AUDIT COMMITTEE'S TERMS OF REFERENCE** (Pages 52 - 59)
Report of the Monitoring Officer.
15. **APPOINTMENT TO THE LANCASHIRE POLICE AND CRIME PANEL** (Pages 60 - 61)
Report of the Head of Democratic Services
16. **APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP**
Group Administrators to report any changes to Committee Membership.
17. **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.
18. **MINUTES OF CABINET** (Pages 62 - 71)
To receive the Minutes of the Meeting of Cabinet held on 9 February 2021.



.....
Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on Tuesday 16 March, 2021.

**Wording of the ePetition to Council “Opposed to Bailrigg Garden Village”
(718 signatories)**

We the undersigned petition the council to withdraw the consultation on Bailrigg Garden Village Masterplan currently being undertaken by JPT Architects and to put in place a consultation process which properly addresses the objections of local residents.

Local residents and local organisations submitted an extensive range of objections to the Lancaster Local Plan and Bailrigg Garden Village, as it was being drafted, from between 2017 and 2019.

These objections were repeated at the 2019 public hearings conducted by the Planning Inspector and additionally, presentations were made to Council meetings in December 2017 and July 2020.

Residents have received no response to these objections which have, in effect, been ignored. In those circumstances JTP's intention to complete their masterplan by March 2021 cannot provide adequate time for proper considerations of residents' views.

The local residents of Galgate, Scotforth and Hala and surrounding areas deserve to be listened to due to a number of reasons and issues, including flooding, air quality, a lack of infrastructure being published and protecting the local environment including bluebell wood that is protected under the Wildlife and Countryside Act 1981, including protected animals like otters that have been seen along the canal.

The technicalities of arranging such a consultation have not been adequately met by JTP and residents wishing to express their views, found the electronic platform provided to be inadequate. Additionally, whole sections of residents did not receive the JTP consultation leaflet and therefore were unfairly excluded from the process. Additionally, problems were noted with the email provided. This combined with a ridiculously short deadline has meant that the consultation procedure has fallen short of its role in providing local residents with an opportunity to comment in a constructive and representative way.

We as residents of the surrounding areas do not want our areas to lose their identity.

Address to Council to be delivered by Mrs Barbara Walker.

Thank you for allowing me to address the council. There are two things I must make clear.

First, the petition is not the work of one organisation. This speech is the consolidated voice of individuals and local community action groups. It has generated 718 signatories, a sign of the strength of public feeling on this matter.

Second, this is not about preventing Bailrigg Garden Village. It is to ensure that the communities which will be most affected by its construction have had meaningful involvement in its design.

Residents in south Lancaster received no response to the concerns they have raised since 2017 at Local Plan hearings, previous consultations, and council meetings.

Moreover, since then, JTP has not provided sufficient time for meaningful consideration of residents' views. Many did not receive the JTP consultation leaflet and were therefore excluded from the process, and technical problems prevented others from registering their opinions.

We have worked hard to raise awareness of the consultation. Without this, there would not have been the large number of responses sent to JTP during Stage 1.

By contrast, the Stage 2 consultation was only an invitation to provide comments on the 'vision', and this failed to attract more than a handful of responses, showing that it lacked a clear purpose.

In the Stage 3 consultation we learned as much about accommodation for chickens as we did for residents of the garden village. A meaningful engagement was again handicapped by the absence of structured questions.

In sum, the JTP consultation has not enabled the community to respond in a constructive way.

It has been handled better elsewhere.

In 2017 central government agreed to fund the designing of 14 garden villages. We know that considerable time has been spent elsewhere planning garden villages. One example is St Cuthbert's Carlisle where Stage 2 masterplanning occurred over 2 years, with genuine community engagement. Another example is Culm in Devon, where detailed questions were sent to local people. Their responses were published, and this provided a clear impression of how decisions were taken. But in the current JTP consultation no meaningful questions have been asked, and public responses have not been analysed and published.

Lancaster's rushed consultation only cements the conclusion that the views of Lancaster residents are not being sufficiently considered. Our concerns relate to the climate emergency, flood risk, air quality, and biodiversity - plus such matters as road access, sustainable transport, shops, schools, health care, bus transport, cycle routes and footpaths. It is still unknown how many houses, including affordable ones, are proposed, or where they are to be

located in an area now including land marked as a possible extension of the garden village west to Conder Green.

We accept that the masterplan is not the end of this process and further detailed planning stages are to take place, including an Area Action Plan and associated Design Codes. However, the masterplan is the foundation on which this whole endeavour is based and therefore it should not be rushed. But with the masterplan being aired for the first time on March 2nd and the final consultation on March 23rd this can hardly be held up as anything akin to a meaningful consultation.

Our request to the Council today is that the current consultation must be replaced by one that is more measured and includes the local community at its heart as equals.

While the garden village would affect directly very few council wards and therefore only a minority of councillors, the matter for debate here is one of democratic consultation that respects local people. This, surely, is an obligation which you all accept.

COUNCIL

**Bailrigg Garden Village – Response to the ePetition
24th March 2021
Report of Director for Economic Growth & Regeneration**

PURPOSE OF REPORT

Bailrigg Garden Village is one of the 14 UK designated Garden Villages. Following the adoption of the Local Plan in 2020 and as part of Policy SG1 (South Lancaster Broad Area for Growth), Lancaster City Council (LCC) procured the services of JTP Architects, the renowned place makers to commence work on a masterplan and spatial vision for the Bailrigg Garden Village. This work included the initiation of a full public and stakeholder consultation and engagement process that was launched publicly on 19th January 2021. Following extensive community and public engagements, the first public community consultation feedback was held on 9th February, the second on 2nd March and the third and final session will be held on 23rd March. The submission of the masterplan to LCC is due in Spring 2021.

On the 25th January 2021 an ePetition was launched. Please refer to Appendix I.

On 2nd February 2021 a letter of invitation was issued by LCC in response to the ePetition but no response has been received.

The closing date for the petition was 8th March 2021 and a total of 718 persons signed this petition.

This Report is written to brief Council in consideration of a petition submitted regarding Bailrigg Garden village, via the Council's on-line e-petition facility.

This report is public.

RECOMMENDATION

- (1) **That Council does not refer the Petition for further consideration by Cabinet but encourages the leaders behind the ePetition to engage with JTP Architects and LCC to ensure their concerns are addressed as part of the concluding masterplanning process.**

1.0 Introduction

- 1 Bailrigg Garden Village is one of the 14 UK designated Garden Villages. Following the adoption of the Local Plan in 2020 and as part of Policy SG1 (South Lancaster Broad Area for Growth), Lancaster City Council (LCC) procured the services of JTP Architects, the renowned place makers to commence work on a masterplan and spatial vision for the Bailrigg Garden Village. This work included the initiation of a full public and stakeholder consultation and engagement process that was launched publicly on 19th January 2021. Following extensive community and public engagements, the first public community consultation feedback was held on 9th February, the second on 2nd

March and the third and final session will be held on 23rd March. The submission of the masterplan to LCC is due in Spring 2021.

This work will then be shaped and coded into a formal Design Code as part of the South Lancaster Area Action Plan, a process that has now been initiated by LCC and is programmed for adoption during 2023.

Despite the global pandemic, JTP Architects and LCC have reached out by using a variety of media tools and connected with significant numbers of the public, community groups, community organisations and stakeholders to obtain feedback and listen to their concerns over development in South Lancaster and the Bailrigg Garden Village proposals.

On the 25th January 2021 an ePetition was launched. Please refer to Appendix I.

On 2nd February, 2021 Lancaster City Council extended a letter of invitation in response to the ePetition. Please refer to Appendix II.

No response was received to this invitation.

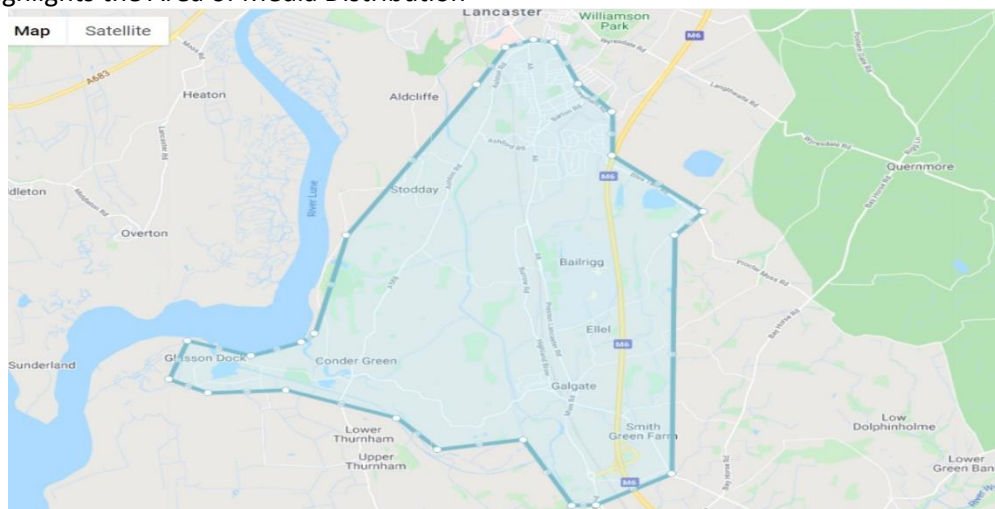
2.0 The Public Engagement Process in Developing the Masterplan

The public launch as held on 19th January 2021 and the web-site was 'live' on the same date. To date, JTP have had 2886 web-site 'hits' with a very high engagement rate i.e. over 90%

JTP distributed the media material being Newsletter 1 included a questionnaire to be detached and returned by Freepost – posted 18th January 2021

Newsletter 2 included no questionnaire but asked people to comment online or by writing to JTP -posted Friday 12 Feb 2021

Plan Highlights the Area of Media Distribution



Total number of public engagements to date:

Stage 1 - 880 comments

Stage 2 - 95 emailed/website/ phone call responses to the Vision

Method of feedback – e-mail, letter, telephone

Stage 1

60 comments made at Launch Presentation
657 comments made on Create Communities Platform
91 Freepost postcards completed with likes, dislikes and dreams
29 comments via website form
6 Freephone calls to JTP
40 emails have been received

Stage 2

95 emailed/website responses to the Vision
3 telephone calls

Parish Councils / Wards engaged with:

- Scotforth Parish Council (during Stage 1)
- Ellel Parish Council (during Stage 2)
- Aldcliffe with Stodday Parish Council (during Stage 2)
- Thurnham & Glasson Parish Council (during Stage 2)
- Scotforth West Ward (during Stage 2)

Local / community groups engaged with:

- Bailrigg Village Residents Association
- CLOUD members
- Lower Burrow Management Co Residents
- Tarnwater Lane Residents
- Burrow Heights Residents
- Green Lancaster (Uni staff and students group)
- Galgate Flood Action Group

Stakeholders engaged with:

- Lancaster Civic Society
- Lancaster University
- Lancashire Nature Partnership
- Landscape assets workshop (inc. three residents - from Burrow Heights, Galgate, Tarnwater Lane, ecologist / lecturer lives Scotforth; reps from Woodland Trust, Lancashire Wildlife Trust, Canal & Rivers Trust, Land Use Consultants)
- Lancaster District Bus Users' Group Exec [Friday 5 March]
- St Johns Congregation (Wednesday 10 March)

Written responses from:

Canal & Rivers Trust
Lancaster Canal Trust
Woodland Trust
Environment Agency
Lancaster Flood Group
Galgate Flood Group
Lancaster & District Cycle Campaign

Vicar of St John's Ellel (Craig Abbott)
NHS
Lancashire County - Education dept

A Summary of Media Issues Experienced:

After the first newsletter distribution (3k+) we were asked to expand the distribution area into south Lancaster which was done (adding another 3k+) for the second and subsequent newsletters.

Although the full website address was clearly publicised there was a complaint that the website did not come up on the first page of Google when you entered Bailrigg Garden Village. All the technical settings had all been correctly set and without paying for an advertisement the way to gain pre-eminence is through usage over time. The website now comes up first when Bailrigg Garden Village is entered in Google.

Create Communities website – there was an external internet issue which meant that people were prevented from commenting for two or three hours on one day. Otherwise, the platform successfully provided a huge amount of feedback.

No other issues.

Examples of public comments received in response to the Teams engagement consultation process is provided in Appendix III.

Top 9 key themes of public feedback from Stage 1:

- PRINCIPLE & SIZE OF DEVELOPMENT
- LANDSCAPE, VIEWS & HERITAGE
- LANCASTER CANAL - RETAIN CHARACTER & SETTING
- FLOODING & DRAINAGE
- TRAFFIC & MOVEMENT
- COMMUNITY SERVICES
- BUILDING DESIGN & CHARACTER
- EXISTING COMMUNITIES
- COMMUNITY PARTICIPATION

These were expanded in the Vision presentation and newsletter

Themes from subsequent engagement

- flood risk
- loss of countryside and farmland
- scale of development & 'third party' ambitions
- existing road network can't cope - A588 extremely dangerous
- impact on wider area and communities
- support for landscape and water-led approach to design
- need for green buffers / separation between settlements - must not be a typical 'housing estate'
- safeguarding the future vision and delivering quality
- support for community orchards, growing initiatives, planting woodland, enhancing biodiversity
- support for sustainable travel initiatives, esp. walking, cycling links

- opportunity to be innovative and eco-friendly, passiv haus, solar panels, renewable energy etc
- respect for farming communities who do not wish to sell land
- tree and wildlife eco systems protection and enhancement
- phasing and how construction will take place - HGVs on country lanes
- opportunity for continuing community participation in planning and delivery of Garden village

Total Participants at Public Feedback Presentation 9th February – 180

Total Participants at Public Feedback Presentation 2nd March – 203

3.0 Responses to the Complaints Raised in the ePetition

- 3.1 With reference to the ePetition, the complaints can be addressed as follows:
- 3.2 Based on the overwhelming evidence to date, the consultation process is properly addressing the concerns and requirements of local residents. JTP Architects have listened and considered responses and requirements of local residents and is respecting those concerns in the development of the masterplan for Bailrigg Garden Village. 3.3 Since the public launch on 19th January 2021 significant time has been set aside for public engagements with local residents and there is sufficient time for re-engagements with local residents, interest groups, community and stakeholders. Indeed, there have been two separate public feedback presentations organised and a final public feedback event is planned for 23rd March.
- 3.4 Issues of flooding, water management, air quality, infrastructure, protecting the local environment, wildlife, active transport and the shape and scale of the built environment are all being discussed in detail with members of the local community, community groups and stakeholders and are being reflected in the development of the emerging masterplan for Bailrigg Garden Village. These issues have been the subject of two public engagement feedback events and will be a continuing theme as the masterplan develops and emerges through the AAP process.
- 3.5 Whilst JTP Architects has acknowledged that there were some technical hitches during the early stages of the public engagement process, these were quickly identified and resolved. The geographical coverage is identified within this report and was designed to include the Bailrigg Garden Village area. Some local residents in the fringe areas identified themselves as wanting to be included in the engagement process and have been added accordingly, some 6,000 more residents engaged with.
- 3.6 JTP Architects and LCC have been greatly encouraged by the numbers participating in the public engagement and consultation process. The quality of feedback and communication will lead to a well-considered masterplan development process and delivery of a high-quality place where people will want to live and enjoy, meeting the key objectives of the climate change emergency and wider council objectives.

4.0 Relationship between the JTP Masterplan and preparation of the Lancaster South Area Action Plan

The masterplan being prepared by JTP does not make development plan decisions. The masterplan will inform the preparation of the Lancaster South Area Action Plan (AAP). The AAP is a Development Plan Document that will formally allocate land for specific purposes and provide the planning policies that will be used to determine future planning proposals in Lancaster South. Land allocations and policies in the AAP

will also apply to other land in Lancaster South that is not part of the proposed Garden Village, including, for example, Lancaster University's campus. Once JTP submit their masterplan to the City Council it will represent a significant evidence document that will inform decisions about the shape, layout, design, phasing, appearance and infrastructure expectations of development in the Garden Village. Much other evidence will also inform the preparation of the AAP. Other evidence anticipated includes a transport assessment, air quality strategy, landscape assessment and a blue & green infrastructure strategy.

Preparation of the AAP provides further opportunities for community engagement. As the AAP will be a formal Development Plan Document it must be prepared in accordance with the guidance in the National Planning Policy Framework, national legislation and regulations on development plan making, and, in compliance with the Council's own Statement of Community Involvement (SCI). Consultation is a requirement of Development Plan preparation and it is anticipated that a draft AAP will be the subject of consultation later in 2021. Once account is taken of consultation responses the Council will revise and publish the AAP, invite formal representations, and then submit the document, all the evidence that informs it, and all the formal representations received, to the Government. The Government will appoint a planning inspector to determine if the AAP has been properly prepared and subject to the Inspector's conclusions, the Council will then be able to adopt the AAP as a part of the formal local development plan.

5.0 Options and Options Analysis (including risk assessment)

	Option 1: To recommend that Cabinet withdraw the consultation	Option 2: To complete the consultation
Advantages	None. The consultation process commenced publicly on 19th January 2021.	The local residents will have had their voices heard and their considerations and requirements will be reflected in the final masterplan. Design coding can commence post April 2021 and feed into the AAP process.
Disadvantages	The large numbers of the public, local residents, community groups and stakeholders who are in the middle of a consultation process may question why the JTP Architects consultation process is being withdrawn in favour of starting another consultation process because of a group of petitioners who are refusing to engage in a	None

	consultation process. Withdrawing the consultation would incur the council in abortive costs.	
Risks	Reputational	None

6.0 Officer Preferred Option (and comments)

The Officer preferred option is Option 2. Not to withdraw the consultation. The group leading the ePetition should be encouraged to engage with the masterplanning team in a timely manner (as they were invited to participate on 2nd February) to ensure that their interests, concerns and requirements are recorded and if necessary reflected in the masterplanning outputs. JTP Architects have engaged in a collaborative process as evidenced by the significant numbers of engagements to date and public feedback.

7.0 Conclusion

The masterplanning process and critical path has been outlined in the introduction to this report so it is imperative that the group leading the ePetition properly engage with LCC and their masterplanning team. Good masterplanning and development of high quality places can only be achieved through collaboration and inter-action with communities.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):</p> <p>Not applicable</p>
<p>LEGAL IMPLICATIONS</p> <p>Not applicable</p>
<p>FINANCIAL IMPLICATIONS</p> <p>Not applicable</p>
<p>OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces</p> <p>Not applicable</p>
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The s151 Officer has been consulted and has no comments to add</p>

MONITORING OFFICER'S COMMENTS

A Petition may be presented to and received by a meeting of the Council. Where it contains at least 500 signatories or petitioners, the appropriate Director will prepare a report which, together with the Petition, will be presented to Full Council. Council may debate the Petition and/or refer the Petition to the appropriate decision-making body for further consideration. In this case the appropriate decision making body is Cabinet.

BACKGROUND PAPERS

None

Contact Officer: Iain Robertson
Telephone: 07812 131178
Email: irobertson@lancaster.gov.uk

APPENDIX I

“We the undersigned petition the council to withdraw the consultation on Bailrigg Garden Village Masterplan currently being undertaken by JPT Architects and to put in place a consultation process which properly addresses the objections of local residents.

Local residents and local organisations submitted an extensive range of objections to the Lancaster Local Plan and Bailrigg Garden Village, as it was being drafted, from between 2017 and 2019.

These objections were repeated at the 2019 public hearings conducted by the Planning Inspector and additionally, presentations were made to Council meetings in December 2017 and July 2020.

Residents have received no response to these objections which have, in effect, been ignored. In those circumstances JTP's intention to complete their masterplan by March 2021 cannot provide adequate time for proper considerations of residents' views.

The local residents of Galgate, Scotforth and Hala and surrounding areas deserve to be listened to due to a number of reasons and issues, including flooding, air quality, a lack of infrastructure being published and protecting the local environment including bluebell wood that is protected under the Wildlife and Countryside Act 1981, including protected animals like otters that have been seen along the canal.

The technicalities of arranging such a consultation have not been adequately met by JTP and residents wishing to express their views, found the electronic platform provided to be inadequate. Additionally, whole sections of residents did not receive the JTP consultation leaflet and therefore were unfairly excluded from the process. Additionally, problems were noted with the email provided. This combined with a ridiculously short deadline has meant that the consultation procedure has fallen short of its role in providing local residents with an opportunity to comment in a constructive and representative way.

We as residents of the surrounding areas do not want our areas to lose their identity.”

APPENDIX II

From: Robertson, Iain
Sent: 02 February 2021 15:50
To: louisehemingway
Cc: Mills, Abi <amills@lancaster.gov.uk>
Subject: Bailrigg Garden Village - Community Engagement

To Louise Hemingway e petition author cc Cllr Mills

Good afternoon Louise,

With reference to the concerns raised in the above e-petition, the council would like to apologise for the technical problems that you experienced on the website.

These were rectified as soon as they were identified and did not significantly reduce the total numbers of days in which to comment during this early stage of the stakeholder engagement and consultation process.

The areas of concern you have identified around flooding, air quality, infrastructure and wildlife are all aspects that the council is keen to discuss as part of the engagement process in the preparation of a Masterplan for the Bailrigg Garden Village (BGV).

JTP's work will build on that by the council in 2017 and 2018 to engage informally with people and organisations about ambitions for the garden village. They have been supplied with copies of all previous consultation information and responses.

JTP want to work as collaboratively as possible with people and organisations to hear about all issues, concerns and aspirations that should shape the settlement planning.

The opportunities to comment over the last few days are but the first of many, all designed as best we can to be as open and accessible as possible in these pandemic constrained times.

This master-planning work is crucial to advance our understanding of how to make the BGV the best it can be for local communities. The council wants to engage with people in conversations about the whole range of issues that really matter, including drainage and flood risk, infrastructure challenges, climate change, air quality, biodiversity and wildlife. The work will help to establish:

- *The location and extent of the BGV*
- *Where areas of separation should be (and their size),*
- *How the garden village should connect and relate to settlement around including the city and Galgate*
- *The layout and form of the settlement and how it is to fit in to and make better the local environment.*

So far JTP have received approximately 70 postcard responses and over 550 comments on the communities platform (albeit some multiple entries from some individuals) and a number of direct emails.

Meetings are also taking place with stakeholders and community groups and there is much more engagement to come.

Comments as part of the 'first step' are invited by today (2nd February). All comments will then inform the JTP design team as they prepare the Masterplan Vision for Bailrigg Garden Village for an initial public presentation back to the community via Zoom at 6pm on Tuesday 9 February 2021.

All those who have supplied email addresses, either via the online consultation, or on the postcard response, will be specifically invited to this and the date is pre-publicised via the dedicated masterplan engagement website www.BailriggGardenVillage.co.uk.

The Vision presentation will then be available to view on the website and a second "Vision" newsletter will be distributed locally. Stakeholder and community engagement will continue, with several further opportunities to input and help to shape the Masterplan.

The completed master-planning work will direct further work by the council and other organisations to progress with the garden village but it will not, in itself, have any formal planning status. Towards this the council will take the Masterplan and then seek to move it forward through a further formal plan-making process to prepare the AAP (Area Action Plan).

Area Action Plan (AAP)

The Masterplan will directly inform all work to come later this year to prepare the AAP. This will establish defined land-uses, which will include allocations for specific types of development and allocations for land to be protected from development for other environmental / recreational or social purposes.

This will involve a number of stages of formal public consultation, submission to Government and a Public Examination process chaired by an Independent Planning Inspector. Through the AAP process it will be for the council to demonstrate that the proposals taken forward have a sound basis and this may require refinement following the completion of wider evidence base studies and through public consultation.

It is critical that the council move forward with the preparation of the AAP in a timely manner, particularly in light of the current developer interest in the South Lancaster area. It is anticipated that the council will be seeking to prepare a draft (and the evidence which underpins it) through the course of this year, with public consultation on the draft document before the close of the year.

We look forward to hearing from you regarding any further questions and suggested dates for an engagement forum. Unfortunately, due to the pandemic crisis, this can only be undertaken via Teams. This virtual engagement has worked very successfully with other groups.

Yours sincerely,

Iain

Iain Robertson MRICS / Head of Property, Investment & Regeneration
Directorate for Economic Growth & Regeneration / Lancaster City Council
Palatine Hall, Dalton Square, Lancaster, LA1 1QR
Email: irobertson@lancaster.gov.uk / Tel: 07812 131178

APPENDIX III

Examples of Public Comments on the outstanding success of Teams engagement process:

“a lot of very positive feedback following the presentation of the Vision”

“You have certainly listened in your “first consultation period”,

“I accept we are at the masterplan stage and congratulate JTP on making a generally well-balanced presentation of the proposed development of South Lancaster which I believe is the remit instructed by LCC.”(resident)

“We remain wholeheartedly opposed to the concept of a garden village in South Lancaster ... We are left with putting our trust in the planning system, and that does not provide much comfort given the visible evidence throughout the District of Lancaster City Council's previous failing. We hope that we are proved wrong, and that these consultations will produce a development that existing residents can welcome.” Lower Burrow resident following meeting with JTP

“I am a resident of Galgate village, I am very supportive of the ideas for the development of Bailrigg garden village.....I watched the video presentation and you all seem to be genuine and considerate. Please don't let us down or let LCC mess this up and good luck!”

“Last evening's presentation was helpful and informative.”

“Very clear and professionally delivered presentation”

“I was very pleased to see that thought is being given to biodiversity impacts and potential flooding”

“Overall, the vision for the garden village looks good to me. I like the concept of breaking it out into smaller areas and working with the contours of the drumlins.”

“Thank you for thinking about wildlife and for helping people and nature flourish together.”

“I am encouraged by what I have heard and read.” (Craig, Vicar of St Johns, Ellel)

“I'm pleased to see you are protecting the countryside and footpaths west of Galgate towards Conder Green, and I think you are doing a good job of listening to the community.” (Galgate resident)

“It is encouraging to note that JTP have incorporated many of the community consultees' ideas and suggestions into their vision concept and BVRA are broadly supportive of it so far.” (Bailrigg Village RA)



Leader's Report

24 March 2021

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 9 February 2021. The minutes of the Cabinet meeting held on 2 March 2021 and those of the additional meeting scheduled for 23 March will be tabled at the Council meeting on 28 April 2021.

2.0 Decisions required to be taken urgently

No urgent Cabinet decisions have been taken in this period.

3.0 Leader's Comments

COVID

Vaccine rollout continues at pace across the district and the Lancashire and South Cumbria footprint of our integrated care system. We are starting to see some impacts of vaccine hesitancy and our officers are working with the county council and the NHS to ensure that everyone gets their jab. Thank you to every councillor who has shared their experience of getting the vaccination, please continue to share other's stories as this is known to impact on others immunisation decisions.

The vaccine rollout has been an amazing success and as always, I'd like to thank our NHS, council officers, emergency services and armed forces, and volunteers who have made this happen.

Lancaster's infection numbers continue to fall, but this is not the case across the county. While in a relative sense these numbers are much improved, in an absolute sense they are still of concern and so we need to ask all of you to continue to follow the rules and to encourage others to do so. Even as the restrictions ease at the end of March, the message of hands – face – space will still be vital.

We also need to continue to manage expectations of residents and businesses and so it is important that you are aware that further spikes are expected – following the return to school, in the summer, and as we move into autumn. This expectation of further spikes is, in part, why there is five weeks between each step of the road map. Five weeks allows for the impact of changes to be seen and assessed, and if necessary, the next step moved back.

Work is also ongoing to support businesses and organisations to reopen and restart activities. It is important to recognise that easing of restrictions and reopening of council services increases the workload for our officers. As I do each month, I want to thank our officers for their amazing work through the pandemic, and to remind every councillor to address queries you have for officers through their directors. This request comes from the senior management team and is in part about members of the SMT being aware of the concerns of councillors, as well as them managing the workload of their teams and helping councillors get prompt responses by ensuring that queries aren't addressed only to officers who might have been redeployed or be on leave.

Address the climate emergency

The council has been successful in securing significant funding to build a solar farm on the old landfill site at Salt Ayre. The funding will also support the replacement of the Salt Ayre's gas boilers with air source heat pumps, external LED lighting and upgraded glazing to reduce energy consumption and improve overall energy efficiency of the building. As Salt Ayre currently accounts for approximately a quarter of the council's direct CO₂ emissions this scheme represents significant progress on achieving our target of being net carbon zero by 2030.

Work continues on the responses to the People's Jury and how we take that work forward. We want to take action on those recommendations we have control over, but there is an interesting discussion about those we don't. It feels like there is more needed than just a letter, so as we continue to develop our community engagement platform, we are trying to think through how the People's Jury recommendations might be linked to other campaigns and how we might engage others in those campaigns.

Our work to address the climate emergency continues to be considered by all portfolios. The climate emergency review of the local plan continues in planning, housing has seen some great improvements to energy efficiency after some

refurbishment projects and to build high environmental standards into our plans for building new council houses, and the economic prosperity portfolios continue to work with local businesses and business representative organisations to support and encourage their work to not only meet the climate emergency, but the broader community wealth agenda.

Build community wealth

This month's community conversation focused on fair work and well-being. One of the keys to building community wealth is to increase the number of residents who have good jobs with fair pay and the number of local businesses, organisations and institutions who offer those jobs. A number of local authorities have developed fair work charters and incorporated fair work into social value assessments for procurement. This is work we are continuing to develop within the council and the community conversation was part of the consultation process around the fair work charter.

We take a broad perspective on what wealth is in our discussions of community wealth. It's not just economic and we know the damage that focusing on Gross Domestic Profit has done and is doing as the dominant measure of the success of an economy. For us wealth is about many things including well-being, equality and sustainability, that's why it's not just jobs, but good jobs. And it is why the community conversations have all had a link to well-being.

It is also why we continue to work on issues of structural inequality. Our community won't reach its full potential while any member is held back by discrimination. That means that each of us has work to do to recognise our privilege, where we have it, and use what we do have to be good allies. We need to commit to working with those in our communities who haven't joined this work yet, or who feel left behind and threatened in these discussions. We also have to recognise that these structures defend themselves through powerful individuals and institutions, after all if everyone was committed, we'd have made more progress.

Build community power

As will be discussed at a later agenda item – the government has opened formal consultation on the local government reorganisation proposals for Cumbria (and Lancaster). There is a significant problem in the design of the consultation in that our residents and local organisations are reporting being confused by the process. Along with South Lakeland and Barrow Borough councils we have written to the government highlighting our concerns and asking them to make it clear within their consultation that Lancaster is included. I have also raised this directly with the Secretary of State.

It is interesting that at the same time as we are highlighting weaknesses in government consultation processes, residents will address us this evening about the weaknesses that they see in our consultation processes. It is clear that through the community briefings, calls, conversations and consultation we and other institutions like the NHS are actively working to hear and understand the issues and concerns being raised across our district. But from the petition tonight we see

that there is still work needed to demonstrate that what is said has been heard and if it has been heard and understood how that has or hasn't influenced decision making. With planning, which is the focus of tonight's petition, some of that seems to come down to us being able to clearly explain the limitations on the scope of our decision making, and what else we might do in those situations.

We also need to find ways to move more clearly into spaces where we do co-design. Like many good plans, our intention to work towards a plan for the district (rather than just the council) was delayed by COVID, but it will happen this year and this should be a piece of work shared with residents, organisations, businesses and institutions. The aim of this work is to establish shared goals for the district and to bring together individuals and groups who share that goal, recognising that our efforts are likely to be multiplied through collaboration. We think the Sustainable Development Goals provide a useful framework for this work as they are already globally recognised, nationally committed to and in use by other organisations.

4.0 Decisions

The following Decisions were taken by Cabinet on 2 March 2021:

1. Confirmation of Article 4 Direction - Houses in Multiple Occupation
2. Update on the Housing LATCo.
3. Delivering our Priorities Q1-Q3 2020-21
4. Appointment to Outside Bodies

There were no Officer Delegated Key Decisions taken since the last Leader's report.

Background Papers

Cabinet agenda 2 March 2021

PERSONNEL COMMITTEE**Pay Policy Statement 2021-2022****24 March 2021****Report of the Director of Corporate Services****PURPOSE OF REPORT**

To ask that Personnel Committee consider and recommend to Full Council the Pay Policy Statement for 2021 – 2022 as required by the Localism Act 2011.

This report is public.

RECOMMENDATIONS

- (1) To consider and recommend to Full Council, on 24 March 2021, the Pay Policy Statement 2021-22.

1.0 Introduction

- 1.1 Section 38 of the Localism Act 2011 places a requirement on local authorities to publish a Pay Policy Statement by the 31st March in each year. This includes the remuneration of its Chief Officers. This Statement must be approved by resolution of Council, and this function may not be delegated. The Statement sets out the Council's arrangements relating to:

- the remuneration of its Chief Officers;
- the remuneration of its lowest-paid employees, and
- the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

- 1.2 The Pay Policy Statement has been prepared in accordance with the requirements of the Localism Act 2011 and having regard to the guidance issued by the Department for Communities and Local Government (DCLG) under Section 40 of the Act.

2.0 Proposal Details

- 2.1 During the course of the year, if the Authority makes any determination relating to the remuneration or any other terms and conditions of a Chief Officer, it must comply with its Pay Policy Statement.
- 2.2 It is recommended that the revised Pay Policy Statement be effective from 1st April 2021.

3.0 Details of Consultation

There has been no consultation, but in preparing the revised Statement, regard has been had to Government guidance.

4.0 Options and Options Analysis (including risk assessment)

In order to comply with the Localism Act 2011, it is necessary for Council to approve a Pay Policy Statement.

5.0 Conclusion

Personnel Committee is requested to approve and recommend to Full Council the Pay Policy Statement for 2021-2022

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

None directly arising from this report.

LEGAL IMPLICATIONS

The Council has a statutory obligation, pursuant to s38 of the Localism Act 2011 to approve annually a Pay Policy Statement.

FINANCIAL IMPLICATIONS

There are no financial implications arising from approval of the Pay Policy Statement. Salaries and payments within the statement have previously been agreed at full Council, and budget provision has made in accordance with previous agreements.

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

The Pay Policy Statement 2021 - 2022 has been prepared by HR.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has been consulted and has no additional comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Pay and Grading Structure
Guidance issued by the Department for

Contact Officer: Catherine Joyce
Telephone: 01524 582009
Email: cjoyce@lancaster.gov.uk
Ref:

Communities and Local Government (DCLG) under Section 40 of the Localism Act 2011.	
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Lancaster City Council Pay Policy Statement 2021-22

1. Introduction and Purpose

- 1.1 In accordance with the requirements of Section 38 of the Localism Act 2011, this Pay Policy statement has been produced to reflect the Council's approach to pay policy for the year 2021/2022.
- 1.2 This statement sets out the Council's policies in relation to the remuneration of our Chief Officers and all other employees. It also clarifies the relationship between Chief Officer remuneration and the remuneration of our lowest paid employees.
- 1.3 The purpose of this statement is to demonstrate transparency with regards to setting the pay of Council employees.

2. Setting Terms and Conditions

- 2.1 The Council's Chief Officers, including the Chief Executive, are employed under the nationally agreed Joint Negotiating Committee (JNC) terms and conditions. All other employees are employed under the nationally agreed National Joint Council (NJC) terms and conditions.
- 2.2 Pay increases relating to cost of living are agreed nationally by the NJC and JNC negotiating bodies.

3. Definitions of Chief Officers within Lancaster City Council

- 3.1 Chief Officers (in senior positions) within this Council are currently defined as the Chief Executive, and:
 - Director for Communities and the Environment
 - Director of Corporate Services
 - Director for Economic Growth and Regeneration
 - Deputy Director for Communities and the Environment
 - Chief Finance Officer (S151)
 - Monitoring Officer
- 3.2 In addition to the above, the Council has a number of posts which may fall into the wider statutory definition of Chief Officer posts via reporting lines, although they are not designated as such within this Council. These other posts are as follows
 - Head of Community Involvement & Leisure
 - Head of Democratic Services
 - Head of Economic Development
 - Head of Financial Services
 - Head of Housing
 - Head of HR
 - Head of ICT
 - Head of Legal Services
 - Head of Planning & Place
 - Head of Property, Investment & Regeneration
 - Head of Public Protection
 - Head of Public Realm
- 3.3 All the posts named at 3.2 fall into a pay grade which currently starts from £52,711 up to a maximum pay point of £66,139. The terms of service for these posts are governed by the National Joint Council for Local Government National Agreement on Terms and Conditions of Service (the NJC Green Book) and accordance with the pay and grading structure introduced in 2020.

- 3.4 The Head of Legal Services & Monitoring Officer post, and the Head of Financial Services and S151 Officer post both attract annual allowances of £6,000 to reflect the additional responsibility the statutory roles bring.

4. Remuneration of the Chief Executive

- 4.1 The post of Chief Executive (which also acts as Head of Paid Service) is paid on a fixed salary of £116,683 as at 1 April 2020, inclusive of the 2.75% national pay award effective from that date. This currently remains the same in 2021-2022, pending any national pay award agreement.
- 4.2 The Council's Head of Paid Service is appointed for a defined term through to 31 March 2022. Once an appointee to the permanent role is confirmed, the Head of Paid Service will be subject to a pay band of £110,000 to £121,000, where progression through the band will be linked to the achievement of objectives.

5. Remuneration of other Chief Officers

- 5.1 The 3 Director roles are paid within a band which starts from £ 83,844 up to a maximum of £92,228, with the band maximum being set at 10% higher than the minimum. These amounts are inclusive of the 2.75% pay award effective from 1 April 2020. There has not been an agreement of pay award for 2021-2022, therefore the salary will remain the same as 2020, pending any national pay award agreement. These Chief Officers will move up the band through incremental progression, linked to the achievement of objectives, following approval from Personnel Committee. Appraisals will be conducted after the end of the financial year in order to ensure that a whole years' performance is taken into account. A decision whether to award the increment or not will then be applied as a pay adjustment approved by Personnel Committee.

Deputy Directors are paid within a band which starts at £68,123 and has a maximum of £74,936, which again provides for 10% progression. Deputy Directors will move up the band through incremental progression, linked to the achievement of objectives, following approval from Personnel Committee. Appraisals will be conducted after the end of the financial year in order to ensure that a whole years performance is taken into account. A decision whether to award the increment or not will then be applied as a pay adjustment approved by Personnel Committee.

Statutory Chief Officers are remunerated in accordance with their technical expertise and background.

6. Policy on Other Aspects of Chief Officer Remuneration

- 6.1 Aside from 'pay' there are other aspects of Chief Officer remuneration which are outlined below:
- 6.1.1 **Travel and other expenses:** reimbursed through normal Council policies and procedures in the same way for all staff.
- 6.1.2 **Bonuses:** The terms of employment do not provide for the payment of any bonuses.
- 6.1.3 **Performance Related Pay:** There is an element of performance related pay applicable to Chief Officers and the Head of Paid Service, in the form of incremental progression.
- 6.1.4 **Honoraria:** Honoraria payments do not apply to Chief Officer posts.
- 6.1.5 **Severance arrangements (for Chief Officers ceasing to hold office):**

The Council's normal policies in relation to redundancy and early retirement apply to these posts, in line with relevant regulations. Arrangements are the same for all employees of the Council.

Any payments falling outside the provisions above or the relevant periods of notice within the contract of employment shall be subject to formal decision made by Personnel Committee.

- 6.2 There are no provisions for any other increases or additions to Chief Officer remuneration, other than as outlined in this policy.

7. Returning Officer Fees

- 7.1 Fees for Returning Officers and other electoral duties are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific election duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.

8 Other Chief Officer Conditions of Service

- 8.1 The other terms and conditions of service are set out in the relevant conditions of service handbooks, as follows:

Chief Executive: The Joint Negotiating Committee for Local Authority Chief Executives – Conditions of Service

All other Chief Officers: The Joint Negotiating Committee for Chief Officers in Local Authorities – Conditions of Service

9. Pension Contributions

- 9.1 For all employees, including Chief Officers, where employees have exercised their right to be a member of the Local Government Pension Scheme, the Council will make contributions to the Pension Fund in line with the Employer contribution rates determined by the Actuary.

10. Recruitment of Chief Officers

- 10.1 The Council's policy and procedures in relation to the recruitment of Chief Officers is set out within the Council's Constitution.
- 10.2 When recruiting for all posts, the Council will take full and proper account of all provisions of employment legislation and its own agreed policies.
- 10.3 The remuneration offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. New appointments for staff up to and including Chief Officers are normally made at the minimum of the grade for the post, although this can be varied if necessary, to ensure the best candidate can be appointed.
- 10.4 Where the Council is unable to recruit Chief Officers, or there is a need for interim support to provide cover for a substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service' (rather than them being direct employees of the Council). These will be sourced through a relevant recruitment process, under relevant Officer delegations, ensuring the Council is able to demonstrate the maximum value for money from securing the service.

11. Approval of Salary Packages in Excess of £100K

- 11.1 Before any offer of appointment is made, the Council will ensure that salary packages in excess of £100,000 will be considered by full Council. This salary package will be defined as base salary, bonuses, fees, routinely payable allowances and any benefits in kind which are due under the contract.

12. Re- Employment of Former Chief Officers

- 12.1 Former Chief Officers who were in receipt of redundancy, or other severance payments, may only be considered for re-employment with the Council (which includes engagement through a contract for services) after a period of 12 months has elapsed since their termination date.

13. Publication and Access to Information regarding Chief Officer Remuneration

- 13.1 Upon approval by Council, the Pay Policy Statement will be published on the Council's website. In addition, relevant information will be reported in the Council's annual Statement of Accounts.

14. Payment of Lower Paid Employees within the Council

- 14.1 The Council uses the NJC negotiated pay spine (i.e. a nationally agreed and defined list of salary points) as the basis for its local pay structure, which determines the salaries for most of its workforce. The Council uses the NJC pay spine SCP 3 -49. In April 2020 the grades within the pay spine were renamed, but the SCP's within them remain the same.
- 14.2 The Council operates a Job Evaluation Scheme to determine the pay grade for posts below Chief Officer level and uses the Willis Towers Watson Global Grading Scheme.
- 14.3 The Council ensures that all staff (aside from Apprentices) are paid at least the 'Real Living Wage' rate. Spinal Column Point (SCP) 10 automatically defaults to the Living Wage on 01 April each year and the Council uses this to define its 'lowest paid' employees.
- 14.4 The Council employs Apprentices who are not considered within the definition of 'lowest paid employees'. They are paid under the separate Apprentice Pay Rates, the highest of which equates to the real Living Wage rate. Following conclusions of National negotiations, the Council will work towards a minimum wage of £10 per hour.
- 14.5 The Council does not have a policy on maintaining a specific pay ratio between its Chief Officers and its lowest paid staff, although it is conscious of the need to ensure that Chief Officer salaries are not excessive.

15. Pension Contributions

- 15.1 Where employees have exercised their right to join the Local Government Pension Scheme, the Council agrees to contribute to the Scheme at rates set by Actuaries.

16. Payments on Termination

- 16.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to retirement, is set out within its policy statement and in accordance with:

- Local Government (Early Termination of Employment Discretionary Compensation) (England and Wales) Regulations 2006.
- Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.
- Local Government Pension Scheme (Admin) Regulations 2008 (regulation 66).
- The Local Government Pension Scheme Regulations 2013.
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

17. Changes to Pay Policy

- 17.1 Should any amendments be required to this policy during the year, then matters will be reported to the Personnel Committee for consideration, for subsequent referral to Council.

18. Accountability and Decision Making

- 18.1 In accordance with the Constitution of the Council, the Personnel Committee is responsible for developing and reviewing Council policy in respect of human resources, staff and conditions of service and HR matters pertaining to Chief Officers. They also consider and deal with voluntary severance and other personnel or HR matters that is not delegated to officers.
- 18.2 The Chief Executive, in accordance with the Council's constitution, is able to determine Chief Officer applications under the Family Leave Scheme and Flexible Working Hours Scheme. They also deal with disciplinary matters of staff below Chief Officer level and can approve acting up and honorarium payment and severance payment up to £50,000.
- 18.3 Head of Service, in accordance with the Council's scheme of delegation are responsible for personnel or HR matters pertaining below Chief Officer level.

01 April 2021		01 April 2021		
Global Grading System Grade (GGS)	Annual £	SCP	Progression Points	
G5	18562	3		
	18933	4	GGS5-6	
G6	19312	5		
	19698	6		
	20092	7		
	20493	8	GGS6-7	
G7	20903	9		
	21322	10		
	21748	11		
	22183	12		
	22627	13		
	23080	14		
	23541	15		
	24012	16		
	24491	17		
	24982	18		
	25481	19	GGS7-8	
G8	25991	20		
	26511	21		
	27041	22		
	27741	23		
	28672	24		
	29577	25		
G9	30451	26	GGS8-9	
	31346	27		
	32234	28		
	32910	29		
G10	33782	30		
	34728	31	GGS9-10	
	35745	32		
	36922	33		
	37890	34		
G11	38890	35		
	39880	36	GG10-11	
	40876	37		
G12	41881	38		
	42821	39	GGS11-12	
	43857	40		
	44863	41		
	45859	42		
G13	46845	43		
	47837	44	GGS12-13	
	48843	45		
	49869	46		
	50773	47		
G14	52711	48	GGS13-14	
	53777	49		
	55391	50		
	57052	51		
	58764	52		
	60527	53		
	62343	54		
	64213	55		
G15	66139	56		
	68123	57	GGS14-15	
	68804	58		
	69486	59		
	70167	60		
	70848	61		
	71529	62		
	72211	63		
	72892	64		
	73573	65		
G16	74254	66		
	74936	67		
	83844	68		
	84682	69		
	85521	70		
	86359	71		
	87198	72		
	88036	73		
	88875	74		
	89713	75		
G17	90552	76		
	91390	77		
	92228	78		
G18	116683	80		

Note: No Pay awards agreed, figures are the same as 2020

Right To Food – Motion to Lancaster City Council – 24th March 2021

Proposer: Faye Penny. Seconders: Katie Whearty, Gina Dowding, Joanna Young, Jason Wood, Jean Parr, David Whittaker

We are seeing a crisis of food poverty born out of the political choices and systemic failings created over the past four decades, which have now reached a tipping point for so many in our communities. The figures are devastating for one of the richest nations in the world and highlight the inequality of the UK in 2020 and going into 2021.

The Trussell Trust reports a soaring 81% increase in emergency food parcels from food banks in its network during the last two weeks of March 2020 compared with the same period in 2019, including a 122% rise in parcels given to children as the coronavirus pandemic continued to unfold.

This council notes the consistent high rates of poverty across our district. We recognise the growing concern amongst our health and care professionals of the current situation and the likely exacerbation of poverty figures through the impact of the Covid19 pandemic and economic uncertainty as we enter 2021.

Morecambe Bay Foodbank recently reported to Councillors that they delivered a staggering 38,196 emergency 5 day food parcels in our district during 2020 [1] – higher than the combined total for the previous 8 years of foodbank activity [2]. Referrals to the foodbank have increased in every ward in our district over the past 12 months; by 368% on 2019 in total [3]. Although the totals are much higher for all areas of the district, the areas with the highest numbers of referrals - Harbour and Poulton - are still the areas of highest demand in 2020 as they were in 2019 [4]. A slightly less extreme, yet still significant picture, emerged from The Olive Branch last year; an increase of 117% in people being fed from February 2020 to the height of their distribution. The Olive Branch also note that the number of children and families that they are having to provide for, compared to vulnerable adults, is becoming a much larger part of their effort; last year saw a 104% increase in children being fed between February and June [5].

Weekly use of other food support such as food clubs is even higher than food bank use and is currently 952 households every week that we know of [6]. One of these organisations, Eggcup, has seen their food club membership grow from 40 members in February 2020 to 374 current members; an increase of 835%. That's over 2000 individuals in our district accessing food support every week which helps them to avoid the emergency situation of relying on one of the foodbanks.

Data from the DWP as reported by Lancashire County Council [7] shows that households on Universal credit in the Lancaster District has increased from 2,790 in December 2019 to 4,855 by December 2020, a 74% increase.

This Council notes that there is important work being carried out locally by Food Futures: North Lancashire's Sustainable Food Network and The Lancaster District Food Poverty Alliance and thanks them for their contributions. We aim to support their work locally and raise awareness in our communities so that more residents and local workers can become involved in addressing food poverty in this district, further afield and in the food supply chain. [8]

Lancaster City Council's Cabinet has aligned its priorities with the United Nations Sustainable Development Goals (SDGs), and have proposed a Council commitment to SDG 2 of Zero Hunger. We support Zero Hunger, and will support the development of a local food system that gives equal access to good nutrition and food preparation skills.

The National Food Strategy is the first independent review of England's entire food system for 75 years. Its purpose is to set out a vision for the kind of food system we should be building for the future, and a plan for how to achieve that vision. It is headed by Henry Dimbleby and next reports to Government in early 2021.

The Right To Food campaign is arguing that the 11 million people in food poverty should be central to this strategy.

Enshrining the 'Right To Food' into law would clarify Government obligations on food poverty and would introduce legal avenues to hold Government bodies accountable for violations.

Lancaster City Council resolves:

1. To call on the Government to include the 'Right To Food' in the 'National Food Strategy'.
2. That the Chief Executive write to the Independent Lead, National Food Strategy, Mr Henry Dimbleby, to:
 - a) Provide local Lancaster District examples and information about the rise in food poverty
 - b) Call for the Right to Food to be incorporated into the National Food Strategy

[1] Chair's report, Morecambe Bay Foodbank, February 2021

[2] AGM report, Morecambe Bay Foodbank, 2021

[3] Chair's report, Morecambe Bay Foodbank, February 2021

[4] AGM report, Morecambe Bay Foodbank, 2021

[5] The Olive Branch database statistics, provided by Leslie Mann of The Olive Branch, February 2021

[6] David France, Charity Manager, Eggcup, February 2021

[7] <https://www.lancashire.gov.uk/lancashire-insight/economy/income-earnings-and-benefits/claimant-count-figures/>

[8] <https://foodfutures.org.uk/>

<https://www.sustainweb.org/resources/files/reports/LANCASTER-LDFPA-Action-Plan-21.pdf>

Officer Briefing Note:

The motion is consistent with the Council's priority of 'Happy and Healthy Communities' and the action of 'addressing health and income inequality, food and fuel poverty....'. It creates no additional resource requirement.

Housing – Motion to Lancaster City Council – 24th March 2021

Proposer: Cllr Jack O’Dwyer-Henry. Seconders: Cllrs Oliver Robinson, Colin Hartley, Jason Wood, Katie Whearty

The Council notes and welcomes the campaigns by ACORN, the Citizens’ Advice Bureau, and Shelter which call upon landlords not to evict tenants for the duration of the pandemic;

This Council Resolves that:

1. Officers will take reasonable steps to contact landlords, letting agencies and housing providers in the district to request that they:
 - a. Do not evict tenants for the duration of the pandemic, (save where exemptions apply for urgent cases such as antisocial behaviour, trespassers, and domestic violence);
 - b. Work with the Council, other agencies, tenants’ unions to find alternative solutions to eviction, and to seek support from council, Citizen’s Advice and other agencies in cases of extended arrears in order to maintain tenants in their tenancies;
 - c. Desist from discriminatory practices that act as barriers to benefit claimants such as “No DSS” policies, requiring six months’ rent in advance, homeowner guarantors and prohibitive terms and conditions.

2. The Chief Executive will write to the Secretary of State for Housing, Communities and Local Government urging:
 - a. The current ban on evictions be extended for a minimum of six months;
 - b. removal of the exemption to this ban which allows for eviction due to rent debt accrued during the past six months;
 - c. The eviction ban be extended to apply to lodgers;
 - d. The introduction of a grant to help alleviate COVID-related rent debt, as requested by both leading charities, and landlord and property agents’ associations;
 - e. The quick introduction of the promised Renters Reform Bill to scrap Section 21 evictions,
 - f. Introduction of compulsory registration for landlords as requested by many local authorities, in order to better support tenants in their tenancies;
 - g. The introduction of enforcement measures to prevent unlawful discrimination against benefit claimants by landlords and letting agents, following court rulings in 2020 that such practices are illegal;
 - h. That student housing providers, including universities, are asked to waive rent for student tenants for the duration of the time during which they are unable to access their accommodation due to lockdown regulations, and for the government to provide financial support to cover these costs.

Officer briefing note:

The motion is consistent with the Council Priority of ‘Healthy and Happy Communities’. The motion if agreed will require officers to take reasonable steps to contact landlords, etc. Officers can contact the ones for whom we have contact details within existing resources.

COUNCIL**Local Government Reform – consultation responses
24 March 2021****Report of Chief Executive****PURPOSE OF REPORT**

This report is to provide information to Council on the government's Local Government Reorganisation consultation and to seek Council's approval of the principles that will form the basis of the council's responses.

This report is public.

RECOMMENDATIONS

It is recommended that Council:

- (1) **Receive the update on the consultation process following submission of the Bay Unitary proposal;**
- (2) **Endorse the approach of the Council to the consultation responses as outlined in the report and Appendix 1;**
- (3) **Endorse the approach to submitting additional commentary on the Bay and North Cumbria proposal as outlined in Appendix 2;**
- (4) **Authorise the Chief Executive, in consultation with the Leader to finalise the responses to the consultation for submission to the Ministry of Housing, Communities and Local Government by the 19 April 2021 deadline.**

1.0 Introduction

- 1.1 At their meetings on 8 December Cabinet and full Council approved the full proposal for a unitary council for the Bay area for submission to the Secretary of State for Housing, Communities and Local Government. The proposal was also agreed by Barrow and South Lakeland Councils and submitted by the required deadline of 9 December 2020.
- 1.2 Following submission and correspondence with the Ministry further work was undertaken to update the impact assessment on the subsequent effect on local police force and fire and rescue service areas.
- 1.3 The Government has now confirmed that it is consulting on our proposal and is seeking views on the locally led proposals that the Secretary of State has received following his invitation to councils in Cumbria, North Yorkshire and Somerset to submit proposals for local government reorganisation.

- 1.4 Government is consulting on each of the proposals for local Government Reorganisation in Cumbria
- The Bay and North Cumbria
 - Two unitary councils within the Cumbria county footprint–
 - Eden, Carlisle and Allerdale / Copeland Barrow and South Lakeland – as proposed by Carlisle and Eden Councils and
 - Carlisle, Allerdale and Copeland / Barrow, South Lakeland and Eden - as proposed by Allerdale and Copeland Councils
 - Single unitary for Cumbria – as proposed by Cumbria County Council
- 1.5 The Council is also being consulted on proposals for local government reorganisation in North Yorkshire. The Chief Executive will consider any response to this in consultation with the Leader.
- 1.6 The consultation will run to midnight on the 19th April 2020, and is hosted on the Government's online platform Citizen Space. The Government is consulting with a range of stakeholders. The consultation is open to any person or organisation wishing to express a view on local government reorganisation.
- 1.7 The three councils are making all of our local stakeholders and communities aware and encouraging their participation in the consultation. We encourage Ward Councillors to promote the opportunity to their local residents and communities to respond to the consultation.
- 1.8 Appendix 1 describes the approach the Councils are proposing to take in responding to the consultation. It provides a series of points in respect of each proposal submitted by other Councils. Appendix 2 sets out points for inclusion in additional commentary to be provided on The Bay and North Cumbria proposal. Subject to endorsement by Council they will, together with use of information in the Council's full proposal, be used to develop a series of full responses, to be approved by the Chief Executive in consultation with the Leader for submission to Government.
- 1.9 For Council's information, the Secretary of State has made an Order to postpone local elections to the Principal Authorities in Cumbria. Lancashire County Council elections will proceed as planned.
- 2.0 Proposal Details**
- 2.1 Members are asked to consider the approach and appendices as the framework for the Council's responses to the consultations and to delegate to the Chief Executive in consultation with the Leader to finalise the Council's responses by 19 April 2021 deadline.
- 3.0 Details of Consultation**
- 3.1 The three councils undertook a considerable level of engagement and consultation in the short period of time that was available to develop the Bay unitary proposal and this highlighted strong public support for the bid. At this time, the Council is responding to a consultation process and is making all local stakeholders and residents aware and encouraging them to respond to the consultation through the appropriate channels.

4.0 Options and Options Analysis (including risk assessment)

4.1 There is an option not to submit a response. The Council's full proposal indicates the benefits and opportunities which could be realised for residents and businesses by a Bay Unitary. By not submitting a response to consultation on the proposals submitted, the Council would significantly reduce its influence in the reorganisation of local government. This option is not recommended.

5.0 Officer Preferred Option (and comments)

5.1 The officer preferred option is to submit responses to the government's consultation, taking the opportunity to influence decisions on local government arrangements for the area. Responding to the consultation does not create any specific risks for the council and would reinforce the strength of the proposal for the Bay unitary. Not responding to the consultation creates the risk that the Council is not able to influence the outcome of proposals.

6.0 Conclusion

6.1 Following the submission of the proposal for a unitary council for the Bay, the government has now opened up consultation on all four proposals for Cumbria, including the Bay proposal which includes Lancaster. This is an important opportunity for the Council to influence the future of local government in this area. Council is asked to agree the key principles included in Appendices 1 and 2 so that a response can be made by the deadline of the 19 April.

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

No direct implications arise as a result of this report, which is a consultation response.

LEGAL IMPLICATIONS

There are no legal issues to raise in respect of this report, which is a consultation response.

FINANCIAL IMPLICATIONS

There are no direct financial, resource or procurement implications in this report which is to consider a consultation response. Previous reports to Council on the Bay proposal have set out the implications as they are currently and further detailed work will be required if the proposal is supported at this stage.

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

No significant resource implications arise as a result of this report, which is a consultation response.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and no further comments.

BACKGROUND PAPERS

Contact Officer: Kieran Keane
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Email: chiefexecutive@alancaster.gov.uk
Ref:

Appendix 1

Key points proposed to form the basis of the Council's responses to proposals submitted by other Councils in Cumbria.

Introduction – It is proposed that the points in the following tables, together with information in the Council's full proposal, be used as the basis to develop a series of full responses by the Chief Executive in consultation with the Leader for submission to Government by 19th April 2021.

Overall approach - It is recommended that the Council submit a separate consultation response to each of the **three proposals** submitted by other Councils for local government reorganisation in Cumbria. These responses will be produced to answer the **6 questions** in the Government's consultation.

The responses will also provide commentary on the proposals with regard to how far they meet the Government's 3 criteria.

1. Whether the proposal is likely to improve local government and service delivery across the area of the proposal, giving greater value for money, generating savings, providing stronger strategic and local leadership, and which are more sustainable structures;
2. Whether the proposal commands a good deal of local support as assessed in the round overall across the whole area of the proposal;
3. Whether the area of each unitary authority is a credible geography consisting of one or more existing local government areas with an aggregate population which is either within the range 300,000 to 600,000, or such other figure that, having regard to the circumstances of the authority, including local identity and geography, could be considered substantial.

Further, it is recommended that the Council submits additional commentary on **The Bay and North Cumbria** proposal based on the points identified in Appendix 2.

Appendix 1

Key points proposed to form the basis of the Council's responses to proposals submitted by other Councils in Cumbria.

Proposal: One Cumbria	
Cumbria County Council has submitted a single county unitary proposal to replace existing councils in Cumbria.	
Question	Commentary
1. Is the proposal likely to improve local government and service delivery across each area?	<p>Most benefits claimed are generic to unitary local government, and underplays the value of local services and the way services are organised today, in particular the NHS</p> <ul style="list-style-type: none"> • One Cumbria appears to follow the lead of the County Council Network who have consistently argued for bigger councils with community concerns addressed through local committees. • It overlooks the reality of public services today which increasingly require collaboration and co-operation between public agencies, the voluntary sector and communities. • By comparison, The Bay will be a more collaborative and progressive council that works with partners and communities to get things done working as one system. <p>Financial stability and savings resulting from the proposal are questionable if staffing cuts are not delivered</p> <ul style="list-style-type: none"> • The value and cost of change need to be effective and sustainable. • Primary focus on cutting expenditure through staff reduction and reducing procurement costs. • A "Reorganisation now, transformation later" approach with uncertainty whether transformation will follow or that savings will be reinvested in improving services. The scale of anticipated savings are questionable. <p>The implementation of the proposal will lead to significantly less local democratic representation and accountability with less than 100 councillors</p> <ul style="list-style-type: none"> • Any move to unitary local government will reduce the total number of councillors across the area and will mean each represents a council responsible for all council services. • Boundary commission guidance would need to be followed and in One Cumbria this means the number of councillors reduces to less than one hundred, which risks being unsustainable. The time and case load commitments for councillors will be challenging with significant travel distances to participate fully in democracy. • The Bay and North Cumbria would substantially resolve that problem and bring councillors closer to the people they represent.
2. If services will be delivered on a different geographic footprint to currently, or through some form of joint arrangements, is this likely to improve those services?	<p>The proposal presents a minimal degree of change in what would be done in localities as it is focused primarily on efficiency.</p> <ul style="list-style-type: none"> • Top down approach, based on what the new unitary would be prepared to devolve. • No compelling narrative of change. Risks prioritising creating one council over issues and priorities of communities. Change needs to be about more than the internal efficiency of a council. • A huge unitary representing very different areas that would need to rely on delivering differently in each area. Commitments to locality working recognise this need to be closer to the communities and responsive to elected members.

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

<p>Proposal: One Cumbria Cumbria County Council has submitted a single county unitary proposal to replace existing councils in Cumbria.</p>	
	<ul style="list-style-type: none"> Parishes would have significantly less influence than the districts do today. They would be one of over 200 trying to have a voice. This contrasts with the bottom up model of The Bay, which will change how things are done by working with people and partners together to make the changes they want to see.
<p>3. Is the proposal likely to impact local public services delivered by others, such as police, fire and rescue, and health services</p>	<p>Improving outcomes could follow reorganisation but is not a purpose for it. This could be considered an inward looking reorganisation which would delay rather than drive reform.</p> <ul style="list-style-type: none"> Housing and planning don’t operate in a single market stretching from Barrow to Carlisle. Transport and highways don’t stop at the boundaries of Cumbria today and wouldn’t stop at the boundaries of new unitaries in the future as claimed. Effective care and well-being involve an increasingly closer integration of council and local health services. NHS services are aligned on a North Cumbria and the North and a South Cumbria and Lancashire basis and wouldn’t align with the One Cumbria footprint. Skills and education need to relate to jobs and industries of the future and build on real functioning economic areas. We need to be looking at the global and national relationships. One Cumbria is lacking as it looks first to internal structures and securing control, rather than building relationships and partnerships. The current Fire and Rescue Authority and Service would remain, which may not realise improvements which could result from a move to a new arrangement for Fire and Rescue Authority and service.
<p>4. Do the unitary councils proposed by the councils represent a credible geography?</p>	<p>The unitary size by area and by population would make it one of the biggest in England, physically remote from those it serves</p> <ul style="list-style-type: none"> A single unitary model would make it the 5th largest council in England. A big council covering a massive area. The geography of the Cumbria region is dramatically different to other areas due to the physical impact of the Cumbrian mountains in the centre. Significant risk and challenge to optimise and deliver services effectively over such a geography. Proposal relies on local areas that are effectively the same as the current districts though without accountability. <p>The vital importance of economic geography is overlooked</p> <ul style="list-style-type: none"> There is no one functioning economic area for Cumbria. Connections to wider region and market areas are generally either north & north east or south facing. The Bay has focus around Morecambe Bay – 96% of people live and work in the area. North Cumbria the connections are over the wider Borderlands region with Carlisle at its heart. One Cumbria would continue to have to choose between these areas of focus for its strategic input and investment. <p>Cumbria is a challenging geography for local administration that was only created in 1974</p> <ul style="list-style-type: none"> Not a historic county but was created by the 1974 reorganisation. There were alternative proposals to create a council along the lines of the Bay at that time based on the comprehensive Redcliffe-Maude report in 1969.

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

<p>Proposal: One Cumbria Cumbria County Council has submitted a single county unitary proposal to replace existing councils in Cumbria.</p>	
	<ul style="list-style-type: none"> • Need to reflect how the area functions today. The NHS recognises this, any single Cumbria body would need to work with two health systems. • One Cumbria would continue the challenges of a current administrative model for local government for a geography that only works because it is a two tier area. • The Bay will maintain Cumbria as an identity (as it will Lancashire) as identity is about place, not councils.
<p>5. Do you have any other comments with regards to the proposed reorganisation?</p>	<p>The proposal only more recently presented the results of an opinion poll conducted by the County Council.</p> <ul style="list-style-type: none"> • This poll suggests 46% of the 1000 respondents supported the One Cumbria proposal, and quotes higher percentages in Copeland (53%) and Carlisle (54%). South Lakeland and Barrow percentages are not similarly provided. • The poll did not present alternative options to One Cumbria. • The Bay and North Cumbria deliver the same advantages of unitary local government – and has demonstrated significantly stronger public support , with 60% of opinion poll respondents supporting the Bay and 31% the proposal of Cumbria County Council. <p>Devolution would not be possible on the government preferred model of combined authorities</p> <ul style="list-style-type: none"> • Only one devolution deal exists to a single local authority, Cornwall. All others are to combinations of authorities. • The Investment Fund in the Cornwall model is around £240 a head. In combined authorities it is typically around £600-700. • A single county unitary will weakens future case for devolution to a combined authority. • Need to consider the best approach that works for the whole region. Choices made now will affect our ability to secure future resources for all parts of the region
<p>6. Do you support the proposal from the councils?</p>	<p>The proposal is not supported</p>

Appendix 1

Key points proposed to form the basis of the Council's responses to proposals submitted by other Councils in Cumbria.

Proposal: East and West unitaries – Submitted by Allerdale and Copeland Councils Barrow, South Lakeland and Eden areas would form a new 'East Cumbria' unitary	
Question	Commentary
1. Is the proposal likely to improve local government and service delivery across each area?	<p>The unitary size and population is below the range set out in the statutory guidance</p> <ul style="list-style-type: none"> • Neither council would meet a population range of between 300,000 and 600,000. • The rationale for smaller population level but would need to be specifically justified. It raises questions of viability for the councils. • The Bay and North Cumbria provide all of the benefits of a two unitary. solution and are compliant with the population range of the Secretary of State's guidance. • Smaller populations over large areas raises viability concerns. <p>Confused democratic representation and accountability</p> <ul style="list-style-type: none"> • As presented, the East/West (and North/South) case depends on an additional new strategic authority operating Cumbria wide • With a focus on strategic services, this additional authority works against the clarity brought by unitary authorities • The Bay and North Cumbria would be viable and of sufficient scale to deliver strategic services themselves. Both would be free to ensure they focused on the needs of their communities, whilst still free to collaborate where it makes sense to do so.
2. If services will be delivered on a different geographic footprint to currently, or through some form of joint arrangements, is this likely to improve those services?	<p>A district not unitary focus which may not realise an ambition for change</p> <ul style="list-style-type: none"> • Dependence on a strategic combined authority reflects district not unitary thinking. Creating this to deliver many services may risk limiting the ambition of the new unitaries. • No clear ambition for reform such as alignment with health or creating new growth. It focusses on reorganisation of local councils. • The Bay and North Cumbria proposal is an opportunity to both areas to have a more ambitious agenda for change, reflecting their distinct priorities and opportunities, better than we can deliver today.
3. Rks againstIs the proposal likely to impact local public services delivered by others, such as police, fire and rescue, and health services	<p>The proposal does not take the opportunity to substantially align council boundaries with those of NHS services</p> <ul style="list-style-type: none"> • Care and well-being involve closer integration of council and local health services. NHS services are aligned on a North Cumbria and the North and a South Cumbria and Lancashire basis. Each council would need to work with two health systems. <p>The proposal requires a new arrangement for a combined Fire and Rescue Authority.</p> <ul style="list-style-type: none"> • We agree that a sustainable model for the delivery of Fire and Rescue is achievable which serves two unitary councils.

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

<p>Proposal: East and West unitaries – Submitted by Allerdale and Copeland Councils Barrow, South Lakeland and Eden areas would form a new ‘East Cumbria’ unitary</p>	
<p>4. Do the unitary councils proposed by the councils represent a credible geography?</p>	<p>Questionable geographies which the councils involved could not agree</p> <ul style="list-style-type: none"> • The East and West unitary proposal does not reflect or take account of the strong economic geography and functioning economic area of The Bay and is likely to significantly undermine benefits that could be achieved building on Bay wide strengths. • The options considered have created geographies which do not reflect how places work in practice. East and West Cumbria unitaries do not appear to relate to communities in South Cumbria and do not reflect strong existing links with Lancaster. • Barrow and South Lakeland are existing strong partners, already grouped together for existing services delivered in Cumbria but also with Lancaster. The Joint Committee of Lancaster, Barrow and South Lakeland reflects our shared economic geography. • Extending collaboration to Eden is not as beneficial as building on the strong links between Lancaster and South Cumbria. Eden has greater economic, service and community connection to Carlisle and the North East. • East and West unitaries do not maximise the shared benefits around the Bay from the sea ports, offshore wind and gas. • The four Northern districts have not agreed a single preferred solution for their two unitary model. The Bay and North Cumbria would provide that solution and is more viable but was not considered by the four Northern district councils. <p>No clear narrative for East and West Unitaries</p> <ul style="list-style-type: none"> • The proposal claims unitaries built around communities in the East and West are the best way, whilst the proposal for a North and South unitary model claims it is the best way. A compelling narrative is not provided although support for a two unitary approach is clear. • The Bay has a clear rationale for why it should be created that works on multiple levels. It also works for North Cumbria. <p>The economic case looks inwards not outward to the wider economy</p> <ul style="list-style-type: none"> • Our economic future of this area depends on connections to the wider economy and our growth potential. • Our links to the south and Lancaster are reflected in the Morecambe Bay economy and our growth and prosperity plans. Links to the North have been recognised through the Borderlands deal covering the wider north of England and south of Scotland. Links West have long been recognised as an energy coast built around the area’s energy specialisms. • Our economy depends on valuing these connections and looking outward to the wider north and regional potential. • The Bay and North Cumbria will enable us to play to our respective strengths, and to collaborate together and with others for regional success
<p>5. Do you have any other comments with regards to the</p>	<p>Evidence of local support is limited to the principle for two unitaries</p> <ul style="list-style-type: none"> • The evidence of support – mainly from rural communities – reinforces the support for the principle not the specific proposals of these councils.

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

Proposal: East and West unitaries – Submitted by Allerdale and Copeland Councils Barrow, South Lakeland and Eden areas would form a new ‘East Cumbria’ unitary	
<p>proposed reorganisation?</p>	<p>Within the survey as part of this evidence, there were only seven responses from people in Barrow, which cannot be considered representative.</p> <ul style="list-style-type: none"> Local support needs to be evidenced for organising on an East / West basis compared to other choices. The Bay proposals showed strong support for our specific proposals around creating a council supporting an area where 96% of people live and work. <p>Proposals defer to Government to decide what is best for their communities</p> <ul style="list-style-type: none"> The proposal does not make a clear claim to the ideal option and is willing to let the government consultation determine the outcome. By presenting this proposal, together with the North/South proposal, the options are identical apart from the alignment of districts, these proposals have withdrawn from making a clear proposal for change. <p>Devolution potential will not be enhanced by a combined authority which is focused on supporting existing functions</p> <ul style="list-style-type: none"> A Combined Authority focused on the delivery of strategic services within an existing Cumbria county footprint is unlikely to strengthen influence at a national level. The success of Combined Authorities, and the Government’s preferred approach, have been bringing together authorities to operate across strategic agendas that go beyond the existing authorities’ boundaries. Only Cornwall has a single authority devolution deal. Their investment fund is around £250 a head compared to £600-700 a head elsewhere. Relying on a Mayoral Combined Authority to make reorganisation models work will reduce our potential for devolution and correspondingly, the potential of future generations.
<p>6. Do you support the proposal from the councils?</p>	<p>The proposal is not supported</p>

Proposal: North and South unitaries Carlisle and Eden Councils have submitted this proposal for two unitaries within Cumbria aligned North and South. Under this proposal the Barrow, South Lakeland and Copeland areas would form a ‘South Cumbria’ unitary	
Point	Commentary
<p>1. Is the proposal likely to improve local government and service delivery across each area?</p>	<p>The unitary size and population is below the range set out in the statutory guidance</p> <ul style="list-style-type: none"> Neither council would meet a population range of between 300,000 and 600,000. The rationale for a smaller population level but would need to be specifically justified. It raises questions of viability for the councils.

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

<p>Proposal: North and South unitaries Carlisle and Eden Councils have submitted this proposal for two unitaries within Cumbria aligned North and South. Under this proposal the Barrow, South Lakeland and Copeland areas would form a ‘South Cumbria’ unitary</p>	
	<ul style="list-style-type: none"> • The Bay and North Cumbria provide all of the benefits of a two unitary solution and are compliant with the tests of the Secretary of State’s guidance. • Smaller populations over large areas raises viability concerns. <p>Confused democratic representation and accountability</p> <ul style="list-style-type: none"> • As presented, the North/South (and East/West) case depends on an additional new strategic authority operating Cumbria wide. • With a focus on strategic services this additional authority works against the clarity brought by unitary authorities. • The Bay and North Cumbria would be viable and of sufficient scale to deliver strategic services themselves. Both would be free to ensure they focused on the needs of their communities, whilst still free to collaborate where it makes sense to do so.
<p>2. If services will be delivered on a different geographic footprint to currently, or through some form of joint arrangements, is this likely to improve those services?</p>	<p>A district not unitary focus with limited ambition for change</p> <ul style="list-style-type: none"> • Dependence on a strategic combined authority reflects district not unitary thinking. Creating this to deliver many services risks limiting the ambition of the new unitaries. • No clear ambition for reform such as alignment with health or creating new growth. It focusses on reorganisation of local councils. • The Bay and North Cumbria is an opportunity to both areas to have a more ambitious agenda for change, reflecting their distinct priorities and opportunities, better than we can deliver today. • In the Bay, the thinking is like a unitary – we propose to co-create with our partners and communities new approaches that are better than we can deliver today as part of district and county structures.
<p>3. Is the proposal likely to impact local public services delivered by others, such as police, fire and rescue, and health services</p>	<p>The proposal does not take the opportunity to substantially align council boundaries with those of NHS services</p> <ul style="list-style-type: none"> • Care and well-being involve closer integration of council and local health services. NHS services are aligned on a North Cumbria and the North and a South Cumbria and Lancashire basis. Each council would need to work with two health systems. <p>The proposal requires a new arrangement for a combined Fire and Rescue Authority.</p> <ul style="list-style-type: none"> • A sustainable model for the delivery of Fire and Rescue is achievable which serves two unitary councils.
<p>4. Do the unitary councils proposed by the councils represent a credible geography?</p>	<p>Questionable geographies which the councils involved could not agree</p> <ul style="list-style-type: none"> • The North and South unitary proposal does not reflect or take account of strong economic geography and functioning economic areas including The Bay and is likely to preclude the significant benefits that could be achieved by building on Bay wide strengths. • The options considered have created geographies which do not reflect how places work in practice or historic identity. Copeland has intrinsic

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

<p>Proposal: North and South unitaries Carlisle and Eden Councils have submitted this proposal for two unitaries within Cumbria aligned North and South. Under this proposal the Barrow, South Lakeland and Copeland areas would form a ‘South Cumbria’ unitary</p>	
	<p>economic, service and community connection to Allerdale, Carlisle and the North East. South Cumbria has strong existing links with Lancaster.</p> <ul style="list-style-type: none"> • Road transportation links from South Cumbria to Copeland are challenging and involve lengthy (distance and time) journeys through what would be North Cumbria. • The Joint Committee of Lancaster, Barrow and South Lakeland reflects our shared economic geography. • A North /South unitary does not maximise the shared benefits around the Bay from the sea ports, offshore wind and gas. • It is noted that the four districts could not agree a single preferred solution for their two unitary model. The Bay and North Cumbria would provide that solution and is more viable but was not considered by the four district councils. <p>The economic case looks inwards not outward to the wider economy</p> <ul style="list-style-type: none"> • Our economic future of this area depends on connections to the wider economy and our growth potential. • Our links to the south and Lancaster are reflected in the Morecambe Bay economy and our growth and prosperity plans. Links to the North have been recognised through the Borderlands deal covering the wider north of England and south of Scotland. Links West have long been recognised as an energy coast built around the area’s energy specialisms. • Our economy depends on valuing these connections and looking outward to the wider north and regional potential. • The Bay and North Cumbria will enable us to play to our respective strengths, and to collaborate together and with others for regional success. <p>No clear narrative for North and South Unitaries</p> <ul style="list-style-type: none"> • The proposal claims unitaries built around communities in the North and South are the best way, whilst the proposal for an East and West unitary model claims it is the best way. A compelling narrative is not provided although support for a two unitary approach is clear. • The Bay has a clear rationale for why it should be created that works on multiple levels. It also works for North Cumbria.
<p>5. Do you have any other comments with regards to the proposed reorganisation?</p>	<p>Evidence of local support is limited to the principle for two unitaries</p> <ul style="list-style-type: none"> • The evidence of support – mainly from rural communities – reinforces the support for the principle not the specific proposals of these councils. Within the survey as part of this evidence, there were only seven responses from people in Barrow, which cannot be considered representative. • Local support needs to be evidenced for organising on an East / West basis compared to other choices. • The Bay proposals showed strong support for our specific proposals around creating a council supporting an area where 96% of people live and work.

Appendix 1

Key points proposed to form the basis of the Council’s responses to proposals submitted by other Councils in Cumbria.

<p>Proposal: North and South unitaries Carlisle and Eden Councils have submitted this proposal for two unitaries within Cumbria aligned North and South. Under this proposal the Barrow, South Lakeland and Copeland areas would form a ‘South Cumbria’ unitary</p>	
	<p>Proposals defer to Government to decide what is best for their communities</p> <ul style="list-style-type: none"> • The proposal does not make a clear claim to the ideal option and is willing to let the government consultation determine the outcome. • By presenting this proposal, together with the North/South proposal, the options are identical apart from the alignment of districts, these proposals have withdrawn from making a clear proposal for change. <p>Devolution potential will not be enhanced by a combined authority which is focused on supporting existing functions</p> <ul style="list-style-type: none"> • A Combined Authority focused on the delivery of existing county services within an existing county footprint is unlikely to strengthen our influence at a national level. • The success of Combined Authorities, and the Government’s preferred approach, have been bringing together authorities to operate across strategic agendas that go beyond the existing authorities’ boundaries. • Only Cornwall has a single authority devolution deal. Their investment fund is around £250 a head compared to £600-700 a head elsewhere. • Relying on a Combined Authority to make reorganisation models work will reduce our potential for devolution and correspondingly, the potential of future generations.
<p>6. Do you support the proposal from the councils?</p>	<p>This proposal is not supported</p>

Appendix 2

Key points proposed to form the basis of additional commentary to be submitted on the Bay and North Cumbria proposal.

Introduction

It is proposed that the following points will be used to form the basis of additional commentary to be submitted on the Bay and North Cumbria proposal

The Bay and North Cumbria unitaries –

The Bay = the areas of Barrow, South Lakeland and Lancaster, **North Cumbria** = the areas of Copeland, Allerdale, Carlisle and Eden

North Cumbria is a working title to describe the area covered by Allerdale, Carlisle, Copeland and Eden districts.

Points with regard to North Cumbria

- 1. North Cumbria and the Bay would be two unitaries above 300,000 population.**
These significant and sizeable local councils would be viable in scale, sustainable for the future and able to attract quality staff to focus on their priorities.
- 2. North Cumbria and the Bay would reflect how natural geography influences services.**
Greater coherence than other proposals around credible areas, natural communities and local places
- 3. North Cumbria and the Bay could deepen integration with respective local NHS Integrated Care Systems.**
Alignment of councils and health is a vital alignment between public services at the local level with potential to deliver significant additional outcomes.
- 4. North Cumbria could excel in low density large distance service delivery.**
A diversity of service delivery models would be possible in the two unitaries without forcing a less effective single solution for different contexts of the north and south
- 5. North Cumbria and the North East have potential to connect as energy coasts.**
The North East, Tees Valley, Lancashire and Cumbria have shared strengths in advanced manufacturing businesses and energy generation facilities
- 6. North Cumbria and the Bay have distinct economic geographies.**
The Local Industrial Strategy for Cumbria recognises there are major differences in the economic and social challenges across different parts of Cumbria recognising the North and South.
- 7. North Cumbria would strengthen the potential of the Borderlands**
North Cumbria would provide a clear focus on the investment for that region, and accelerate the regions economic development, jobs and future investment opportunities
- 8. North Cumbria, the Bay and future unitaries in Lancashire could build a powerful combined authority.**
Working together the Bay, North Cumbria and potential future arrangements in Lancashire can make a powerful case for the right arrangements across the North West to accelerate the 'levelling-up' agenda and a devolution geography for the North of England.
- 9. North Cumbria and the Bay is a two unitary solution that delivers on the aims of the northern districts.**
North Cumbria and the Bay provides strong, viable authorities that can realise the benefits sought by the norther four districts in their proposals.
- 10. North Cumbria and The Bay have the potential for strengthening representation at every level**
The unitaries would bring local councils closer to the people and communities they represent with greater clarity and accountability for who is responsible for what services.

Appendix 2

Key points proposed to form the basis of additional commentary to be submitted on the Bay and North Cumbria proposal.

The Bay and North Cumbria unitaries –

The Bay = the areas of Barrow, South Lakeland and Lancaster, **North Cumbria** = the areas of Copeland, Allerdale, Carlisle and Eden

Points with regard to Lancashire

- 11. Creating the Bay still leaves 1.36m people within Lancashire- enough for three or four unitaries above the 300,000 population threshold.**
Including Lancaster in the Bay still enables the remainder of Lancashire to create sensible sized unitaries in the future, should they so desire
- 12. The Bay reflects a credible geography without stopping different solutions elsewhere.**
The position of Lancaster to the north of Lancashire means that its inclusion in the Bay would not impact alternative arrangements for the remainder of the Lancashire region
- 13. The Bay could accelerate integration with the existing local NHS Integrated Care System of Lancashire and South Cumbria.**
Integration and alignment between councils and the health service is a long held policy goal and widely shown to be fundamental to better care outcomes. Focussed on a local community approach
- 14. Lancashire continues as a ceremonial county.**
The creation of the Bay and changes to the local government boundary are not changes to the ceremonial county. Boundaries used for sporting, social and community events, leagues and festivals etc will continue to transcend the arrangements of local government.
- 15. The Bay is a crucial junction in strategic corridors north to south and east to west.**
The Bay acts a junction for both the southern link of the 'Energy Coast' corridor and the West Coast-Sheffield corridor
- 16. North Cumbria, the Bay and future unitaries in Lancashire could build a powerful combined authority.**
Working together the Bay, North Cumbria and potential future arrangements in Lancashire can make a powerful case for the right arrangements across the North West to accelerate the 'levelling-up' agenda and a devolution geography for the North of England
- 17. The Bay unitary could unlock change in Lancashire.**
Establishing the Bay could help trigger a further opportunity to put in place unitary arrangements across Lancashire
- 18. In their Proposition for Local Government Reorganisation, Lancashire County Council recognise current arrangements need to change.**
They want to facilitate joint working and stronger partnerships, including co-terminosity with health. This is what the Bay would achieve

COUNCIL**Constitution - Audit Committee Terms of Reference
24 March 2021****Report of the Monitoring Officer****PURPOSE OF REPORT**

Council is asked to consider revised terms of reference, approved by the Audit Committee, for inclusion in the Council's Constitution.

This report is public

RECOMMENDATION

- (1) That Council approves revised terms of reference for the Audit Committee attached at Appendix A.

1.0 Introduction

- 1.1 The terms of reference for each committee are contained in Part 2 of the Council's Constitution "Responsibility for Functions". Council's approval is required to make any revisions, additions or removals to the contents of Part 2.

2.0 Background

- 2.1 In February/March 2019, a full review of the Council's Constitution, instigated by the previous administration, was drawing to a close. On 20 February 2019, the Audit Committee considered revisions to its terms of reference and resolved:

(1) That the proposed revision of the Audit Committee's TOR be accepted by the Committee and that the revised TOR be reported to the Constitutional Working Group for inclusion within the amended Constitution which will be approved at Full Council.

- 2.2 Those revised terms of reference are shown at **Appendix A**.

- 2.3 Unfortunately, it appears that an administrative error was made when revising those terms of reference. The Constitution that was approved by Council on 20 April 2019 erroneously included part of the old version of Audit Committee's terms of reference and parts of the new version producing the terms of reference currently in the Constitution and shown at **Appendix B**. The minutes show that this was noted by the Committee when reviewing its terms of reference again on 19 February 2020, however the error was not picked up and reported to Council at that time.

- 2.4 This report is therefore brought to Council now to provide the opportunity to approve

the revised terms of reference shown at **Appendix A**, so that the Constitution can be updated accordingly.

2.3 It should be noted that the terms of reference are on the agenda for the March meeting of the Audit Committee, due to be held immediately before this meeting. No further changes are being recommended in the report, and the Chair will be able to confirm to Council whether any changes were requested.

3.0 Conclusion

3.1 Council is asked to approve the terms of reference for the Audit Committee which have previously been approved by the Audit Committee in February 2019, February 2020 and are expected to be approved on 24 March 2021.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) Not applicable.</p>	
<p>LEGAL IMPLICATIONS None arising directly from this report.</p>	
<p>FINANCIAL IMPLICATIONS None arising directly from this report.</p>	
<p>OTHER RESOURCE IMPLICATIONS Human Resources; Information Services; Property; Open Spaces: None.</p>	
<p>SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no comments.</p>	
<p>MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no comments.</p>	
<p>BACKGROUND PAPERS None.</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:</p>

Appendix A

Audit Committee Terms of Reference

SECTION 6 – AUDIT COMMITTEE

Composition: Seven Councillors in political balance. Chair appointed by Council annually.

The Chair and Vice Chair must not be a member of the Cabinet or an Overview and Scrutiny Committee.

The Committee has the right of access to all the information it considers necessary in connection with the work of the Committee and may consult directly with Internal and External Auditors.

Statement of Purpose

- 6.1 The audit committee is a key component of Lancaster City Council's corporate governance. It provides an independent high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 6.2 The purpose of an audit committee is to provide those charged with governance, independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of Lancaster City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Core Functions

Governance, Risk and control

- 6.3 To review the council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
- 6.4 To review the annual governance statement and consider whether it properly reflects the risk environment and supporting assurances, taking into account the head of audit's annual audit opinion.
- 6.5 To consider the reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- 6.6 To consider the council's arrangements to secure value for money and review assurances and assessment on the effectiveness of these arrangements.
- 6.7 To monitor the effective development and operation of risk management in the council and monitor progress in addressing risk-related issues reported to the committee.

- 6.8 To monitor counter fraud, actions and resources and review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- 6.9 To review the governance and assurance arrangements for significant partnerships or collaborations.

Internal Audit

- 6.10 To approve the internal audit charter.
- 6.11 To review proposals made in relation the appointment of external providers of internal audit services and to make recommendations on their effectiveness.
- 6.12 To approve the risk-based internal audit plan, including resource requirements and the approach to using other sources of assurances and any work required to place reliance upon those other sources.
- 6.13 To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- 6.14 To approve and periodically review safeguards to limit impairments to independence or objectivity of the internal audit team.
- 6.15 To approve significant changes to the audit plan and resource requirements.
- 6.16 To consider reports from the head of internal audit on the performance during the year. This will include an update on the implementation of agreed recommendations.
- 6.17 To consider the head of internal audit's annual report.
- 6.18 To consider a report on effectiveness of internal audit to support the Annual Governance Statement and also any external assessments of effectiveness; i.e. the quality assessment of internal audit that takes place at least once every five years in accordance with the Public Sector Internal Audit Standards.
- 6.19 To provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.

External Audit

- 6.20 To receive and comment upon the External Auditor's Annual Plan, considering the scope and depth of external audit work and to ensure it gives value for money.
- 6.21 To monitor the External Auditor's progress with the Annual Plan.
- 6.22 To consider the external auditors' annual letter and the report to those charged with governance.
- 6.23 To consider specific reports as agreed with the external auditor.
- 6.24 To advise and recommend on the effectiveness of relationships between internal and external audit and other inspection agencies or relevant bodies.
- 6.25 To provide free and unfettered access to the audit committee chair for the external auditors, including the opportunity for a private meeting with the committee.

- 6.26 To consider periodically (at least annually) whether the Auditors appointed to carry out the External Audit function remain independent and objective and, that their judgement in carrying out that role has not been impaired as a consequence of their participation in any non-audit reviews, services or advice provided to the Council.

Financial Reporting

- 6.27 To review the annual Statement of Accounts on behalf of full Council in accordance with the Accounts and Audit Regulations 2015.
- 6.28 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
- 6.29 To consider and endorse amendments to the Council's Financial Regulations and Contract Procedure Rules and, on behalf of full Council, give any instructions to the Section 151 Officer as may be appropriate.

Accountability Arrangements

- 6.30 To prepare an annual report to full Council setting out the committee's work and performance during the year in relation to the terms of reference and to refer to Council any matters it shall see fit.
- 6.31 To review any issue referred to it by the Chief Executive or any Council body.

Other core functions

- 6.32 To consider any matters referred to it by the Monitoring Officer in accordance with Overview and Scrutiny Procedure Rule 12.
- 6.33 With the Monitoring Officer to monitor and review the operation of the Constitution to ensure the aims and principles of the Constitution are given full effect.
- 6.34 To undertake the annual review of the council's use of the Regulation of Investigatory Powers Act 2000 (RIPA), ensuring compliance with the Code of Practice
- 6.35 With the exception of those parts of the Constitution, which are assigned specifically to the Council Business Committee, to consider and propose to Council any other amendments to the Constitution as necessary.

(current wording in the Constitution)

Section 6 - Audit Committee

Composition: Seven Councillors in political balance. Chair appointed by Council annually.

The Chair and Vice Chair must not be a member of the Cabinet or an Overview and Scrutiny Committee.

The Committee has the right of access to all the information it considers necessary in connection with the work of the Committee and may consult directly with Internal and External Auditors.

Terms of Reference

- 6.1 To approve a Statement of Purpose for the Audit Committee having regard to best practice including any Codes published by CIPFA and SOLACE.
- 6.2 To ensure that the Council has a sound system of internal control which —
 - (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - (b) ensures that the financial and operational management of the Council is effective; and
 - (c) includes effective arrangements for the management of risk.
- 6.3 To monitor arrangements for discharging the Council's responsibilities for efficient and effective financial and operational resource management. In pursuing this aim, it will consider:-
 - (a) the soundness, adequacy and application of controls;
 - (b) compliance with policies, procedures and statutory requirements;
 - (c) arrangements for safeguarding the Council's assets and interests;
 - (d) the integrity and reliability of management information and financial records; and
 - (e) the economic, efficient and effective use of resources.
- 6.4 To manage, steer, monitor and review all matters relating to Internal and External Audit; to approve Internal and External Audit plans; and to receive the Internal Audit Annual Report.

- 6.5 To receive and consider all scheduled outputs from the External Auditor's work, including the annual Audit Letter.
- 6.6 To consider periodically (at least annually) whether the Auditors appointed to carry out the External Audit function remain independent and objective and, that their judgement in carrying out that role has not been impaired as a consequence of their participation in any non-audit reviews, services or advice provided to the Council.
- 6.7 To receive and review the findings of both Internal and External Audit examinations; ensure that management takes appropriate action to implement agreed recommendations; and remedy any internal accounting, organisational or operational control weaknesses identified.
- 6.8 To review the effectiveness of the systems of internal control annually and approve the Annual Control Assurance Statement and the Annual Governance Statement.
- 6.9 To review compliance with public sector financial and audit standards and guidance, in accordance with the CIPFA Codes and the Accounts and Audit Regulations 2015.
- 6.10 To review and comment upon liaison arrangements between Internal and External Audit with a view to optimising the effective deployment of audit resources.
- 6.11 To evaluate the adequacy and effectiveness of the Council's financial and operational policies and procedures including financial and accounting management and the management of risk through discussions with the External Auditors, Internal Auditors and appropriate Officers.
- 6.12 To consider and endorse amendments to the Council's Financial Regulations and Contract Procedure Rules and, on behalf of Full Council, give instructions to the Chief Finance Officer as may be appropriate.
- 6.13 To approve the Annual Statement of Accounts.
- 6.14 To prepare an Annual Report to Full Council setting out the Committee's work and performance during the year and to refer to Council any matters it shall see fit.
- 6.15 To review any issue referred to it by the Chief Executive, Chief Finance Officer, Monitoring Officer or any Council body.
- 6.16 To consider reports from and matters raised by the Local Government and Social Care Ombudsman.
- 6.17 With the Monitoring Officer to monitor and review the operation of the Constitution to ensure the aims and principles of the Constitution are given full effect.

- 6.18 To undertake an annual review of the Council's use of the Regulation of Investigatory Powers Act 2000 (RIPA), ensuring compliance with the relevant Codes of Practice.
- 6.19 With the exception of those parts of the Constitution which are assigned specifically to the Council Business Committee, to consider and propose to Council any other amendments to the Constitution as necessary.
- 6.20 To appoint an Audit Panel to make arrangements relating to the appointment of the Council's External Auditor under the provisions of the Local Audit and Accountability Act 2014, unless the External Auditor is appointed through Public Sector Audit and Accounts Ltd.

COUNCIL**Appointment to the Lancashire
Police and Crime Panel
24 March 2021****Report of the Head of Democratic Services****PURPOSE OF REPORT**

To enable Council to make an appropriate nomination for a member of the Lancashire Police and Crime Panel following recent changes to Cabinet.

This report is public

RECOMMENDATION

- (1) **That Council nominates the most appropriate Cabinet portfolio holder for the Lancaster District seat on the Lancashire Police and Crime Panel for the remainder of the Municipal Year 2020/21.**

1.0 Introduction

1.1 A Police and Crime Panel (PCP) for Lancaster was established as a formal Joint Committee of the 15 local authorities for the Lancashire Police force area in 2012. The arrangements, procedural rules and terms of reference of the Panel, put forward by the County Council as Panel co-ordinators, were agreed by Lancaster City Council on 14 May 2012.

1.2 PCPs were established in accordance with the Police Reform and Social Responsibility Act 2011. The legislation provides that a 'balanced appointment objective' must be met, as far as is reasonably practicable. This means that the members of the Panel, when taken together, should represent the political make up and represent all parts of the relevant local authorities for the police area. Blackburn with Darwen, as the host authority, effect the political balance.

2.0 Proposal

2.1 In the past, where one nomination has been requested the Cabinet Member whose portfolio includes community safety has been put forward. On 16 December 2020, Councillor Parr, being the most appropriate Member as the Cabinet portfolio holder for Arts, Culture, Leisure and Wellbeing, was appointed for the remainder of the municipal year 2020/21. Councillor Parr is no longer a Cabinet member and therefore Council is asked to nominate a Councillor the role, and this would usually be the most relevant portfolio holder. This would now be Councillor Hartley. Councillor Wood remains appointed as the Council's named substitute

3.0 Conclusion

3.1 Making a nomination at this meeting will enable Lancaster City Council to be represented at the Panel's meeting on 8 March 2021.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

LEGAL IMPLICATIONS

There are no legal implications arising directly from this report.

FINANCIAL IMPLICATIONS

There are no financial implications for the authority. The administration costs of the panel are paid by the Home Office to Blackburn-with-Darwen Council as the host authority and reimbursement for travel expenses can be claimed from Blackburn-with-Darwen.

OTHER RESOURCE IMPLICATIONS

Human Resources; Information Services; Property; Open Spaces: None.

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

None.

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Ref:

CABINET

5.00 P.M.

9TH FEBRUARY 2021

PRESENT:- Councillors Erica Lewis (Chair), Dave Brookes, Gina Dowding, Merv Evans, Kevin Frea, Tim Hamilton-Cox, Janice Hanson, Colin Hartley, Caroline Jackson and Anne Whitehead

Officers in attendance:

Kieran Keane	Chief Executive
Mark Davies	Director for Communities and the Environment
Sarah Davies	Director of Corporate Services
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Luke Gorst	Head of Legal Services and Monitoring Officer
Debbie Chambers	Head of Democratic Services and Deputy Monitoring Officer
Joanne Wilkinson	Head of Housing
Fiona Macleod	Housing Standards Officer
Liz Bateson	Principal Democratic Support Officer, Democratic Services

The Chair advised the meeting that Councillor Parr had resigned from Cabinet and expressed her thanks to Councillor Parr for her service and commitment to her portfolio. The Chair welcomed Councillor Hartley to the Cabinet meeting and confirmed that Councillor Hartley would be taking on responsibility for Arts, Culture, Leisure and Wellbeing.

106 MINUTES

The minutes of the meeting held on Tuesday 19 January 2021 were approved as a correct record.

107 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

108 DECLARATIONS OF INTEREST

No declarations were made at this point.

109 PUBLIC SPEAKING

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

At this point the Chair requested that standing order 17 (Cabinet Procedure Rule 17) be suspended to allow for questions to be taken from all members as the reports were

introduced. The proposal was moved by Councillor Brookes, seconded by Councillor Dowding and there was no dissent to the proposal.

Resolved unanimously:

(1) That Standing Order 17 (Cabinet Procedure Rule 17) be suspended.

110 RAISING STANDARDS IN THE PRIVATE RENTED SECTOR

(Cabinet Member with Special Responsibility Councillor Jackson)

Cabinet received a report from the Director for Communities and the Environment to consider and adopt the financial penalty charging policies for Electrical Safety and Minimum Energy Efficiency Standards in the private rented sector.

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

Option 1: Adopt the charging policies

Advantages: Assists the Local Authority in meeting its statutory obligations and deliver corporate priorities.

Disadvantages: None

Risks: None

Option 2: Do not adopt the charging policies

Advantages: None

Disadvantages: The Local Authority could be subject to challenge. The authority is obliged to determine the level of penalties to be levied in relation to the legislation referred to in this report, and to publish a charging policy in relation to the MEES regulations.

Risks: The Local Authority could be subject to challenge and may not be in a good position to meet its statutory obligations.

The officer preferred option is Option 1, to adopt the financial penalty charging policies for both sets of regulations and to allow the Head of Public Protection to make minor amendments to the policy to reflect changes in legislation.

Councillor Jackson proposed, seconded by Councillor Dowding:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the financial penalty charging policy for The Energy Efficiency (Private Rented Sector) (England and Wales) Regulations 2015 (as amended by The Energy Efficiency (Private Rented Sector) (England and Wales (Amendment) Regulations 2019, attached at Appendix 1 to the report be adopted.
- (2) That the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 within the Council's amended Civil Charging Policy attached at Appendix 2 to the report be included.
- (3) That the Head of Public Protection be authorised to make minor amendments to the financial charging policies in accordance with any future changes to legislation.

Officer responsible for effecting the decision:

Director for Communities and the Environment

Reasons for making the decision:

The decision is consistent with the Council's objectives to promote sustainable communities, reduce carbon emissions of domestic dwellings, and support the positive health and wellbeing of residents in the district and reduce health inequalities. Cabinet approved a Private Sector Enforcement Policy, which included a Civil Penalties Enforcement Policy, in December 2018. This was designed to help deliver the Council's priorities identified in the Corporate Plan to improve the quality and availability of private housing. Additional regulations have been introduced to further improve standards in the private rented sector with associated financial penalties that require approval and the Civil Penalties policy amended accordingly.

111 BUDGET & POLICY FRAMEWORK UPDATE 2021/22 TO 2024/25 INCLUDING CAPITAL STRATEGY AND TREASURY MANAGEMENT

(Cabinet Member with Special Responsibility Councillor Whitehead)

Cabinet received a report from the Director of Corporate Services which provided Cabinet with information on the Council's latest General Fund Revenue budget proposals and resulting Council Tax requirement. Further information was provided regarding the Council's proposed Capital Programme as well as its Treasury Management and Capital Strategies and the Section 151 Officer's statement on the adequacy of reserves. The report sought Cabinet's approval and recommendations to Full Council.

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

Revenue Budget, Capital Programme and Reserves Position

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

Treasury Management Strategy

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

If Cabinet or Budget Council changes its Capital Programme from that which is proposed in this report then this would require a change in the prudential indicators which are part of the Treasury Management Strategy. Delegation to the Finance Portfolio Holder is therefore requested in order to ensure that Cabinet's final capital programme proposals are reflected in the Treasury Management Strategy

Councillor Whitehead proposed, seconded by Councillor Hanson:-

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet recommends the following for approval to Budget Council:
 - The 2021/22 General Fund Net Revenue Budget and resulting Council Tax Requirement excluding parish precepts (as set out in Appendix A to the report) and supporting budget proposals (as set out in Appendix B to the report).
 - The Section 151 Officer's statement on the adequacy of reserves and advice that the minimum level of balances be increased to £3.5M, subject to annual review.
 - the resulting position on reserves (as set out in Appendix C to the report).
 - the updated Capital Programme covering financial years 2021/22 to 2024/25 (as set out in Appendix D to the report).
 - the updated position on budget transfers (as set out in Appendix I to the report)
- (2) That the Finance Portfolio Holder be given delegated authority to finalise the Revenue & Capital Budgets and Treasury Management Framework, as updated for Cabinet's final budget proposals, and outcomes of the Final Local Government Settlement for referral on to Budget & Performance Panel and Council.
- (3) That the Finance Portfolio Holder be given delegated authority to agree the revision of the Medium-Term Financial Strategy, as updated for Cabinet's final budget proposals, for referral on to Council.

Officers responsible for effecting the decision:

Director of Corporate Services

Chief Finance Officer

Reasons for making the decision:

The budget incorporates measures to make progress in addressing the climate emergency and digital improvements as well as activities to address wellbeing, health and community safety. The budget framework in general sets out a financial plan for achieving the Council's corporate priorities which incorporate the above cross cutting themes. The decision enables Cabinet to make recommendations back to Full Council in order to complete the budget setting process for 2021/22.

112 HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME

(Cabinet Member with Special Responsibility Councillor Jackson)

Cabinet received a report from the Director for Communities and the Environment which sought Cabinet decisions on Council Housing rent setting proposals and HRA Revenue and Capital Budget proposals.

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

The options with regards to rent setting are set out under section 3, the maximum permitted increase being CPI+1%. By applying this increase, it allows for a budget that can deliver on the Council's ambitions on improving housing standards and addressing the climate change emergency, whilst adhering to the Rent Standard and legislative requirements.

In relation to garage rents, the previous decision was to freeze rents for 2020/21. Occupancy levels suggest a further freeze for a 12-month period in order to protect the current income levels achieved is required. Garage rents and occupancy will be reviewed fully during 2021/22, but current assumptions involve reverting to a CPI increase thereafter.

With regard to the revenue budget generally, Cabinet could consider other proposals that may influence spending in current and future years, as long as their financing is considered and addressed.

The options available in respect of the minimum level of HRA balances are to retain the level at £500,000 in line with the advice of the Section 151 Officer, or adopt a different level. Should Members choose not to accept the advice on the level of balances, then this should be recorded formally in the minutes of the meeting and it could have implications for the Council's financial standing, as assessed by its external auditor.

With regards to the additional budget proposals as set out in section 8 of the report, Cabinet should consider the costs and benefits of the proposals and whether they are affordable, in particular, over the medium to longer term.

The options available in respect of the Capital Programme are:

- i) To approve the programme in full, with the financing as set out;
- ii) To incorporate other increases or reductions to the programme, with appropriate sources of funding being identified.

Any risks attached to the above would depend on measures Members proposed, and their impact on the council housing service and its tenants. As such, a full options analysis could only be undertaken once any alternative proposals are known, and Officers may require more time in order to do this.

<p>Option 1: Set housing and garage rent levels as set out in this report and approve the provisions, reserves and balances position (and their use); the revenue budgets and capital programme; and the additional budget proposals as set out</p>
<p>Advantages: Increased rental income allows the Council to deliver towards its climate ambitions and provide an ambitious housing service which places people and place at the heart of its offer.</p>
<p>Disadvantages: Increased rent levels for tenants.</p>
<p>Risks: The HRA budget set out in this report is sustainable in the long term. The risk associated with Option 1 relates to any future Mainway project (as referred to in section 9, above) and any borrowing or use of reserves in relation to this.</p>
<p>Option 2: Set housing and garage rent levels as detailed in this report and approve the provisions, reserves and balances position (and their use) as set out, and the revenue budgets and capital programme, but allowing for Cabinet's recommendations regarding specific additional budget proposals.</p>
<p>Advantages: Increased rental income allows the council to deliver towards its ambitions. Non-approval of additional budget proposals would lead to greater HRA surpluses over the life of the 30-year business plan.</p>
<p>Disadvantages: Non-approval of additional budget proposals would cause a scaling back of ambitions.</p>
<p>Risks: Inability to maximise service provision and deliver on Council, and housing related ambitions.</p>
<p>Option 3: To propose alternatives to those outlined in Section 11 above.</p>
<p>Advantages: Unknown</p>
<p>Disadvantages: Would require further options analysis</p>
<p>Risks: Impact on housing service and council housing tenants unknown.</p>

The officer preferred option was Option 1: Set housing and garage rent levels as set out in this report and approve the provisions, reserves and balances position (and their use); the revenue budgets and capital programme; and all additional budget proposals as set out.

Councillor Jackson proposed, seconded by Councillor Brookes:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the Housing Revenue Account Revised Budget for 2020/21, as set out at Appendix A to the report, together with the resulting Capital Programme as set out at Appendix C to the report, be referred on to Council for approval.
- (2) That the minimum level of HRA unallocated balances be retained at £500,000 from 01 April 2021, and that the full Statement on Reserves and Balances as set out at Appendix F (to the report) be endorsed and referred on to Budget Council for approval.
- (3) That council housing rents be set in accordance with statutory requirements as follows:
 - for general properties let as at 01 April 2021, average rent be set at £74.87 for 2021/22;
 - for sheltered and supported housing properties let as at 01 April 2021, average rent be set at £70.00 for 2021/22;
 - for any relevant property becoming vacant the following policy be reaffirmed: that they be re-let at the higher ‘formula rent’.
- (4) That garage rents be frozen for a 12-month period (rather than increased by CPI, as per the rent setting policy established by Cabinet in January 2017) in order to protect income levels currently achieved.
- (5) That the additional budget proposals as set out at Appendix E (to the report) be included in Cabinet’s budget proposals for referral on to Council, noting that any approvals be met from unallocated balances.
- (6) That subject to the above, the resulting Housing Revenue Account budget for 2021/22 onwards, as set out at Appendix A (to the report), together with the resulting Capital Programme as set out at Appendix C (to the report), be referred on to Budget Council for approval.

Officer responsible for effecting the decision:

Director for Communities and the Environment

Reasons for making the decision:

The Council is required under statutory provisions to maintain a separate ring-fenced account for all transactions relating to the provision of local authority housing, known as the Housing Revenue Account (HRA). This covers the maintenance and management of the Council's housing stock. The decision ensures there are sufficient resources to maintain and manage the Council's Housing Revenue Account (HRA) assets.

113 ACCEPTANCE OF PUBLIC SECTOR DECARBONISATION FUNDING**(Cabinet Member with Special Responsibility Councillor Frea)**

Cabinet received a report from the Director for Communities and the Environment which sought approval of Public Sector Decarbonisation Funding should an offer be forthcoming. The Council had been informed that if funding was offered, officers would need to confirm that necessary approvals had been provided to accept the funds by no later than 20th February 2021.

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

Option 1: Accept PSDS Funding
<p>Advantages:</p> <ul style="list-style-type: none"> • Opportunity to significantly reduce emissions generated from SALC. • Contributes towards the council's 2030 net zero ambitions. • Provides up to 100% of capital costs. • Improves a flagship facility further still.
<p>Disadvantages:</p> <ul style="list-style-type: none"> • None
<p>Risks:</p> <ul style="list-style-type: none"> • Revenue Implications: Currently unknown at this stage. Financial model to be submitted to S151 and Director prior to grant acceptance deadline of 20th February 2021. • Funding requires the project to be delivered by September 2021. Some possible slippage may be permitted up to March 2022. Significant progress has been made already. Officers feel timescales are achievable at this present time.
Option 2: Reject PSDS Funding
<p>Advantages:</p>

- None.

Disadvantages:

- Reducing emissions from high-emitting facilities presents a significant challenge.
- Future funding opportunities are unknown.
- Decision goes against climate emergency ambitions.

Risks: As above

The officer preferred option was Option 1: Accept Public Sector Decarbonisation Funding. Further work will be carried out to determine the optimum modelling of solar PV, battery storage and air source heat pumps. It is anticipated that this work will be completed prior to the funding acceptance deadline of 20th February 2021 and will provide S151 and Director with a full financial model for consideration.

Capital funding from the Public Sector Decarbonisation Scheme provides the Council with an opportunity to move significantly closer to its net zero 2030 target. If delivered, this flagship project would cement the council's ambitions and intentions set out following the 2019 Climate Emergency declaration and provide clear, significant, demonstrable action.

Councillor Frea proposed, seconded by Councillor Brookes:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet supports the scheme and approves the PSDS funding should an offer be forthcoming noting that any final acceptance by a Director is subject to S151 officer consent following due diligence.

Officer responsible for effecting the decision:

Director for Communities and the Environment

Reasons for making the decision:

The decision is consistent with the Council's following priorities and cross-cutting themes:

- A co-operative, kind and responsible council specifically embracing innovative ways of working to improve service delivery and the operations of the council.
- Climate Emergency – Net zero 2030 ambition. This project could reduce the Council's emissions by upwards of 30% and bring SALC close to carbon

neutrality.

114 REVISED ECONOMIC REGENERATION INVESTMENT PROPOSAL

It was noted that this item had been withdrawn from the agenda.

Chair

(The meeting ended at 5.55 p.m.)

**Any queries regarding these Minutes, please contact
Liz Bateson, Democratic Services - email ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON THURSDAY 11 FEBRUARY 2021.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
FRIDAY 19 FEBRUARY 2021 WITH THE EXCEPTION OF MINUTE 113 (ACCEPTANCE OF
PUBLIC SECTOR DECARBONISATION FUNDING) AS CALL-IN HAS BEEN WAIVED ON THIS
ITEM AND IT CAN BE IMPLEMENTED WITH IMMEDIATE EFFECT.**