



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

**Wednesday, 9 November 2022 -
6.00 p.m.
Morecambe Town Hall**

Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. If you would like to watch the meeting and have access to Microsoft Teams, please click the link [HERE](#) to watch the live stream from 6pm on the date of the meeting.

Mark Davies,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 9 November 2022 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 28 September 2022 (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. **LEADER'S REPORT** (Pages 5 - 7)

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

REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY

9. **UPDATED RESERVES STRATEGY 2022/23** (Pages 8 - 18)

Report of Cabinet

Published 4 November 2022.

10. **EXCLUSION OF THE PRESS AND PUBLIC**

This is to give further notice in accordance with Part 2, paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

Council is recommended to pass the following recommendation in relation to the following item:-

"That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act."

Members are reminded that, whilst the following item has been marked as exempt, it is for Council itself to decide whether or not to consider it in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

11. **FIBRE NETWORK AND DIGITAL EXCHANGE** (Pages 19 - 70)

Report of Cabinet.

Published 4 November 2022.

MOTIONS ON NOTICE

12. **MOTION TO ENABLE ACCESS TO HOLDERS OF THE "JUST CAN'T WAIT" CARD**
(Pages 71 - 72)

To consider a motion on notice submitted by Councillor Parr and seconded by Councillors Pattison, Redfern and Thornberry. The motion is enclosed with the officer briefing note.

OTHER BUSINESS

13. APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP

Group Administrators to report any changes to Committee Membership.

14. 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.

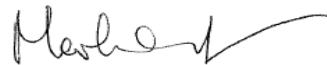
15. MINUTES OF CABINET (Pages 73 - 81)

To receive the Minutes of Meeting of Cabinet held 13th September 2022.

16. MINUTES OF COMMITTEES (Pages 82 - 103)

To consider the minutes of: -

- a) Personnel Committee – 14th June 2022
- b) Council Business Committee – 16th June 2022
- c) Shareholders Committee – 26th July 2022
- d) Budget & Performance Panel – 28th July
- e) Licensing Committee – 25th August 2022
- f) Overview & Scrutiny Committee – 7th September 2022
- g) Planning Regulatory Committee – 12th September 2022



.....
Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on 1st November 2022.



Leader's Report

9 November 2022

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

1.1 Information on Cabinet matters is provided in the minutes from the Cabinet meeting held 13 September. The minutes from the Cabinet meeting held on 25 October will be tabled at December's Council meeting.

2.0 Decisions required to be taken urgently

2.1 No urgent Cabinet decisions had been taken in this period.

3.0 Leader's Comments

3.1 The last month has been extremely busy for cabinet and officers as the financial implications of the cost of living crisis and the problems caused at national government level have been taken into account within our finances, plans and processes. We are continuing to be ambitious about our strategic priorities whilst realistic about the actions required to ensure a robust budget. We recognise repeatedly the amazing role that volunteers play in achieving ambitious outcomes across the district; the Mayor's afternoon tea for volunteers was very well attended and it was inspiring to hear more about the projects the volunteers represented.

General matters

- 3.2 **The Eden Project:** We are now aware that there is unlikely to be an announcement until December. Plans to further the project are ready and we are in regular touch with all partners.
- 3.3 **UKSPF:** We continue to await government approval. In the meantime, many of those expressing interest have been asked to submit more detailed plans and costings. Recent meetings have made partners aware of our desire to work in partnership to make this funding a catalyst for achieving joint ambitions for the district.
- 3.4 **OBR/Budget:** Peopletoo, our consultants, have completed their initial survey and presented an extensive long list of items for savings and efficiencies over a 2-3-year period. Cabinet has conducted a reserves review with senior officers. Cabinet and officer working groups have begun weekly meetings to look at in year and 23/24 budget possibilities. These groups report into an overall strategy group. There is also a scrutiny group with membership from all political groups in council. The first draft of the budget will be ready for week beginning 12 December.
- 3.5 **New Hospitals Project:** Gerry Hawker, the lead on this announced that they would be looking for two new hospitals built on new sites, one in Lancaster and one in Preston. Hospitals in Morecambe, Kendal and Barrow would not be affected. Decisions on the New Hospitals Project, a government manifesto pledge, are due in December.
- 3.6 **Cost of Living Crisis:** Suzanne Lodge has set up an over-arching multi agency strategy group along with two Officer groups to cover work with businesses and residents. The Household Support Fund 3 has been announced. Our team is working on criteria and distribution for the devolved amount.

New Matters

- 3.7 **Lancashire county matters:** Through county officers we were invited to bid for an Investment Zone at very short notice. The area proposed was Heysham Gateway, no housing was to be included and acceptance was to be based on an IZ proving to be in line with our corporate priorities. It is not clear whether government will continue with this initiative. Lancashire Leaders have continued work on Plan 2050 with overarching priorities laid out for all areas and meetings between leaders, officers and chief executives to agree progress so far. Mark Davies and I attended the Transport and Environment groups.
- 3.8 **Fair Work Charter:** Extensive progress has been made through a research paper outlining our baseline data and surveying good practice elsewhere. The draft charter is in development as well as consideration how of our procurement strategy might cover wage matters.

- 3.9 Cabinet in its role as the Shareholders' Committee has met for training and then to approve the business plan for the LA Trading Company Morehomes for the Bay.
- 3.10 With many thanks to cabinet members and officers for all their hard work over the last month.

4.0 Decisions

The following decisions were scheduled to be considered by Cabinet on 13 September 2022:

Asset Management Strategy (Non-Housing) 2022-26
Electricity Contract Renewal
Updated Reserves Strategy 2022/2
Building and Fire Safety Update
Fibre Network and Digital Exchange

The following items were considered as urgent business.

Treasury Management Mid-Year Review
Acceptance of External Funding (Exempt)

No Officer Delegated Key Decisions have been taken since the last Leader's report.

No Individual Cabinet Member Decisions have been taken since the last Leader's report:

Background Papers

Cabinet agenda of the meetings held on 25 October 2022.

COUNCIL**Revision to Reserves Strategy 2022/23
9 November 2022****Report of Cabinet****PURPOSE OF REPORT**

To note the s151 Officers assessment of the minimum level of reserves and approved revisions to the governance arrangement for future reserve funded expenditure.

This report is public.

RECOMMENDATIONS OF CABINET

- (1) That Council notes the Section 151 Officer's advice regarding the increase in the Council's minimum level of General Fund balance from £3.5M to £5M, to provide for added uncertainty
- (2) That Council amend the Budget & Policy Framework to incorporate the revised governance arrangements to the Reserves Strategy.

1.0 INTRODUCTION

At its meeting on 25 October 2022, Cabinet considered the report attached at **Appendix A** (minute 38), approving the transfer of £5.913M from a number of the Council's allocated reserves to the General Fund unallocated balances in order to increase financial resilience. Referrals were made to Full Council in regard to the s151 officers' advice on increased level of unallocated reserves, as well as revisions to the governance arrangements for approval of reserve funded expenditure within the Council's Reserve Strategy

- 1.1 As the revisions fall outside of the Budget and Policy Framework, they have been referred to Full Council for approval.

2.0 PROPOSAL DETAILS**2.1 Cabinet resolved:**

Resolved unanimously:

- (1): That Cabinet approve the transfer of £5.913M from the Council's allocated reserves to the General Fund unallocated reserve.
- (2) That Cabinet recommend that Full Council amend the Budget & Policy Framework to incorporate the amendment to the Reserves Strategy.
- (3) That Cabinet recommend that Full Council notes the s151 Officer revised minimum level of unallocated reserves. (

- 2.2 All documentation considered by Cabinet in regard to the revisions to Reserves Strategy 2022/23 including the governance arrangements and accompanying bid pro-forma is attached at **Appendix A**

2.3 Council is **not** asked to consider matters in relation to the transfer to unallocated reserves as in accordance the Budget & Policy Framework agreed by Council 23 February 2022 this is responsibility rests with Cabinet. A revised Reserves Strategy will be presented to Council for approval as part of the annual budget setting process

Revised Assessment of Reserves Levels (Council to Note)

2.4 The Section 151 Officer's annual review of the adequacy of reserve balances is a statutory requirement. Although usable revenue reserve levels have increased in the last two years, the Council faces significant inescapable inflationary pressures resulting from the cost of living crisis. Continuing uncertainties in respect of BREXIT, Local Government Funding levels and the results of the Council's OBR process also remain. **Taking all of these risks into account, the Section 151 Officer's advice is that the minimum level of balances held in the General Fund should be increased from £3.5M to £5M.**

2.5 The Section 151 Officer's latest advice on the adequacy of balances is based on the following observations:

- The General Fund Balance at 31/03/22 was £6.032M, Quarter 1 revenue budget monitoring forecasts an overspend of £3.181M in 2022/23. Preliminary indications from Quarter 2 monitoring suggest a further increase in the overspent position. This will need to be met from unallocated reserves.
- The Council's current MTFs suggests a structural budget gap in 2023/24 onwards of approximately £2.165M raising to £3.997M. If this is not closed, then balances will be required to make up the difference.
- There is continuing uncertainty in respect of levels of local government funding, the ongoing impact of Covid 19 & BREXIT and measures to address the Council's structural budget issues.
- Although Business rates retention volatility remains a risk to the Council in particularly the timing of the decommissioning of the Heysham nuclear reactors. This is managed via the Business Rates Retention Reserve, therefore, should not impact directly on the General Fund balance.

2.6 In calculating the minimum level of General Fund balance, an assessment of the risks that give rise to unanticipated expenditure or loss of income has been made and these are shown in Table 1 below.

Table 1: Risk Assessment

Risk	Symptom of Risk	Balance Required £M
Increased demand for services	3% increase in net revenue expenditure	0.600
Recession results in additional uncompensated reduction in fees and charges income than budget	5% reduction in major fees and charges income	0.850
Recession results in additional reduction in Council Tax collection rates than budget	3% reduction in collection rate	0.350
Budget savings not achieved	50% under achievement	0.200
Natural disaster such as flood etc	Additional unexpected expenditure	0.500
Additional uncertainty with respect to Cost of Living	Additional unexpected expenditure	2.500
Aggregate overspend if all of the above risks were to happen		5.000

- 2.7 The analysis shows that, in the event of a ‘Perfect Storm’ of risks happening all within the next year, there are sufficient balances to meet all these risks in the short term which would give the Council time to adapt in the longer term.
- 2.8 The minimum level of balances will be kept under review as part of the MTF5 and reported to Cabinet on a regular basis.

Governance Arrangements on the Use of Reserves (Council to Approve)

- 2.9 Given the current financial pressures and the need for the prudent use of reserves revised arrangements for the approval of reserves expenditure is proposed:
- All applications will need to be supported by a bid document setting out how expenditure funded from Reserves will deliver corporate priorities with a clear costing statement schedule of specific outcome measures. Details of the bid proforma document is attached at appendix A
 - Reserve bids should be agreed by Portfolio Holder in consultation with relevant Director.
 - Once received bids will need to be formally agreed by the Leader of the Council, Chief Executive, Portfolio Holder for Finance and Resources, Monitoring Officer and the s151 Officer before expenditure is authorised and can be incurred.
- 2.10 As noted above these arrangements will be reviewed again as part of the annual revenue budget process

3.0 DETAILS OF CONSULTATION

- 3.1 Consultation has taken place with relevant officers and Cabinet members and was formally considered by Cabinet 25 October 2022 (minute 38).

4.0 OPTIONS AND OPTIONS ANALYSIS (including risk assessment)

Option 1: Adopt the Revisions to the Strategy
<p>Advantages</p> <ul style="list-style-type: none"> • Improved clarity with respect to the use of reserves whilst enabling the Council to retain its financial resilience
<p>Disadvantages</p> <ul style="list-style-type: none"> • None
<p>Risks</p> <ul style="list-style-type: none"> • The agreement for the use of reserves reduces the risk that reserves expenditure is not adequately controlled which in turn might result in reduced financial resilience.
Option 2: Do not adopt the Revisions to the Strategy
<p>Advantages</p> <ul style="list-style-type: none"> • None
<p>Disadvantages</p> <ul style="list-style-type: none"> • Lack of clarity with respect to using reserves and processes for authorisation
<p>Risks</p> <ul style="list-style-type: none"> • That reserves expenditure is not adequately controlled and impact the Council’s financial sustainability

5.0 OFFICER PREFERRED OPTION

5.1 The officer preferred option is Option 1. This option is designed to clarify how reserves are managed and utilised in order to balance the delivery of Council priorities with securing financial resilience in light of the current pressures.

6.0 CONCLUSION

6.1 This report and appendices provide an update to the Council’s Reserves Strategy which is part of the budget framework and so requires consideration and approval by Full Council

<p>RELATIONSHIP TO POLICY FRAMEWORK The Reserves Strategy is part of the budget and policy framework.</p>	
<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability etc) None identified.</p>	
<p>FINANCIAL IMPLICATIONS The Reserves Strategy aims to ensure that the Council retains sufficient reserves to provide financial resilience but, at the same time, balances this with the prudent use of those reserves in order to support key outcomes</p>	
<p>SECTION 151 OFFICER’S COMMENTS The s151 Officer has authored this and the accompanying Cabinet report and his comments are reflected within its contents however would formally request Members to note the following The Local Government Act 2003 placed explicit requirements on the Section 151 Officer to report on the adequacy of the Council’s reserves. Members are recommended to note formally the advice of the s151 Officer. Unallocated balances of £5M for General Fund are reasonable levels to safeguard the Council’s overall financial position, given other measures and safeguards proposed. This level assessment is an increase of £1.5M from that provided to Council 23rd February 2022 and reflects increased uncertainty with respect to the on-going COVID, Brexit and reflects the sensitivity of some of the underlying savings and income levels within the budget.</p>	
<p>LEGAL IMPLICATIONS No specific legal implications.</p>	
<p>MONITORING OFFICER’S COMMENTS The Monitoring Officer has been consulted and has no comments</p>	
<p>BACKGROUND PAPERS Appendix A: Cabinet Report 25 October and accompanying reserves bid pro-forma Cabinet 25 October 2022 Agenda for Cabinet on Tuesday, 25th October 2022, 6.00 p.m.</p>	<p>Contact Officer: Paul Thompson Telephone: 01524 582603 E-mail: pthompson@lancaster.gov.uk Ref: N/A</p>

CABINET

Revision to Reserves Strategy 2022/23

25 October 2022

Report of Chief Finance Officer

PURPOSE OF REPORT				
To consider and approve the transfer from allocated reserves, the updated Reserves Strategy and note the s151 Officers assessment of the minimum level of reserves				
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>	Referral from Cabinet Member
Date of notice of forthcoming key decision				

RECOMMENDATIONS OF COUNCILLOR ANNE WHITEHEAD

- (1) That Cabinet approve the transfer of £5.913M from the Councils allocated reserves to the General Fund unallocated reserve.
- (2) To recommend that Full Council amend the Budget & Policy Framework to incorporate the amendment to the Reserves Strategy.
- (3) To recommend that Full Council notes the s151 Officer revised minimum level of unallocated reserves

1.0 INTRODUCTION

- 1.1 At its meeting on 23rd February 2022 Council approved its Budget and Policy Framework General Fund Revenue Budget 2022-23 incorporating the s151 Officer annual assessment of the Council's minimum level of reserves, the planned use of reserves throughout the financial year and the underpinning governance arrangements.
- 1.2 Recent Member briefings to the Council's Budget & Performance Panel (B&PP) and Financial Resilience Group (FRG), as well as Delivering our Priorities Q1 financial reporting outlined the current financial pressure the Council faces in regard to the ongoing cost of living crisis around energy costs, together with other factors including general and pay inflation. It also reaffirmed the known structural budget issues as documented within the Council's Medium Term Financial Strategy (MTFS).

2.0 Current Position

- 2.1 In order to address these significant issues Cabinet and the Council's Senior Leadership Team are currently undertaking a number of initiatives including:

- Engaging in an Outcomes Based Resourcing programme
- Review of Capital Programme and associated financing arrangements

- Review of Council's General Fund asset portfolio
 - Review of the current level of reserves
- 2.2 Given the current financial climate, it is important that the Council retains an adequate level of reserves to provide an increased degree of financial resilience and that it deploys these reserves carefully to enable the Outcomes Based Resourcing programme to deliver the necessary changes to service provision.
- 2.3 Currently the Council holds a number of allocated reserves totalling £5.913M to support revenue expenditure and assist in the delivery of a variety of outcomes. It is requested that these amounts be transferred into the General Fund unallocated reserve to enable the Council to better manage the current financial pressures.
- 2.4 The transfer excludes expenditure incurred to date and proposes a revised Governance process for accessing remaining funds. This is outlined below along with the s151 Officer reassessment of the minimum level of reserves

3.0 RESERVES & BALANCES

- 3.1 Under current legislation the Section 151 Officer is required to give explicit advice to Council on the minimum level of reserves and balances. Ordinarily this assessment is undertaken annually and noted by Full Council as part of the budget setting process. However, given the extraordinary financial pressures faced by the Council, the s151 Officer has undertaken a revised assessment as noted in paragraph 3.4 below
- 3.2 As noted previously, reserve levels and their usage are an important part of the budget framework. It is important that the Council maintains a healthy level of reserves in order to maintain financial resilience but, at the same time, balances this with the prudent use of those reserves, usually on 'one-off' items in order to support key outcomes. Currently the Council has unallocated General Fund balance of £6.032M and holds allocated reserves totalling £5.913M. These allocated reserves are held for a variety of purposes to assist the Council in delivering a range of priorities.
- 3.3 It is requested that these amounts be transferred into the Council's General Fund unallocated reserve to boost financial resilience and to facilitate rationalisation of the application of these resources. Table 1 below provides summary details to the transfers and the forecast balance on the General Fund

Table 1: General Fund Balance

	£M
2022/23 Opening Balance	(6.032)
Forecast Budgeted Contribution 2022/23	(0.034)
Transfers from	
Covid 19 Support Reserve	(1.647)
Corporate Property Reserve	(0.025)
MAAP Reserve	(0.027)
Car Parks Renewals Reserve	(0.012)
Business Rates Retention Reserve	(2.019)
Economic Growth Reserve	(0.248)
Restructure Reserve	(0.251)
Corporate Priorities Reserve	(1.356)
Invest to Save Reserve	(0.328)
Total Proposed Transfer	(5.913)
2022/23 Forecast Balance:	(11.979)

Revised Assessment of Reserves Levels

- 3.4 The Section 151 Officer's annual review of the adequacy of reserve balances is a statutory requirement. Although usable revenue reserve levels have increased in the last two years, the Council faces significant inescapable inflationary pressures resulting from the cost of living crisis. Continuing uncertainties in respect of BREXIT, Local Government Funding levels and the results of the Council's OBR process also remain. **Taking all of these risks into account, the Section 151 Officer's advice is that the minimum level of balances held in the General Fund should be increased to £5M.**
- 3.5 The Section 151 Officer's latest advice on the adequacy of balances is based on the following observations:
- The General Fund Balance at 31/03/22 was £6.032M, Quarter 1 revenue budget monitoring forecasts an overspend of £3.181M in 2022/23. Preliminary indications from Quarter 2 monitoring suggest a further increase in the overspent position. This will need to be met from unallocated reserves.
 - The Council's current MTFS suggests a structural budget gap in 2023/24 onwards of approximately £2.165M raising to £3.997M. If this is not closed, then balances will be required to make up the difference.
 - There is continuing uncertainty in respect of levels of local government funding, the ongoing impact of Covid 19 & BREXIT and measures to address the Council's structural budget issues.
 - Although Business rates retention volatility remains a risk to the Council in particularly the timing of the decommissioning of the Heysham nuclear reactors. This is managed via the Business Rates Retention Reserve, therefore, should not impact directly on the General Fund balance.
- 3.6 In calculating the minimum level of General Fund balance, an assessment of the risks that give rise to unanticipated expenditure or loss of income has been made and these are shown in Table 2 below.

Table 2: Risk Assessment

Risk	Symptom of Risk	Balance Required £M
Increased demand for services	3% increase in net revenue expenditure	0.600
Recession results in additional uncompensated reduction in fees and charges income than budget	5% reduction in major fees and charges income	0.850
Recession results in additional reduction in Council Tax collection rates than budget	3% reduction in collection rate	0.350
Budget savings not achieved	50% under achievement	0.200
Natural disaster such as flood etc	Additional unexpected expenditure	0.500
Additional uncertainty with respect to Cost of Living	Additional unexpected expenditure	2.500
Aggregate overspend if all of the above risks were to happen		5.000

- 3.7 The analysis shows that, in the event of a 'Perfect Storm' of risks happening all within the next year, there are sufficient balances to meet all these risks in the short term which would give the Council time to adapt in the longer term.

3.8 The minimum level of balances will be kept under review as part of the MTFs and reported to Cabinet on a regular basis.

Governance Arrangements on the Use of Reserves

3.9 Given the current financial pressures and the need for the prudent use of reserves revised arrangements for the approval of reserves expenditure is proposed:

- All applications will need to be supported by a bid document setting out how expenditure funded from Reserves will deliver corporate priorities with a clear costing statement schedule of specific outcome measures. Details of the bid proforma document is attached at appendix A
- Reserve bids should be agreed by Portfolio Holder in consultation with relevant Director.
- Once received bids will need to be formally agreed by the Leader of the Council, Chief Executive, Portfolio Holder for Finance and Resources, Monitoring Officer and the s151 Officer before expenditure is authorised and can be incurred.

3.10 These arrangements will be reviewed again as part of the annual revenue budget process

4.0 OPTIONS AND OPTIONS ANALYSIS

Option 1: Adopt the Revisions to the Strategy
<p>Advantages</p> <ul style="list-style-type: none"> • Improved clarity with respect to the use of reserves whilst enabling the Council to retain its financial resilience
<p>Disadvantages</p> <ul style="list-style-type: none"> • None
<p>Risks</p> <ul style="list-style-type: none"> • The agreement for the use of reserves reduces the risk that reserves expenditure is not adequately controlled which in turn might result in reduced financial resilience.
Option 2: Do not adopt the Revisions to the Strategy
<p>Advantages</p> <ul style="list-style-type: none"> • None
<p>Disadvantages</p> <ul style="list-style-type: none"> • Lack of clarity with respect to using reserves and processes for authorisation
<p>Risks</p> <ul style="list-style-type: none"> • That reserves expenditure is not adequately controlled and impact the Council's financial sustainability

5.0 OFFICER PREFERRED OPTION

5.1 The officer preferred option is Option 1. This option is designed to clarify how reserves are managed and utilised in order to balance the delivery of Council priorities with securing financial resilience in light of the current pressures.

6.0 CONCLUSION

6.1 This report and appendices provide an update to the Council's Reserves Strategy which is part of the budget framework.

6.2 Any decision to amend the budget framework is a function of full Council.

<p>RELATIONSHIP TO POLICY FRAMEWORK</p> <p>The Reserves Strategy is part of the budget framework.</p>	
<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing):</p> <p>None identified.</p>	
<p>LEGAL IMPLICATIONS</p> <p>No specific legal implications.</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>The Reserves Strategy aims to ensure that the Council retains sufficient reserves to provide financial resilience but, at the same time, balances this with the prudent use of those reserves in order to support key outcomes</p>	
<p>OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:</p> <p>None identified.</p>	
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The Section 151 Officer has authored this report</p>	
<p>MONITORING OFFICER'S COMMENTS</p> <p>The Monitoring Officer has been consulted when preparing this report.</p>	
<p>BACKGROUND PAPERS</p> <p>Agenda for Council on Wednesday, February 2022, 6.00 p.m. - Lancaster Council</p>	<p>Contact Officer: Paul Thompson Telephone: 01524 582603 E-mail: pthompson@lancaster.gov.uk Ref:</p>

Reserves Bid Document

Description of Expenditure/ Project		
Amount of Reserve Bid		
Reserve	General Fund Unallocated	
Essential or Previously Committed Expenditure	Yes	No
Strategy Link		
Corporate Project Link		
Council Outcomes		

Type of Expenditure (and budget code)	Amount	Details
Total		
Income		
Net Expenditure		

Action Plan

What	Who	When

Outcomes and Impacts arising from Request

Measure	Baseline	Target

Director Sign Off:

	Date
--	-------------

Portfolio Holder Sign Off :

	Date
--	-------------

REQUIRED Governance

Council Leader

Chief Executive

Finance Portfolio Holder

Monitoring Officer

S151 Officer

Approval	Date

Reserves Monitoring Updated

Deficit Monitoring Updated

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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of the Local Government Act 1972.

Document is Restricted

BRIEFING NOTE**MOTION: To Enable Access to Holders of the 'Just Can't Wait Card'**

This Council notes:

170,000 people carry the 'Just Can't Wait Card' across the country including in Lancaster where the number is rising. Many people across the district suffer from illnesses/conditions which can be debilitating, ranging from incontinence to stoma surgery. These conditions can lead to them needing the emergency use of toilet facilities urgently.

The Bladder & Bowel community have established the 'Just Can't Wait Toilet Scheme' which enables people to carry a card and enables businesses and organisations to allow emergency access to toilet facilities. People have told the Bladder and Bowel Community that they are trapped in their own homes due to the lack of public toilets and the fear of being caught short. There are over 14 million people in the UK living with a bladder condition and 6.4 million with a bowel condition with thousands suffering across Lancashire desperately in need of emergency access to toilet facilities.

Therefore, this Council resolves:

- That Lancaster City Council becomes a partner for the 'Just Can't Wait Card' scheme and all Lancaster City Council public buildings are accessible for those carrying this card.
- That the Chief Executive writes to town and parish councils and our suppliers and business partners across the district encouraging them to join this scheme."

Proposer: Cllr Jean Parr

Seconders: Cllrs Pattison, Redfern and Thornberry

OFFICER BRIEFING NOTE:

Most of the Council's buildings open to the public already have toilet facilities available to the public when the building is open. Therefore, there are no known issues with allowing this to continue and ensuring holders of the "Just Can't Wait" card can access these facilities. There are some practical considerations for access to the Platform via the VIC's so access will be dependent on staff availability. It isn't clear what is involved in becoming a partner of the "Just Can't Wait" scheme other than allowing access to facilities. Any other requirements and costs would need to be considered.

The Council holds contact lists for the Town and Parish Councils and has business contacts so would be able to email a message encouraging the Councils and businesses to join the scheme. A welcome pack and window stickers are available directly from the bladder and bowel community via their website.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

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

CABINET

6.00 P.M.

13TH SEPTEMBER 2022

PRESENT:- Councillors Caroline Jackson (Chair), Dave Brookes, Tim Hamilton-Cox, Tricia Heath, Cary Matthews, Sandra Thornberry, Anne Whitehead and Jason Wood

Apologies for Absence:-

Councillors Kevin Frea (Vice-Chair) and Gina Dowding

Officers in attendance:-

Mark Davies	Chief Executive
Jason Syers	Director for Economic Growth and Regeneration
Luke Gorst	Head of Legal Services and Monitoring Officer
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Jez Bebbington	Executive Support Manager
Elliott Grimshaw	Business Imp & Project Delivery Lead
Richard Hammond	Cultural Development Manager
Paul Rogers	Senior Regeneration Officer
Liz Bateson	Principal Democratic Support Officer

Before starting the meeting the Leader requested Members to stand and observe a minute's silence in recognition of the passing of the Queen.

21 MINUTES

The minutes of the meeting held on Tuesday 26 July 2022 were approved as a correct record.

22 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

23 DECLARATIONS OF INTEREST

No declarations were made at this point.

24 PUBLIC SPEAKING

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

25 COST OF LIVING**(Cabinet Member with Special Responsibility Councillor Caroline Jackson)**

Cabinet received a report from the Chief Executive to request that Cabinet authorises the Chief Executive to develop plans, with partners, to prepare for the likelihood of increasing cost of living developing into an emergency over the autumn and winter.

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

	Option 1: to work with partners to develop a local plan to deal with expected emergency from increased costs of living	Option 2: to focus solely on normal business and addressing the Council's own cost of living issues.	Option 3: To adopt a different approach
Advantages	Shows leadership Is consistent with Council priorities Has support of partners Ensures community buy in. Builds on what is individual partners are already doing	Ensures a focus on day-to-day service delivery Ensures a focus on the Council's own cost of living and wider financial challenges	
Disadvantages	Raises expectation of what the Council and partners can deliver Will require some reprioritisation of other areas of work Unlike the pandemic Council staff are all allocated to delivering their services so this will create further demands on our teams.	Inconsistent with the Council's priorities for the District. Does not fulfil the Council's community leadership role Does not show the Council to be a reliable partner Fails our communities and businesses	
Risks	Without significant Government intervention a local approach will not suffice	The Council fail to deliver its agreed priorities The Council fails to act as community leader Existing partnerships are damaged	

		The impact on our communities is worsened	
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The officer preferred option is option 1.

Councillor Caroline Jackson proposed, seconded by Councillor Hamilton-Cox:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That Lancaster City Council considers that the increases in cost of living threaten serious damage to human welfare and should therefore be planned for as an emergency.
- (2) That the Chief Executive is instructed to direct officer capacity, from within existing resources, to work with partners to develop plans that will help our communities and businesses so they can access support that is or becomes available from Government, private sector, the Council and our other partners.
- (3) That the Chief Executive is instructed to direct officer capacity, from within existing resources, to work with partners to consider the existing and emerging evidence and risks and ensure plans are ready to inform a formal emergency response in the event of the pressures of the cost of living crisis escalating into an emergency that would fall within the remit of the Civil Contingencies Act 2004.
- (4) That progress is reported back to Cabinet.

Officer responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

The decision is consistent with the Council’s priorities:

- An Inclusive and Prosperous Local Economy
- Healthy and Happy Communities
- A Sustainable District

The decision enables a formalised approach with the City Council taking a leading role in working with other community, voluntary and business sector partners from across the District to co-design an emergency plan for communities and businesses in our area. The approach taken will follow the tested principles of planning for an emergency that were used during the pandemic. The plan will be based on the wealth of existing evidence that the Council and partners already possess and take account of best practice from across Lancashire and the UK. It will be guided by direction that comes from the Government, identify existing sources of direct and indirect support and identify where there are significant gaps and recommend what interventions are needed.

26 PROVISIONAL REVENUE, CAPITAL AND TREASURY MANAGEMENT OUTTURN 2021/22**Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a report from the Chief Finance Officer which provided summary information regarding the provisional outturn for 2021/22, including treasury management. It also set out information regarding the carry forward of capital slippage and other matters for Members' consideration.

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

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

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

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

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

Although the Council's financial position appears relatively healthy with a surplus against the revised budget and an overall increase in the level of reserves held, the Council's Medium Term Financial Strategy suggests a structural budget gap in 2022/23 onwards of approximately £2.183M rising to £4.668M. Work has commenced to support opportunities to address the underlying structural deficit, by:

- Increasing and diversifying income
- Improving productivity and securing efficiencies via new ways of working (e.g., Outcomes Based Resourcing)
- Developing alternative ways to achieve priority outcomes (e.g., partnership)

Councillor Whitehead proposed, seconded by Councillor Wood:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the provisional outturn for 2021/22 be endorsed, including the transfers to and from Reserves and Balances actioned by the Chief Finance Officer as set out in 6.1 and Appendix 5 of the report.
- (2) That Cabinet approves the treatment of year end overspends and endorse the do nothing approach in-light of the current situation.
- (3) That the requests for capital slippage and the adjustments to reflect accelerated capital spending on projects as set out at Appendices 6 and 7 to the report be endorsed, with the Capital Programme being updated accordingly.
- (4) That the Annual Treasury Management report and Prudential Indicators as set out at Appendix 2 to the report be noted and referred on to Council for information.

Officer responsible for effecting the decision:

Chief Finance Officer

Reasons for making the decision:

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

27 DELIVERING OUR PRIORITIES: PERFORMANCE, PROJECTS AND RESOURCES, Q1 2022-23

Cabinet Member with Special Responsibility Councillor Whitehead)

Cabinet received a report from the Chief Executive to provide members with an update on performance, projects, and resources during the first quarter of 2022/23 (April – June 2022).

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

It was proposed by Councillor Whitehead, seconded by Councillor Wood and unanimously resolved:-

Resolved unanimously:

- (1) That the report be noted.

Reasons for making the decision:

Robust, meaningful, and timely information on the council's key projects and success measures provides an important perspective on the direction of the organisation in delivering its strategic priorities under its Policy Framework.

28 CULTURE & HERITAGE ADVISORY GROUP

(Cabinet Member with Special Responsibility Councillor Thornberry)

Cabinet received a report from the Director for Economic Growth & Regeneration that proposed that Cabinet form an Advisory Group to provide an opportunity for the council and cultural partners and stakeholders to engage directly in the interests of the district's culture and heritage offer.

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

	Option 1: Establish a Culture & Heritage Advisory Group	Option 2: Do not establish a Culture & Heritage Advisory Group
Advantages	<p>Provides an opportunity for the council and cultural partners and stakeholders to engage directly in the interests of the district's culture and heritage offer</p> <p>To share information and discuss important cultural issues and opportunities that have an impact on the district's culture and heritage sector</p> <p>To reflect on council priorities and help to inform a shared approach to cultural priorities</p> <p>To strengthen partnership working and develop relationships</p>	No officer support or meeting space required
Disadvantages	Requires officer support and council space to hold meetings	Missed opportunity for the council and cultural partners and stakeholders to engage directly in the interests of the district's culture and heritage offer.
Risks	Could raise expectations from the sector about additional council support for culture and heritage. Clear terms of reference should mitigate against this	No risks were identified

The officer preferred option is option 1.

Councillor Thornberry proposed, seconded by Councillor Heath:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That a Culture & Heritage Advisory Group be established.
- (2) That the Advisory Group be established based on the Terms of Reference attached to the report, recognising that the Advisory Group itself will have a role in shaping its specific activities.

Officer responsible for effecting the decision:

Director for Economic Regeneration & Growth

Reasons for making the decision:

The Culture and Heritage Advisory Group provides a good opportunity for members to engage directly with the culture and heritage partners and stakeholders. The Advisory Group can discuss key projects such as the development of the council's culture and heritage strategy, funding opportunities, opportunities for joint working, issues effecting the sector as it recovers from the pandemic etc.

The proposal is entirely consistent with and supports Lancaster City Council's policy. It contributes to the Plan 2030 Priorities for a smart and forward-thinking council and healthy and happy communities.

29 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Hamilton-Cox and seconded by Councillor Heath:-

"That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act."

Members then voted as follows:-

Resolved unanimously:

- (1) That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

30 NO. 1 GATEWAY, WHITE LUND INDUSTRIAL ESTATE, MORECAMBE – ROOF/CLADDING REFURBISHMENT AND SOLAR ARRAY (Pages 9 - 12)

Cabinet Member with Special Responsibility Councillor Hamilton-Cox)

Cabinet received a report from the Director for Economic Growth & Regeneration to approve financing of scheduled repair works to the Gateway building roof and cladding. The report was exempt from publication by virtue of paragraph 3, Schedule 12 A of the

Local Government Act, 1972.

The options, options analysis, including risk assessment and officer preferred option, were set out in an exempt minute.

Councillor Hamilton-Cox proposed, seconded by Councillor Heath:-

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

Councillors then voted:-

Resolved unanimously:

- (1) The resolution is set out in a minute exempt from publication by virtue of Paragraph 3 of Schedule 12A of the Local Government Act, 1972.

Officer responsible for effecting the decision:

Director for Economic Growth & Regeneration

Reasons for making the decision:

The decision is consistent with the Council's priorities. Exactly how the decision fits with Council priorities is set out in the exempt minute.

Chair

(The meeting ended at 7.04 p.m.)

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

MINUTES PUBLISHED ON THURSDAY 15 SEPTEMBER, 2022.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
MONDAY, 26 SEPTEMBER 2022.**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

PERSONNEL COMMITTEE

6.10 P.M.

14TH JUNE 2022

PRESENT:- Councillors Paul Anderton (Chair), Mel Guilding, Caroline Jackson and Jason Wood

Observer:-

Councillor Gerry Blaikie

Apologies for Absence:-

Councillors Fabiha Askari, Roger Cleet and Debbie Jenkins

Officers in attendance:-

Mark Davies	Chief Executive
Alex Kinch	Head of Human Resources
Stephen Metcalfe	Principal Democratic Support Officer
Phillip Abel	Democratic Support Officer

1 APPOINTMENT OF VICE-CHAIR

The Chair requested nominations for the position of Vice-Chair.

It was proposed by Councillor Paul Anderton and seconded by Councillor Caroline Jackson:-

“That Councillor Jason Wood be appointed Vice-Chair of the Personnel Committee for the municipal year 2022/23.

There being no further nominations, the proposition was declared carried.

Resolved:

That Councillor Jason Wood be appointed Vice-Chair of the Personnel Committee for the municipal year 2022/23.

2 MINUTES

The minutes of the meetings held on 22nd March 2022 and 30th March 2022, subject to the inclusion of Councillor De La Mare as also in attendance, were approved as correct records.

3 DECLARATIONS OF INTEREST

No declarations of interest were made.

4 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

5 EXTENSION TO INTERIM DIRECTOR OF COMMUNITIES AND THE ENVIRONMENT

The Head of HR submitted a report that enabled the Committee to extend the contract of the Interim Director of Communities and Environment. It was reported that with phase two of outcome-based resourcing (OBR) commencing and an election due in May 2023, it was proposed to retain the interim arrangements for at least the next 12 months until a permanent decision is made.

It was moved by Councillor Jason Wood, seconded by Councillor Mel Guilding: -

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

Upon being put to the vote the Chair declared the proposition to be carried.

Resolved:-

- (1) That the extension of the contract of the interim Director of Communities and Environment to 31st August 2023 on the basis set out in the report be approved.
- (2) That the Committee approves delegating any future extensions to the Chief Executive.

6 DIRECTOR INCREMENTS

The Head of HR submitted a report that sought approval from the Committee for Directors and Deputy Directors to increment to the next level on the pay scale.

It was reported that, going forwards, with a new Chief Executive in-place, appraisals will be held with each Director (and when appropriate Deputy Directors) and objectives set for the year 22/23 and each financial year thereafter. This will ensure that future increments will be based on performance against clear objectives, which will be recommended by the Chief Executive and approved by Personnel Committee before any pay adjustment takes place.

It was moved by Councillor Jason Wood, seconded by Councillor Mel Guilding: -

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

Upon being put to the vote the Chair declared the proposition to be carried.

Resolved:-

That Committee approves incremental progression for current Directors and agrees the future approach.

Note: At this point the Chief Executive left the meeting.

7 CHIEF EXECUTIVE APPRAISAL PROCESS

The Head of HR submitted a report that updated the Committee on the process for the performance management of the Chief Executive and enabled the

Committee to appoint a sub-committee panel. It was noted that the Constitution (Personnel Committee Terms of Reference at 4.2 section e) stated that Personnel Committee will appoint a Panel of (usually of three) from the Committee, including at least one Cabinet member, assisted by one independent adviser, to act as an Appraisal Panel for the Chief Executive.

It was moved by Councillor Jason Wood, seconded by Councillor Paul Anderton: -

“That a Panel of 4 with membership being the Leader, Chair of Personnel Committee and 2 Councillors from the Personnel Committee and in the current year operates for the period July to April and in subsequent years April to April.”

Upon being put to the vote the Chair declared the proposition to be carried.

The Committee then considered appointment to the Panel of the 2 Councillors from the Personnel Committee. It was moved by Councillor Jason Wood, seconded by Councillor Paul Anderton that Councillor Mel Guilding be appointed to the Panel and then moved by Councillor Mel Guilding, seconded by Councillor Paul Anderton that Councillor Jason Wood be appointed to the Panel. There being no further nominations the Chair declared the propositions to be carried.

Resolved:-

That a Panel of 4 be appointed with membership being the Leader, Chair of Personnel Committee, Councillor Mel Guilding and Councillor Jason Wood from the Personnel Committee and in the current year operates for the period July to April and in subsequent years April to April.

Chair

(The meeting ended at 6.44 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - email sjmetcalfe@lancaster.gov.uk**

**COUNCIL BUSINESS
COMMITTEE**

6.00 P.M.

16TH JUNE 2022

PRESENT:- Councillors Geoff Knight (Chair), Darren Clifford, Joan Jackson, Erica Lewis, Paul Stubbins and David Whitaker

Apologies for Absence:

Katie Whearty

Officers in attendance:

Debbie Chambers	Head of Democratic Services and Deputy Monitoring Officer
Phillip Abel	Democratic Support Officer

1 APPOINTMENT OF VICE-CHAIR

The Chair requested nominations for the position of Vice-Chair of the Council Business Committee for the municipal year 2022-23.

It was proposed by Councillor David Whitaker and seconded by Councillor Darren Clifford:

“That Councillor Lewis be appointed Vice-Chair of the Council Business Committee for the municipal year 2022/23”.

There being no further nominations, the Chair declared the proposal to be carried.

Resolved:

That Councillor Erica Lewis be appointed Vice-Chair of the Council Business Committee for the municipal year 2022/23.

2 MINUTES

The minutes of the meeting of 4th November 2021 were signed by the Chair as a correct record.

3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

4 DECLARATIONS OF INTEREST

No declarations of interest were made.

5 CONSTITUTION - MINUTES OF COMMITTEES ON ORDINARY MEETINGS OF COUNCIL

The Monitoring Officer had submitted a report following a suggestion by Councillor Lewis that minutes of Committees be included in agendas of Council meetings.

The Chair invited Councillor Lewis to outline her proposal. This was to include minutes of all Committee meetings on the agendas of Council meetings, to keep all Councillors informed of the work of committees. Each Chair could speak to their minutes and take questions, without notice, from Councillors. This would be in addition to the current rights of Councillors, set out in Council Procedure Rule 12, to submit questions on notice to Committee Chairs and Cabinet Members.

The Head of Democratic Services responded to questions regarding the Constitution.

Members then debated Councillor Lewis' proposal, set out in the recommendations of the report. During further discussions there was unanimous agreement to amend the proposition slightly to adopt the proposal on a trial based for three meetings of Council, starting in July 2022. Only public minutes would be included in the agenda pack and links would be provided where appropriate to any exempt minutes.

Resolved:

- (1) That minutes of Committees be included on agendas of ordinary meetings of Council on a three-meeting trial basis beginning in July 2022.
- (2) That only public minutes be included in the agenda pack with a link sent to Members for any exempt minutes, where appropriate.
- (3) That the Monitoring Officer be authorised to amend Part 3, Section 1 of the Council's Constitution, procedure Rule 2, as set out in paragraph (4.2) of the report, to reflect the three-meeting trial.

Chair

(The meeting ended at 6.29 p.m.)

**Any queries regarding these Minutes, please contact
Debbie Chambers, Democratic Services - email dchambers@lancaster.gov.uk**

**SHAREHOLDERS
COMMITTEE**

6.00 P.M.

26TH JULY 2022

PRESENT:- Councillors Caroline Jackson, Kevin Frea, Dave Brookes, Gina Dowding, Tim Hamilton-Cox, Tricia Heath, Cary Matthews, Sandra Thornberry, Anne Whitehead and Jason Wood

Officers in attendance:

Mark Davies	Chief Executive
Luke Gorst	Head of Legal Services and Monitoring Officer
Joanne Wilkinson	Head of Housing
Rephael Walmsley	Solicitor
Liz Bateson	Principal Democratic Support Officer, Democratic Services

1 DECLARATIONS OF INTEREST

No declarations were made at this point.

2 NOMINATION OF DIRECTOR FOR THE BOARD FOR MOREHOMES FOR THE BAY (INVESTMENTS) LIMITED AND MOREHOMES FOR THE BAY (DEVELOPMENTS) LIMITED

The Chief Executive presented a report to the Shareholder Committee to appoint a Director to the Board as nominated by the Board of Morehomes for the Bay (Developments) Limited and Morehomes for the Bay (Investments) Limited. Due to changes in Executive Team membership at Lancaster City Council the Companies needed to seek to appoint a new Director to the Board in line with Shareholders Agreement in order for its operational management of the Companies to be undertaken.

At the Board Meeting on 6th July 2022, the Chair of the Board of Directors nominated Suzanne Lodge in her capacity as Acting Director of Communities and the Environment to the Board of Directors for Morehomes for the Bay.

It was noted that as the Companies progressed it was intended that other Directors would be sought based on their expertise via an expression of interest.

It was proposed by Councillor Wood and seconded by Councillor Matthews:

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

Members then voted.

Resolved unanimously:

- (1) That Suzanne Lodge in her capacity of Acting Director of Communities and Environment be appointed to the Board of Directors of Morehomes for the Bay (Developments) Limited and Morehomes for the Bay (Investments) Limited.

The Head of Housing left the meeting during consideration of the following item.

3 NOMINATION OF COUNCIL REPRESENTATIVE

The Chief Executive presented a report that sought to appoint a 'Council Representative' on behalf of the Shareholders' Committee to notify the Companies of Council decisions on any Council Consent Matters.

The terms of reference for the Shareholders Committee contained at Schedule 4 of the Shareholders Agreement dated 23 September 2021 set out the means of communication between the Shareholder Committee, the Council (Cabinet) and the Company. This would be achieved by the Shareholder Committee nominating a "Council Representative" who was tasked with the job of reporting back to the companies and its boards on the decision(s) of the Committee. This was provided for by paragraph 3.4 of Schedule 4 of the Shareholders Agreement: "*There shall be a representative of the Committee, who is nominated by the Committee to be responsible for notifying the Company of any decisions made by the Committee in relation to the Company. The Committee may nominate the "Council Representative" as such position is appointed under clause 3.8 of the Shareholder Agreement*". Paragraph 3.8 of the Shareholders Agreement provided some detail on the role of the 'Council Representative': "*The Council shall authorise a Council Officer (The Council Representative) to notify the Company of the Council's decision on any Council Consent Matter. Notification in writing by the Council Representative to the Company shall be conclusive of a decision of the Council on a Council Consent Matter*".

The report proposed that the Head of Housing be appointed the "Council Representative" for the Council and the Shareholders Committee for the purposes of paragraph 3.8, and Schedule 4, paragraph 3.4 of the Shareholders Agreement. By assigning a dedicated role to this position, clear lines of communication between the Shareholder Committee, Council and the Companies would be established.

It was proposed by Councillor Matthews and seconded by Councillor Wood:

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

Members then voted.

Resolved unanimously:

- (1) That the Head of Housing be appointed on behalf of the Shareholders' Committee to act as the 'Council Representative' in notifying the Companies of Council decisions on any Council Consent Matters.

The Head of Housing returned to the meeting at this point.

4 AOB

Further to questions raised during the meeting with regard to publicity, expectations and progress it was agreed that a briefing would be held for the Shareholder Committee prior

to their next meeting. The briefing would focus on the companies' draft business plan/aspirations and provide a refresher on the role of the LATCO, priorities and its governance arrangements.

5 DATE OF NEXT MEETING

To be confirmed.

Chair

(The meeting ended at 6.42 p.m.)

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

**BUDGET AND
PERFORMANCE PANEL**

6.00 P.M.

28TH JULY 2022

PRESENT:- Councillors Joan Jackson (Chair), Phillip Black, Roger Dennison, Ross Hunter, Sally Maddocks and David Whitaker (substitute for Colin Hartley)

Also Present:

Councillors Gina Dowding, Tim Hamilton-Cox, Tricia Heath, Caroline Jackson and Sandra Thornberry,

Apologies for Absence:

Councillors Tim Dant and Colin Hartley

Officers in attendance:

Mark Davies	Chief Executive
Jason Syers	Director for Economic Growth and Regeneration
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Stephen Metcalfe	Principal Democratic Support Officer

8 MINUTES

The Minutes of the Meeting held on 6th July 2022 were signed by the Chairman as a correct record.

9 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

10 DECLARATION OF INTERESTS

There were no declarations of interest made at this point.

11 FINANCIAL OVERVIEW AND STRATEGIC DIRECTION - ECONOMIC GROWTH AND REGENERATION DIRECTORATE

All Members of Council had been invited to attend the meeting for this item.

The Director for Economic Growth and Regeneration provided a presentation on his Directorate. This included the strategic arm of the Council's services including Planning and Place, Economic Development and Property Investment and Regeneration. The presentation covered the following main areas:

Economic Growth and Regeneration - What do we do?
Adding value is What do we do?
How we do it?

2022/2023 Expenditure Budget.
2022/2023 Income Forecast.
Commercial Properties – Income and Expenditure 2021/22.
District Challenges – Location.
Managing Economic Turbulence and Risk.
Cultural Venues.
EGR Reserves Breakdown.

Members then asked questions on the following subjects:-

- Liability assets/strategic acquisitions.
- Areas of regeneration.
- Planning policies.
- Canal Quarter.
- Looking at ways reports are produced for the property portfolio and the need to provide an accurate standardised and consistent way of reporting on the same level/meaningful comparisons.
- Interest rates and capital costs.
- OBR and options/clear business cases.
- Management of peoples expectations/opportunities to publicise work being undertaken and learning from the Mainway project regarding consultation.
- Asset Management Strategy.
- Cost of energy and green priorities.
- Issues regarding persistent chronic decline.
- Local Plan/SPD processes.

The Panel also discussed Delivering Our Priorities Quarter 1 and the improvements to the reporting processes.

At the request of the Panel the Director for Economic Growth and Regeneration advised that he would provide and circulate economic data sets providing information on visitor numbers and how these are calculated.

The Panel was informed that the purpose of providing presentations on each Directorate of the Council was to provide information to focus on the budget allocation provided to each Directorate. OBR would be developed with Cabinet, with the Panel able to consider a number of things including the day to day delivery of performance, what was expected, costs and income/targeted income. This was particularly relevant with the Capital Programme, especially for the Directorate for Economic Growth and Regeneration. The Panel was also made aware of allocated and unallocated reserves and borrowing. With regard to asset management it was reported that the Council had a large estate, and that the Panel may want to consider the cost and income generated from the Council's commercial buildings. The Panel may also wish to consider, as part of its Work Programme, the areas it may want to scrutinise in the budget process.

The Chairman, on behalf of the Panel, thanked officers for their attendance, for the presentation and information provided.

Chair

(The meeting ended at 7.25 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - email sjmetcalfe@lancaster.gov.uk**

LICENSING COMMITTEE

1.00 P.M.

25TH AUGUST 2022

PRESENT:- Councillors Colin Hartley (Chair), Fabiha Askari, Gerry Blaikie, Andrew Gardiner, Mike Greenall, Tim Hamilton-Cox, Sally Maddocks and Margaret Pattison

Apologies for Absence

Councillors Roger Cleet and Jake Goodwin

Officers in attendance:

Jennifer Curtis	Licensing Manager
Daniel Spencer	Solicitor
Sarah Jones	Licensing Officer
Sarah Moorghen	Democratic Support Officer

29 APPOINTMENT OF VICE-CHAIR

The Chair requested nominations for Vice-Chair of the Licensing Committee for the remainder of the 2022/23 municipal year.

Councillor Mike Greenall advised the Committee that he would nominate himself as Licensing Committee Vice-Chair.

There being no further nominations the Chair declared Councillor Mike Greenall appointed as Vice-Chair.

Resolved:-

That Councillor Mike Greenall be appointed Vice-Chair of the Licensing Committee for the remainder of the municipal year 2022/23.

With the agreement of the Committee the Chair brought forward item 12, Chairs of Licensing Sub-Committee.

30 CHAIRS OF LICENSING SUB-COMMITTEES

The Chair called for nominations for a Sub-Committee Chair.

Councillor Fabiha Askari advised the Committee that she would like to nominate herself as a Licensing Sub-Committee Chair.

As there were no other nominations, the Chair declared that Councillor Fabiha Askari be appointed as a Licensing Sub-Committee Chair.

Resolved:

That Councillor Fabiha Askari be appointed as a Sub-Committee Chair.

31 MINUTES

The minutes of the meeting held on 28th June 2022 were signed by the Chair as a correct record.

32 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

33 DECLARATIONS OF INTEREST

Councillor Mike Greenall declared a non-pecuniary interest in item 8, Existing Dual Drivers Licence and Private Hire Operator, that the License holder had been a driver for him while he was Mayor of Lancaster.

34 EXEMPT ITEM

The Chair advised Members that it had been recommended to exclude the press and public from the meeting for the following two items of business on the grounds that they could involve the possible disclosure of exempt information.

It was moved by Councillor Andrew Gardiner and seconded by Councillor Mike Greenall:

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

A vote was taken and unanimously carried.

Resolved:

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

35 EXISTING HACKNEY CARRIAGE DRIVERS LICENCE HOLDER

The Committee received the report of the Licensing Manager for the purpose of determining a review of Hackney Carriage Driver Licence.

Details of the individual case and the Chair's summary of the decision are set out in Exempt Minute No. 35 in accordance with Section 100A(4) of the Local Government Act 1972.

Decision of the Committee:

The decision of the Committee is set out in Exempt Minute No 35.

The meeting adjourned at 2.50pm and reconvened at 3.05pm

Councillor Mike Greenall left the meeting at this point and did not participate in Item 8 having declared a none-pecuniary interest in the item.

36 EXISTING DUAL DRIVER'S LICENCE AND PRIVATE HIRE OPERATOR

The Committee received the report of the Licensing Manager for the purpose of determining a review of Hackney Carriage Driver Licence.

Details of the individual case and the Chair's summary of the decision are set out in Exempt Minute No. 36 in accordance with Section 100A(4) of the Local Government Act 1972.

Decision of the Committee:

The decision of the Committee is set out in Exempt Minute No 36.

The press and public were readmitted to the meeting at this point.

Councillor Sally Maddocks left the meeting at this point and did not return.

37 BUSINESS AND PLANNING ACT 2020 - EXTENSION TO PAVEMENT LICENCE PROVISIONS

The Licensing Manager presented a report which sought approval for the extension to existing administration and enforcement provisions contained within Part 1 of the Business and Planning Act 2020 in respect of Pavement Licences.

The Pavement Licensing Policy was appended to the report for the Committee's consideration.

Members asked a number of questions relating to uptake and whether there had been any issues with the licences. Members were advised that due to the COVID restrictions licences had been fast tracked to allow business to trade. Compliance checks had been taking place over the summer with no major issues reported.

Resolved:

- (1) That the existing fee of £100 that is set for the grant of a pavement licence be retained for a further 12 months until 30th September 2023.
- (2) That where a pavement licence is granted it shall normally be granted for a period up to and including 30th September 2023 or a lesser period (not less than 3 months) as directed by the applicant or upon determination by the Local Authority
- (3) That the policy and associated appendices, attached to the report, be extended for a further year to 30th September 2023.

38 DRIVER RECRUITMENT PROGRESS REPORT

The Licensing Officer provided a report which updated the Committee on the progress of licensed driver recruitment.

It was reported that the Licensing Service had been awarded funding from the COVID recovery fund to encourage people into the trade. This had enabled officers to spend at least 3-4 hours per week administering/managing the application process with applicants.

The Committee was advised that the funding had enabled Lancaster City Council to offer 49 new applicants/previous drivers a 1-year dual driver's licence. All 49 funded places had now been allocated and the Licensing Service had granted 20 of the 49 driver badges to date. The aim was to have the majority of applications granted by October 2022.

It was reported that all the COVID recovery funding had now been allocated, however, Licensing had been made aware of other possible funding options that could be available to unemployed or people on a low income. If an applicant was unemployed, they could register for a National Careers Service appointment and be assessed for suitability, this would determine what funding may be available to them through the Flexible Support Fund and/or Restart Funding. The Licensing Service was also working with external organisations such as Lancaster and Morecambe College, Job Centre Plus and Inspira to encourage people to join the licensed trade.

Resolved:

That the report be noted.

39 PEDICAB - CONSIDERATION OF CONSULTATION RESPONSES

The Licensing Manager presented a report on the public and trade consultation on Pedicab Licences.

It was reported that a public and trade consultation had taken place for 4 weeks from Friday 1st July 2022 to Monday 1st August 2022. The details provided as part of the consultation as well as a cross section of responses was appended to the report for the Committee's consideration.

The Committee was advised that during the consultation period the details were sent to the licensed trade, posted on social media channels and made available to the public on the Licensing pages of the Council's website.

A total of 61 responses had been received. (This did not include Facebook comments).

It was reported that feedback was relatively balanced, with some representations being fully supportive of the initiative, whilst others objected or asked questions about the management or raised safety concerns about their introduction.

The Committee was advised that it appeared that the public who supported the initiative would welcome the option of travelling along the Promenade in a pedicab, but the perception of the operation was that the vehicles would be available on an ad-hoc/as and when type basis. This did not fit the proposed licensee's current business model.

The Committee discussed the decision in principal to licence pedicabs as hackney carriages including permissions on the highway, fares, future government legislation and whether it was possible to see an example of a pedicab.

It was proposed by Councillor Colin Hartley and seconded by Councillor Mike Greenall;

- “(1) That the pedicab licence be approved for use along the Promenade, between The Midland Hotel and Whinnysty Lane, Heysham. Not for use on the highway.*
- (2) That the Licensing Manager to draft standards and licence conditions for members consideration at a future Committee meeting.”*

Upon being put to the vote, 6 Councillors voted in favour of the proposal with 1 against and 1 abstention, whereupon the Chair declared the proposal to have been carried.

Resolved:

- (1) That the pedicab licence be approved for use along the Promenade, between The Midland Hotel and Whinnysty Lane, Heysham. Not for use on the highway.
- (2) That the Licensing Manager to draft standards and licence conditions for members consideration at a future Committee meeting.

Chair

(The meeting ended at 4.25 p.m.)

**Any queries regarding these Minutes, please contact
Sarah Moorghen, Democratic Services - email smoorghen@lancaster.gov.uk**

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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**OVERVIEW AND SCRUTINY
COMMITTEE**

6.00 P.M.

7TH SEPTEMBER 2022

PRESENT:- Councillors Richard Austen-Baker (Chair), Paul Anderton, Alan Biddulph, Roger Dennison, Mandy King, Jack Lenox, Abi Mills and Joyce Pritchard

Also in attendance:-

Councillors David Whitaker and Joanna Young

Officers in attendance:-

Suzanne Lodge	Acting Director for Communities and the Environment
William Griffith	Head of Public Realm
Stephen Metcalfe	Principal Democratic Support Officer
Jenny Kay	Civic & Ceremonial Democratic Support Officer

11 MINUTES

The Minutes of the meeting held on 13th July 2022 were signed by the Chair as a correct record.

12 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of Urgent Business.

13 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

14 PUBLIC REALM ISSUES

The Chair welcomed the Head of Public Realm and the Acting Director for Communities and Environment, to the meeting.

The Committee was advised that representatives from Lancashire County Council had been expected to attend the meeting, but prior to the meeting an email had been received informing the Committee that they were now not attending.

The Committee agreed that any questions or comments raised regarding the County Council's responsibility for weeds on the highways should be emailed to Democratic Services and these would be forwarded on to Lancashire County Council.

The Head of Public Realm for the City Council gave an overview of the responsibilities undertaken by the service. The Committee was given information about bin collection, the emptying of bins, fly tipping, recycling, littering and the seating.

Members of the Committee went on to ask questions regarding blown waste, road sweeping, fly tipping, waste collection and bins. The Committee went on to discuss the problem of student housing and reporting mechanisms.

At the Chair's discretion, other Councillors present were invited to ask questions.

Resolved :-

- (1) That the Head of Public Realm and the Acting Director for Communities and Environment be thanked for their attendance at the meeting.
- (2) That any questions or comments regarding the County Council's responsibility for weeds on the highways be emailed to Democratic Services and forwarded on to Lancashire County Council.

15 UPDATE ON THE RECYCLING WORKING GROUP

The Chair welcomed Councillor Joanna Young, Chair of the Recycling Working Group to the meeting.

Councillor Young gave the Committee an overview of the work of the Working Group. The Committee agreed that the Working Group should continue its work.

Resolved :-

That the Recycling Working Group continue its work.

16 WORK PROGRAMME REPORT

The Committee considered the updated Work Programme and noted the update on the timing of the Planning Task Group with a briefing being moved from October to November 2022.

Resolved :-

That the report be noted.

Chair

(The meeting ended at 7.18 p.m.)

**Any queries regarding these Minutes, please contact
Jenny Kay, Democratic Services - email jkay@lancaster.gov.uk**

**PLANNING REGULATORY
COMMITTEE**

10.30 A.M.

12TH SEPTEMBER 2022

PRESENT:- Councillors Sandra Thornberry (Chair), Alan Biddulph (substitute for Councillor Redfern), Victoria Boyd-Power, Abbott Bryning, Roger Cleet, Roger Dennison, Kevin Frea, June Greenwell, Mandy King, Jack Lenox, Malcolm Thomas and Peter Yates (substitute for Councillor Budden)

Apologies for Absence:-

Councillors Mandy Bannon, Dave Brookes, Keith Budden, Mel Guilding, Tim Hamilton-Cox (substitute) and Robert Redfern

Officers in attendance:-

Mark Potts	Service Manager – Development Management
Rephael Walmsley	Solicitor
Hannah Little	Trainee Solicitor
Eric Marsden	Democratic Support Officer

Applications were determined as indicated below (the numbers denote the schedule numbers of the applications).

Except where stated below, the applications were subject to the relevant conditions and advice notes, as outlined in the Schedule of Planning Applications.

Except where stated below, the reasons for refusal were those as outlined in the Schedule of Planning Applications.

A	-	Approved
R	-	Refused
D	-	Deferred
A(C)	-	Approved with additional conditions
A(P)	-	Approved in principle
A(106)	-	Approved following completion of a Section 106 Agreement
W	-	Withdrawn
NO	-	No objections
O	-	Objections
SD	-	Split Decision

At the request of the Chair, the meeting held a one minute silence to mark the passing of Her Majesty Queen Elizabeth II.

41 MINUTES

The minutes of 15th August 2022 were agreed as a true record and signed by the Chair.

42 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

43 DECLARATIONS OF INTEREST

There were no declarations of interest.

44 FAIRFIELD MILLENNIUM ORCHARD SUNNYSIDE LANE LANCASTER

A5	22/00721/FUL	Part retrospective application for the retention of a single storey storage building and installation of solar panels.	Marsh Ward	A
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It was proposed by Councillor Roger Dennison and seconded by Councillor Jack Lenox:

“That the application be approved subject to the conditions in the Committee Report.”

Upon being put to the vote, all Councillors voted unanimously in favour of the proposal with none against and no abstentions, whereupon the Chair declared the proposal to have been carried.

Resolved:

That the application be approved subject to the conditions in the Committee Report.

1. Time limit.
2. Development in accordance with plans and details.

45 DELEGATED LIST

The Service Head for Planning and Place submitted a Schedule of Planning Applications dealt with under the Scheme of Delegation of Planning Functions to Officers.

Resolved:

That the report be noted.

Chair

(The meeting ended at 10.45 a.m.)

**Any queries regarding these Minutes, please contact
Eric Marsden - Democratic Services: email emarsden@lancaster.gov.uk**