



Committee: CABINET

Date: TUESDAY, 6 OCTOBER 2009

Venue: LANCASTER TOWN HALL

Time: 10.00 A.M.

A G E N D A

1. Apologies

2. Minutes

To receive as a correct record the minutes of Cabinet held on Tuesday, 1 September 2009 (previously circulated).

3. Items of Urgent Business Authorised by the Leader

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

4. Declarations of Interest

To consider any such declarations.

5. Public Speaking

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

Reports from Overview and Scrutiny

6. Allotments - Future Leasing Arrangements (Pages 1 - 10)

Report of the Head of Corporate Strategy.

Reports

7. Approval of Pay and Grading Structure (Pages 11 - 38)

(Cabinet Members with Special Responsibility Councillor Mace and Councillor Thomas)

Report of the Chief Executive.

8. **Update on the Management of Coastal Defences and Flooding** (Pages 39 - 47)
(Cabinet Member with Special Responsibility Councillor Barry)
Report of Corporate Director (Regeneration).
9. **Appointments to Outside Bodies - Vision Board Working Groups** (Pages 48 - 53)
Report of the Chief Executive
10. **International Youth Games 2010** (Pages 54 - 59)
(Cabinet Members with Special Responsibility Councillor Ashworth and Councillor Mace)
Report of the Head of Democratic Services.
11. **Community Foundation for Lancashire** (Pages 60 - 71)
(Cabinet Member with Special Responsibility Councillor Mace)
Report of the Head of Democratic Services.
12. **Land at Aalborg Square, Lancaster** (Pages 72 - 75)
(Cabinet Member with Special Responsibility Councillor Thomas)
Report of Corporate Director (Regeneration).
13. **Revenue Budget Update**
(Cabinet Member with Special Responsibility Councillor Thomas)
Report of Corporate Director (Finance and Performance) to follow.
14. **Exclusion of the Press and Public**

Members are asked whether they need to declare any further declarations of interest regarding the exempt reports.

Cabinet is recommended to pass the following recommendation in relation to the following items:-

“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 they could involve the possible disclosure of exempt information as defined in paragraph 12 of Schedule 12A of that Act.”

Members are reminded that, whilst the following items have been marked as exempt, it is for the Council itself to decide whether or not to consider each of them 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 should balance the interests of individuals or the Council itself in having access to information. In considering their discretion Members should also be mindful of the advice of Council Officers.

15. Land at Mossgate / Douglas Park, Heysham (Pages 76 - 81)

(Cabinet Member with Special Responsibility Councillor Thomas)

Report of Corporate Director (Regeneration).

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Stuart Langhorn (Chairman), Evelyn Archer, June Ashworth, Jon Barry, Eileen Blamire, Abbott Bryning, Jane Fletcher, David Kerr, Roger Mace and Malcolm Thomas

(ii) Queries regarding this Agenda

Please contact Debbie Chambers, Democratic Services, telephone 01524 582057 or email dchambers@lancaster.gov.uk.

(iii) Apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
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Published on 24 September 2009

CABINET

Allotments - Future Leasing Arrangements

06 October 2009

Report of Head of Corporate Strategy

PURPOSE OF REPORT			
To seek Cabinet support to the recommendations of the Allotments Task Group regarding future allotment management arrangements.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>
		Referral from Overview & Scrutiny	X
Date Included in Forward Plan			
This report is public			

RECOMMENDATIONS

- (1) That Cabinet gives further consideration to the Overview and Scrutiny Committee's Allotments Task Group recommendations:
 - (a) That a standard lease be developed that reflects the Council's position to view allotments as essential community resources, not simply as property assets, and accordingly allotment sites be provided at peppercorn rent to allotment associations as set out in Option 3A of their report)
 - (b) That provision be made for capital funding estimated at £80,000 over the next 5 years to improve basic infrastructure at allotment sites.
- (2) That should Cabinet support the above, this be subject to the outcome of the Budget for 2010/11 and in line with this, the associated capital and revenue growth bids be taken forward for consideration as part of Cabinet's budget proposals.
- (3) That it be noted that the Allotments Task Group have discussed a draft Allotments Strategy and further consideration of the adoption of this Strategy be given on receipt of the Task Group's final report.

1 Introduction

- 1.1 On the 18 January 2005 Cabinet considered a report from the Overview and Scrutiny Committee's Allotments Task Group which set out a series of recommendations based on the group's investigation into the provision and management of allotments in the district.
- 1.2 Cabinet adopted the recommendations set out in the report and they were brought forward as part of the budget and policy framework proposals for 2005/06. (Min. No. 125 refers)
- 1.3 Recommendation 3 of the Task group was that "The Council views allotments as essential community resources, not simply as property assets".
- 1.4 Recommendation 4 of the Task Group committed the Council to instigate a review of allotment leases prior to their expiry in April 2009. It further recommended that a full consultation with all stakeholders including Allotment Associations and tenants on any emerging proposals should be part of that process.
- 1.5 In July 2007, an independent study commissioned by the Association of Lancaster and Morecambe Allotments (ALMA) was published. The intention of the study "Allotment Management in the Lancaster District" was to inform the Council's intended review of allotment leases.
- 1.6 The study provided a comprehensive analysis of the needs of each of the Council's allotments in respect of the current management arrangements and possible alternative arrangements. It examined best practice across the country and it provided a series of options for consideration regarding the future management of allotments.
- 1.7 On the 9 July 2008 the Overview and Scrutiny Committee resolved that its Allotments Task Group be re-established to consider the ALMA study and consider its findings prior to the scheduled lease renewals in April 2009. (Min. No. 16 refers). These renewals have now been put on hold pending future decisions on this matter by Cabinet and Council. The existing lease arrangements have been extended for a further year.
- 1.8 The Task Group met on the 10 September 2008 and considered a range of options for the future management of allotments. The options that were considered are set out in Appendix 1.
- 1.9 The Task Group recommended to Cabinet that Option 3A be adopted by the Cabinet as the Council's future approach to the management of allotments. (Min No. 5 refers).
- 1.10 In doing so it recognised that the provision and use of allotments by local people supports many of the Council's Corporate Plan objectives and that the proposed change in these arrangements would support the Councils position to view allotments as essential community resources, not simply as property assets. In

addition, it recognised that the Council policy on lettings at less than market value would require amendment.

- 1.11 Cabinet considered the Task Group's report at its meeting on the 11 November 2008. Its decision was:

"That Cabinet recognises that the proposals set out in this report have manpower and financial implications and that these are brought forward in terms of the budget and policy framework proposals for 2010/11. (Min No 82 refers)

- 1.12 Parish Councils also have statutory responsibilities with regard to the provision of allotment sites and the implications of these responsibilities are being considered as part of the Parish Funding Review currently being undertaken.

2 **Proposal Details**

- 2.1 Following on from that meeting Property Services have contacted each of the Allotment Associations advising them of Cabinet's decision and the decision to extend the existing lease arrangements for a further year pending further consideration of these issues by Council.

- 2.2 As a result of that advice a number of associations wrote to the Council advising that they were unwilling to continue with the existing arrangements and were prepared to give up their lease and hand management responsibility back to the Council.

- 2.3 There are potential financial implications to the Council if at some point in the future it is required to assume direct management responsibilities for allotments. There are many and differing arrangements for managing the provision of allotments and these vary widely across the country. But by way of an illustration:

The City Council has 542 full size plots on 12 sites (although this may change slightly, linked to parish responsibilities).

Preston City Council has eight allotment sites and around 550 full sized plots. Annual income is around £2,000. The annual expenditure by the Council is estimated to be in the region of £40,000-

Water-	£10,000
Officer time-	£25,000
Repairs/maintenance	£5,000

- 2.4 The Allotments Task Group has responded to the correspondence from the associations and have met with ALMA and the individual associations. As a result of those meetings a number of specific actions were identified.

- That an Allotments Strategy for the district be agreed.
- That a standard lease be developed that reflected the recommendations of the Task group in respect of option 3A.

- That site specific service level agreements be developed that met the needs of the both the Council and individual associations.

2.5 A draft Allotments Strategy has been developed. Service level agreements in support of the lease also will be developed in conjunction with ALMA and the individual allotment associations subject to Cabinet's decision.

3 Details of Consultation

3.1 ALMA and the Allotment associations have been consulted throughout the whole process and their views taken into account during the preparation of reports to Cabinet.

3.2 The reconvened Allotments Task Group has met on 3 occasions since Cabinet last considered this issue and their views are incorporated into this report. A draft Allotments Strategy has been developed which will be recommended for adoption as part of the Task Group Final Report. The Task Group has also confirmed their support for Option 3A as previously recommended.

4 Options and Options Analysis (including risk assessment)

4.1 To accept the recommendations of Overview and Scrutiny (Option 3A as set out on the Appendix)

4.2 To not accept the recommendations of Overview and Scrutiny.

4.3 To make alternative proposals to those recommended by Overview and Scrutiny.

The key risk to consider is associated with the allotment associations' stated positions in giving up their leases if changes are not made. This should be considered and balanced against future demand for allotments, and any prospects for potential alternative lessees.

5 Preferred Option (and comments)

5.1 To accept the recommendations of Overview and Scrutiny – i.e. the adoption of Option 3A as the Council's future approach to the management of allotments. The principal elements of this option are the future provision of allotments at a peppercorn rent and the provision of an estimated £80,000 of capital investment over a 5 year period in improving the basic infrastructure of allotment sites. In recognition of these points, the Council's financial position and competing needs and priorities, the preferred option is that such growth be considered as part of Cabinet's budget proposals. Whilst this would mean that a final decision is not taken until Budget Council in March, it is felt that this would be manageable.

5.2 This option would involve the development of new lease arrangements that reflect the Council's position to view allotments as essential community resources, not simply as property assets.

5.4 There is existing staffing capacity to both manage the proposed capital programme, negotiate new lease arrangements and maintain ongoing liaison

with both ALMA and the allotment associations. The new lease arrangements will develop the capacity of the allotment associations to manage and maintain their allotment sites thus releasing the Council to redirect resources elsewhere to deliver its priorities.

6 Conclusion

It is the Council's duty to provide allotments, and by definition to ensure they are properly managed. Under current arrangements allotment associations are effectively managing the vast majority of allotment management functions to the benefit of the Council.

Under current arrangements the value (and efficiencies generated) that allotment associations add to the Council is not recognised in a way that benefits the allotment associations.

The extension of the current lease arrangements for a further year from April 2009 provides the Council with an opportunity to consider future management of allotments in line with Council policy which views allotments as essential community resources and not simply as property assets. This would have revenue consequences for the Council, however.

A point has been reached where for allotment associations to continue to effectively self manage there is a need to invest in the infrastructure of a number of allotment sites. The estimated capital investment required is estimated £80,000. This would fund priority works which and could reasonably be spread out over a planned programme spanning several years, but this needs to be considered against competing demands.

<p>RELATIONSHIP TO POLICY FRAMEWORK</p> <p>Supports Councils Corporate Plan objectives in respect of each of its four corporate priorities Supports Sustainable Community Strategy objectives (see Pages 7- 10 of the Allotment Strategy)</p>
<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>The growing of local food and the promotion of allotments as community resources impacts upon, sustainability, health and community cohesion.</p>
<p>FINANCIAL IMPLICATIONS</p> <p>The preferred recommendation, if adopted, would potentially add an additional £80,000 over 5 years to the Council's capital programme and a bid would need to be submitted as part of the process for the 2010/11 Capital Programme – though there is expected to be around £10,000 in the Allotments Reserve at the end of this year, and this could go towards such</p>

improvements. The success or otherwise of any capital bid would be dependent upon the Council's funding position and other investment needs, and this is reflected in the recommendations.

There is currently a forecasted amount of £10,600 for rental income for Allotments in 2010/11 onwards, although £3,200 of this is then contributed to the Reserve. If the recommendations are approved and only a peppercorn rent charged in the future, the net reduction in income (of around £7,400 pa) would also need to be considered as part of the 2010/11 budget, and this is also reflected in the recommendations.

The report identifies that Parish Councils also have statutory responsibilities with regard to the provision of allotment sites and the implications of these responsibilities is being considered as part of the Parish Funding Review currently being undertaken. This could affect the financial implications, but this is not expected to be significant. It would be worthwhile, however, to understand the charging policies for allotments across the district, irrespective of ownership of the sites.

SECTION 151 OFFICER'S COMMENTS

Any potential growth should be considered in context of the Council's financial prospects, Cabinet's proposed priorities/non-priorities and alongside other competing demands, as part of the 2010/11 budget. This is catered for within the recommendations as set out.

LEGAL IMPLICATIONS

Legal and Property Services have jointly developed a new draft lease and would be required to implement these arrangements should the recommendations be adopted.

MONITORING OFFICER'S COMMENTS

Section 10 of the Allotments Act 1950 provides that land let by a Council for use as an allotment shall be let at such rent as a tenant may reasonably be expected to pay for the land if let for such use on the terms (other than terms as to rent) on which it is in fact let. The section further provides that land may be let by a Council to a person at a less rent if the Council is satisfied that there exist special circumstances affecting that person which render it proper for it to let the land to him at a less rate. This suggests that a judgement should be made in respect of each tenant, and it is arguable that a blanket policy for the Council to let all allotments at a peppercorn rent, even to allotment associations, would not be lawful. However, the Act does not appear to recognise the possibility of a Council letting to an association rather than direct to an allotment plot holder, and this may account for the wording of the legislation.

The Monitoring Officer would reiterate that any proposals must be consistent with the Council's Budget and Policy Framework for 2010/11.

BACKGROUND PAPERS

ALMA report – Allotment Management in Lancaster District
Allotments Act 1950

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APPENDIX 1

1. Option 1- Status quo

	Pro	Con
Allotment associations	<ul style="list-style-type: none"> No change from current arrangements 	<ul style="list-style-type: none"> Unsustainable (see study)
Council	<ul style="list-style-type: none"> No change from current arrangements 	<ul style="list-style-type: none"> Unsustainable (see study)

2. Option 2- Responsibility for management of allotments returns to the Council

	Pro	Con
Allotment associations	<ul style="list-style-type: none"> Relieves allotment associations of a long list of duties 	<ul style="list-style-type: none"> Allotment associations have been used to self management Could result in increased costs for plots
Council		<ul style="list-style-type: none"> Using example of Preston would require additional revenue of around £30,000 to fund an allotments officer post Best practice is to devolve management of allotments

Option 3a - Partnership with Council (Peppercorn rent)

Partnership

Council

- Capital to improve basic infrastructure at allotment sites (initially 5 year programme is recommended).
- Strategic oversight of allotments
- Agreement with allotment associations as to priorities for officer time allocated to allotments
- Allotment sites provided at peppercorn rent to allotment associations
- Provides support in practical ways (e.g., insurance, access to compost, grass cutting, waste management etc)
- Review infrastructure needs on an annual basis and feed into capital programme

Allotment associations

- Self manage allotment sites on a day to day basis
- Seek external funding opportunities for their allotment sites
- Continue to contribute to Council priorities

ALMA

- Represent allotment associations when dealing with Council
- Seek external funding for allotment development

	Pro	Con
Allotment associations	<ul style="list-style-type: none"> • Continue to self manage allotments • Will continue to charge same level of rent to plot holders but will have a far greater amount to spend on day to day management and admin of the allotment site • Site infrastructure will be improved at the sites that need it which will encourage demand • Increased investment will raise morale of allotment association volunteers • Officer time utilised in way that meets agreed needs 	<ul style="list-style-type: none"> • No guarantee that this model would encourage the participation of plot holders in wider site management issues

	<ul style="list-style-type: none"> • Capital investment by Council may help attract some external funding 	
Council	<ul style="list-style-type: none"> • Management and administration of allotments is devolved to associations • Officer time utilised in way that meets agreed needs • Increased capital and revenue requirement is still an invest to save option when compared with costs of directly managing allotments • Capital funding by Council may help attract external capital funding 	<ul style="list-style-type: none"> • Need for capital investment in region of £80,000 over next 5 years • Reduction in revenue income

3. Option 3b - Partnership with Council (market rent)

Partnership

Council

- Capital to improve basic infrastructure at allotment sites (initially a 5 year programme is recommended).
- Agreement with allotment associations as to priorities for officer time allocated to allotments
- Strategic oversight of allotments
- Allotment sites provided at market rent to allotment associations
- Provides support in practical ways (e.g., insurance, access to compost, grass cutting, waste management etc)
- Review infrastructure needs on an annual basis and feed into capital programme

Allotment associations

- Self manage allotment sites on a day to day basis
- Seek external funding opportunities for their allotment sites
- Continue to contribute to Council priorities

ALMA

- Represent allotment associations when dealing with Council
- Gain registration as an environmental body
- Seek external funding for allotment development

	Pro	Con
Allotment associations	<ul style="list-style-type: none"> • Continue to self manage allotments • Site infrastructure will be improved at the sites that need it which will encourage demand • Increased investment will raise morale of allotment association volunteers • Officer time utilised in way that meets agreed needs • Capital investment by Council may help attract some external funding 	<ul style="list-style-type: none"> • No guarantee that this model would encourage the participation of plot holders in wider site management issues. • Will still only have same amount to spend on day to day maintenance and admin.
Council	<ul style="list-style-type: none"> • Management and administration of allotments is devolved to associations • Officer time utilised in way that meets agreed needs • Increased capital and revenue requirement still represent an invest to save option when compared with costs of directly managing allotments • No loss of income from allotments • Capital funding by Council may help attract external capital funding 	<ul style="list-style-type: none"> • Need for capital investment in region of £80,000 over next 5 years • Revenue investment insufficient to meet need • Some allotment associations are struggling with resources for day to day maintenance and this proposal will not encourage self management.

CABINET

**Approval of the Fair Pay Package
(Incorporating the Pay & Grading Structure)
6 October 2009**

Report of the Chief Executive

PURPOSE OF REPORT				
To enable the Cabinet to consider the updated financial information in respect of the preferred pay and grading structure and to consider recommending to Council to approve the financial implications of the proposed fair pay package.				
Key Decision	X	Non-Key Decision		Referral from Cabinet Member
Date Included in Forward Plan	February 2009			
This report is public				

OFFICER RECOMMENDATION

That the financial implications of implementing the proposed Fair Package, incorporating the Pay and Grading structure 9.5.4.5 be recommended to Council.

1.0 Introduction

- 1.1 At its meeting in December 2008 the Cabinet considered a number of Pay & Grading structures, and expressed a preference for the pay and grading structure identified as 9.5.4.5.
- 1.2 At its meeting on the 20th January 2009, the Cabinet considered the pay and grading structure identified as 9.5.4.5 in detail with supporting information on the Human Resource and Financial implications. The resolution at the meeting was that the structure identified as 9.5.4.5 be recommended to Council as the projected cost of the new structure falls outside of the budget and policy framework.
- 1.3 As part of the Fair Pay Project, the Officers have completed the evaluation of all post within the Council and have also heard all appeals under Stage One of the appeals process. The financial implications of this work, and changes to the information previously presented to Cabinet are set out later in this report.
- 1.4 As part of the work toward the implementation of the Fair Pay / Job Evaluation outcomes a review of other terms and conditions of service has also taken place. The results of this work are set out for information in a proposal document which forms **Appendix One** of this report.

- 1.5 The Pay and Grading structure identified as 9.5.4.5 (which is attached at **Appendix One (A)**) and is the preferred grading structure of JCC, Personnel Committee and Cabinet, has formed the basis on which the officers have progressed with the Fair Pay Project.
- 1.6 Using structure 9.5.4.5, all employees were notified of the score which their post had returned following the Job Evaluation process and the grade and increment point on the proposed pay and grading structure. It is based on this structure that Stage One Appeals have been heard.
- 1.7 It is proposed that should the Pay and Grading structure and Fair Pay Package be approved then these will be implemented from 1 April 2010.

2.0 Human Resources (HR) Implications

- 2.1 Where at all possible best practice advises that long and /or overlapping grades should be avoided. Although the structure identified as 9.5.4.5 has these features it remains the preferred structure to take the Council forward in the short term.
- 2.2 The HR implications set out in the report of the 21 January 2009 remain valid, in that the gender equality impact assessment work on the structure identified as 9.5.4.5 does not appear to raise any impact on the basis of gender. That said, the long and overlapping grades do present a risk that must be managed by the officers to ensure that no indirect discrimination is allowed to develop. A feature of the Fair Pay proposals set out in the attached package is that an annual equality audit will be undertaken as a means of regularly testing the validity of the pay and grading structure.

3.0 Financial Implications

- 3.1 The financial information provided to Cabinet and Personnel Committee in January 2009 has been updated and moved forward to reflect the outcome of Stage 1 appeals and a new implementation date of 01 April 2010. **Appendix One (B)** provides a comparison between the latest position and that reported to Members in January.
- 3.2 **Appendix One (B)** shows that the previous costings for the preferred structure identified additional costs of £18K by Year 3, whereas the latest position shows that the additional Year 3 cost has risen to £507K, albeit the impact is delayed by one year due to the change in implementation date. This is an increase of £489K.
- 3.3 The main reasons for the increase in cost are as follows :

- Application of Job Evaluation Reserve -£226K
The previous projections still had a balance on the Job Evaluation reserve at the end of Year 3, but this would now all be used within the 3 year period.

- Successful Stage 1 appeals +£229K
All Stage 1 appeals have now been completed and the results incorporated into the projections. No assumption has been made for the outcome of Stage 2 appeals.

- Reduced level of Job Evaluation Reserve +£42K
As a result of the JE process taking longer than originally anticipated temporary contracts have been extended, together with additional

costs associated with the recruitment and employment of a replacement project manager.

- Reduced turnover assumptions +£153K
It had originally been assumed that additional turnover savings of £100K per annum would be available, however this has been revised down to £50K per annum to take account of the impact of a number of Service restructure savings that are built into current budgets.
- Indicative Market Supplements +£130K
An initial review has been undertaken of posts that may require Market Supplements to be applied. It should be noted however that the supplements are only budgeted for a two year period and are not assumed to continue indefinitely.
- Other Budget / Pay Modeller system changes +£161K
The budget projections have been updated to reflect the final position as approved by Budget Council on 04 March 2009. In addition the latest 1% 2009/10 approved pay award has been incorporated together with all establishment changes made to date.

- 3.4 As stated above the latest projections do not take account of the impact of any Stage 2 appeals that may be successful. In addition, the impact of changes to the overtime rates have yet to be quantified, and again no additional cost has been included. It has been made clear to Trade Unions however that, as a matter of principle, the budget for overtime will not be increased and this risk will need to be managed by Officers.
- 3.5 Previous assumptions in relation to non-pay elements covering the additional cost of annual leave entitlement and car leasing savings remain unchanged.
- 3.6 The overall position shows that, based on an implementation date of 01 April 2010, and allowing for incremental progression for all staff, the preferred structure would give rise to additional costs estimated at £507K in 2012/13 (Year 3), which is £394K for General Fund and £113K for HRA. These costs are not included within current budget projections and therefore they add further financial pressure – they represent a required saving of something like 18 average Full Time Equivalent (FTE) posts.
- 3.7 Projecting this forward to 2018/19, and assuming all staff progress to the top of their grade, the additional annual cost would be £1.3M, which is equivalent to 40 FTE posts. Whilst the assumption of full incremental progression for all staff is hypothetical to a degree, based on current experience it is not expected that the real position would give fundamentally different results.
- 3.8 Officers cannot recommend that this situation proceeds without further management intervention.. For this reason the Fair Pay Package document includes a paragraph which clearly sets out that the preferred grading structure of the JCC, Personnel Committee and Cabinet is still considered to be the best structure to assimilate employees following the Fair Pay Review. However, the financial implications in the medium to longer term of this structure are unsustainable. It will therefore be necessary to review and amend the grading structure within 2 years of implementation. This would be the case even if there were no organisational changes planned (extract from **Appendix One** Paragraph 20.2).

4.0 Details of Consultation

- 4.1 The recognised Trade Unions have played an integral and valued part in the progress of the Fair Pay Project since its inception. The officers and Trade Unions have met regularly during the life of the project and consultation on a number of items within the fair pay package has previously been undertaken.
- 4.2 The full package of proposals, detailed in the document at **Appendix One** have been the subject of further consultation which commenced on the 8 September 2009, when the package was presented to the Single Status –Sub Group and was considered at the Joint Consultative Committee (JCC) on the 01 October 2009. Briefings open to all staff; have also enabled Management to present the details of the proposed package and the implementation plan.
- 4.3 At this time we have not received comments from the local Trade Union branches but it anticipated that further information may be received from the regional office within the coming weeks.

5.0 Options and Options Analysis

Option 1

To recommend the Fair Pay package in total to Council including the preferred Pay and Grading structure.

Option 2

Whilst Officers would not recommend removing any elements of the Fair Pay package there are one or two elements that are not integral to the Pay and Grading Structure such as the proposals around Annual Leave (see paragraph 11 of **Appendix One**) and those in respect of Pay Protection (see paragraph 4 of **Appendix One**).

Option 1 is the preferred option .

6.0 Conclusion

6.1 The cabinet is requested to make a recommendation to Council

RELATIONSHIP TO POLICY FRAMEWORK

The Council is committed to good standards of employment practice and to the principles of equality. The aim of the Fair Pay project is to ensure that pay and grading is fair, and that posts are remunerated based on an objective assessment of their relative value to the organisation. The Council is firmly committed to the principle of equality.

CONCLUSION OF IMPACT ASSESSMENT

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

Implementing a new pay and grading structure should ensure that remuneration arrangements and grading structures are fair and equitable, and that the Council is able to present a robust defence against a future equal pay claims.

FINANCIAL IMPLICATIONS

As set out in the body of the report, and in the appendices. The estimated costs of the structure are clearly outside of the budget framework and would therefore need to be referred on to Council.

SECTION 151 OFFICER'S COMMENTS

Whilst the financial implications are based on a number of key assumptions and there are therefore risks attached, it is felt that they represent a reasonable estimate of the additional costs facing the Council, should Structure 9.5.4.5 be adopted.

Since January, it is clear that both the medium and long term costs attached to the preferred structure have increased – although even back in January the long term costs were very high. At that time though, decisions were provisional, some elements of the package had not been assessed and there was still the opportunity to re-model and take other action. No re-modelling is recommended, however, and now the Council is requested to take final decisions on the preferred structure.

In the past, in forming a view regarding any preferred option, Members have been advised to consider both the HR and financial issues in context of the Council's financial prospects, its aspirations for future (long term) service delivery, and its responsibilities as an employer.

That is still that case now, but as the report highlights, taking a decision to implement 9.5.4.5. as set out is viewed as unaffordable in the medium to longer term. Without a clear and strong commitment to review the structure again within 2 years, the s151 Officer would advise against the structure's adoption. Should Members be prepared to take on and act on this commitment, however, then this would help mitigate the financial risks. It must be recognised though that any future review must seek to shorten grades, amongst other things, as the length of grades and the resulting incremental progression adds real pressure over time. It also gives rise to questions regarding value for money, e.g. do the posts covered in any long grade really give the opportunity for staff to develop and add value each year, over up to a 10 year period, to justify such incremental progression.

LEGAL IMPLICATIONS

There are no legal implications directly arising from this report

DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

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Ref: SH

LANCASTER CITY COUNCIL

FAIR PAY PACKAGE - CONSULTATION DOCUMENT

1. Introduction

- 1.1 The Single Status agreement brought together the former manual workers and former APT&C (Administrative, Professional, Technical and Clerical Services) staff under one common pay spine.
- 1.2 In 2004, a three year pay agreement was reached and included the requirement for local authorities to undertake a local pay and grading review.
- 1.3 Councils could decide how to conduct this review and after piloting a number of schemes Lancaster City Council decided to complete the exercise using the Greater London Provincial Council Scheme (GLPC) which it felt would ensure that the way employees are paid is equitable and fair.
- 1.4 Lancaster City Council, along with other local authorities, has been progressing a review for a number of years and once implemented, it will ensure we comply with the Single Status Agreement and have a robust pay structure that is compliant with equal pay legislation...
- 1.5 All council posts covered by the National Joint Council for Local Government Services (NJC) are subject to job evaluation.
- 1.6 Employees whose terms and conditions are set out in the NJC for Local Authority Craft and Associated Employees (the Red Book) have not been included in the process at this stage.
- 1.7 This document sets out the new pay and grading structure and the other elements that are part of the Fair Pay package. It is provided to the recognised trade unions as a basis for consultation and will be discussed at the Joint Consultative Committee meeting on the 30 September 2009. It will then be put to the Cabinet and Personnel Committee with consultation responses and any recommendations from JCC on 6th and 13th October 2009 respectively.
- 1.8 Once the package has been considered by Members, proposals will be put forward as a formal offer to the trade unions in an effort to reach a collective agreement.

2. Implementation

- 2.1 It is proposed that the revised pay and grading structure is implemented with effect from 1 April 2010.

3. Proposed Pay and Grading Structure

- 3.1 The new pay and grading structure has been designed on the basis of the results of the job evaluation scheme. It consists of 9 grades over 53 spinal column points. Following consultation with Trade Unions, it has been determined by Cabinet and Personnel Committee to be the most appropriate structure to take the Council forward. A copy of the pay and grading structure is attached as Appendix A.
- 3.2 The points score for the job determines the grade of the post. The spinal column point (scp) for the individual employee is determined as follows.
- If the current salary is below the minimum of the proposed new grade then the employee will be moved to the bottom increment of the new grade.
 - If the current salary is within the proposed new grade then the employee will be moved to the nearest point above or equal to the current salary in that band.
 - If the employee's current salary is above the proposed new grade then he/she will be moved to the top point of that band.

4. Pay Protection

- 4.1 The Council recognises the impact that a revised pay structure will have on those employees who face a reduction in salary and has sought to minimise the number of employees who find themselves in that position. However, for those who do face a reduction, we have identified a range of measures to support staff, including pay protection. Pay protection ensures employees do not have a sudden drop in their take home pay and allows employees time to make plans.
- 4.2 It is proposed that the following protection will apply from the date of implementation.
- 4.3 If the employee's current salary is above the maximum salary for the new grade, their salary will be protected on a sliding scale for 3 years. This means that from the date of implementation they will receive protection as follows:
- 1 April 2010 to 31 March 2011 = 100% protection and their salary will not change.
- 1 April 2011 to 31 March 2012 = 50% of the difference between the old and new salary.
- 1 April 2012 to 31 March 2013 = 25% of the difference between the old and new salary.
- 4.4 After this period of protection the salary will be that of the new grade maximum.

5. Market Supplement Policy

- 5.1** The Council recognises that there are occasions when the grading determined by evaluation of a post may lead to an inability to recruit and/or retain employees due to a variance between the internal grading structure and the external market. In these circumstances a payment may be made in order to supplement the salary.
- 5.2** Market supplements are recognised under equal pay legislation if there is sufficient evidence to justify paying more than other posts which are graded similarly.
- 5.3** Following consultation with the recognised trade unions, the Personnel Committee approved a policy for market supplements at its meeting on 10th November 2008.
- 5.4** Service Heads will assess posts which are facing a reduction in salary in line with the agreed policy and where appropriate present a case for a market supplement to be applied.

6. Upgraded Posts

- 6.1** The Council proposes that employees in posts which would be “upgraded” would move to the bottom of the new grade with effect from the implementation date. Normal incremental progression would apply 12 months after the date of implementation and annually thereafter until an employee has reached the top of the grade or and career progression/qualification bar. Should an employee meet the requirements of the career progression/qualification bar at or before the required time he/she will progress to the designated spinal point.

7. Cost of implementation

- 7.1** The financial implications of the proposals are shown at Appendix B.
- 7.2** The job evaluation reserve of £600,000 will be used to fund implementation but the Council will need to find the additional cost in its future revenue budgets once this reserve has been exhausted.

8. Release of Information

- 8.1** All employees have received the overall Job Evaluation Score for their post and where this score places their role within the proposed Pay & Grading Structure (Ref: 9.5.4.5). This includes the scores following stage one appeals.
- 8.2** The recognised trade Unions will be notified of the proposed Fair Pay Package via the Single Status Working Group and Joint Consultative Committee.
- 8.3** A series of briefings to all staff will take place during September setting out the proposal within the Fair Pay Package and the programme of implementation.

9. Appeals

The agreed procedure for appeals against job evaluation and therefore placement in the new pay and grading structure is attached at Appendix C

10. Overtime

- 10.1** Overtime rates have been reviewed as part of the Fair Pay process. There have been meetings with regional officers from all the recognised trade unions. From the beginning it has been noted that overtime costs will need to remain within the current overtime budget.
- 10.2** Currently across the Council different arrangements exist for dealing with overtime and clearly there is a need to ensure that a standardised approach to overtime is adopted across the Council.
- 10.3** A small officer working group has met to consider the issue. Based on consideration of local and national practice the following set of principles has been developed:
- I. Overtime will only apply after an employee has worked 37 hours. This includes part time employees who will also need to work over 37 hours for overtime to apply.
 - II. A working week is Monday to Sunday, and employees will normally work 5 of the 7 days.
 - III. No enhanced rate or shift payment will be paid for an employee working a weekend. This arrangement is already applied in Cultural Services.
 - IV. It is not the intention that staff who are currently working Monday to Friday on a regular basis will be required to undertake a different working arrangement without prior consultation and agreement.
 - V. No shift payment or enhanced rate to be paid for working outside of the flexi band or office hours.
 - VI. The current policy for working public and statutory holidays as part of the normal working week will continue to apply. (Normal pay for the day, hours worked at single time, and half or full day off depending on hours worked).
 - VII. The current policy for working public and statutory holidays in addition to the normal working week will continue to apply. (Double time)
 - VIII. Where staff do not have access to the Council's flexi scheme, as set out on the Council intranet or displayed on the notice boards at White Lund overtime rates will be paid for any hours worked over the 37.
 - IX. The current standby and callout policy remains the same.
- 10.4** Current overtime payments are not included in the payments protected under Fair Pay.
- 10.5** In addition to the above principles it has been proposed that a scheme of reverse protection is applied to overtime rates. Under this scheme the overtime hourly payment prior to job evaluation is used in year 1 and over a four year period a sliding scale upwards is used to increase the hourly payment until in year 4 the overtime is based on time and half and double time using the new pay and grading scale.
- 10.6** In some service areas (e.g. waste collection) there is a need to work on the Saturday following bank holidays in order to fully deliver the service. In circumstances like this an agreed enhanced payment may be negotiated for that day.

OTHER PAYMENTS, TERMS AND CONDITIONS

11 Annual Leave Entitlement

- 11.1** It is proposed that one of the changes introduced as part of the Fair Pay package is that all staff covered by job evaluation will move to an annual leave entitlement of 26 days. This proposal would give everyone the entitlement of those currently on scp 29 and above. The entitlement would be inclusive of the two extra statutory days.
- 11.2** An additional 5 days will still be given for 5 years service in accordance with the Green Book.
- 11.3** Employees currently below scp 29 and not on flexi time receive overtime payments for any additional hours worked. This will continue unchanged.
- 11.4** Employees below scp 29 who are on flexi-time currently receive overtime for any hours undertaken outside the period covered by the flexi time scheme. However the bandwidth during which the flexitime scheme operates has been substantially widened since the scheme was introduced and is now 7.30 am to 7.30 pm. The entitlement to overtime will therefore be changed to time off in lieu.
- 11.5** Employees above scp 29 currently do not receive overtime payments and are not given any credit for hours worked outside the period covered by the flexi time scheme. This is because they currently receive an additional three days holiday. As they will no longer receive three days holiday more than other employees, they will also receive time off in lieu for any hours worked outside the period covered by flexi time to bring them into line with other employees.
- 11.6** It is proposed to implement this change to annual leave from 1st April 2010

12 Bonus Payments

- 12.1** Many of the challenges under equal pay legislation relate to bonus payments and whether they can be justified. Both employers and trade union recognise that there is a problem with continuing to use bonus schemes.
- 12.2** Therefore bonus payments will cease to apply when the new pay and grading structure is implemented. If an employee receives a bonus payment he/she will find that this has been taken into account with the current salary which will be detailed on the Job Summary Document issued to each employee.

13 Unsocial Hours Payments/Shift Allowances

- 13.1** Increasingly we all live in a 24/7 culture where it is no longer unusual to work shift patterns and have flexible working arrangements. These suit the circumstances of employees. It is therefore no longer appropriate to make these payments and they will cease with the introduction of the new structure.
- 13.2** Employees will find that if he/she currently receives an unsocial hours or shift allowance payment, it will be accounted for in the current earnings section of the Job Summary document.

14 Unsocial Hours Payments/Shift Allowances – Central Control

- 14.1** Staff who work in Central Control work a number of different shift patterns including providing cover throughout the night. These payments are being reviewed separately and will continue to be paid until further notice. They have not been taken into account in current earnings on the Job Summary. If you have any questions about this please contact one of the HR staff.

15 Standby/Callout Payments

- 15.1** Standby/Callout payments were reviewed as part of the previous work under the Single Status Agreement and agreed by Personnel Committee in 2004. It is therefore proposed that these payments should continue to be made under the new structure.

16 Leased Cars

- 16.1** It was decided by the Personnel Committee in 2004 that car leases should not be offered to new employees. This entitlement has also previously been withdrawn from Directors and Service Heads.
- 16.2** Consultation on this matter has taken place with both the trade unions and the individual employees involved.
- 16.3** At the meeting of the Personnel Committee on 30th July 2009 Members made a decision to withdraw leased car arrangements from all employees. This is because they are potentially unfair when viewed in the context of a job evaluation exercise. As car leases were provided as a form of remuneration the cost of car leases has been added into the total pay bill.
- 16.4** As car leases are part of the remuneration of an employee it is proposed that the current existing leases should be protected in a similar way to the protection arrangements for salaries and other payments. The protection arrangements for salaries are year 1 - 100% of the difference, year 2 – 50% of the difference and year 3 - 25% of the difference. A similar arrangement for car leases will be implemented. This will involve protecting existing car leases by letting them run for a further 18 months following the implementation date of Fair Pay.

17 Tied Tenancies

- 17.1** A small number of employees occupy accommodation as part of their job. An anomaly exists whereby some of these employees only pay 50% of the rent for the property while others pay 100%. This is clearly unfair and needs to be addressed.
- 17.2** It is proposed that in the future there will be no subsidies of rent for council employees and they will pay the full rent for the property.
- 17.3** If an employee currently pays 50% of the rent he/she will find that it is proposed that in future he/she will be required to pay the full amount. However the value of the rent has been taken into account in the current earnings section of the Job Summary document.

18 Equal Pay Audit

- 18.1** Prior to the introduction of job evaluation, the Council had established grades for its former APT&C posts using existing posts as a benchmark. Although a structure of job grading was in place there were obvious disadvantages with this approach, chief amongst them being that there was no mechanism to measure the value of work and therefore no mechanism to ensure that work of equal value received equal pay.
- 18.2** The use of job evaluation has provided an objective assessment of the relative worth of jobs across the Council, this has been used to develop a pay and grading structure which is fair and affordable.
- 18.3** The Link Pay Modeller, which has been used to develop the pay and grading structure, allows that structure to be reviewed for gender bias and a copy of the resulting report has been included at Appendix D.
- 18.4** In addition a report on the number of posts going up and going down is shown by gender at Appendix E.

Summary Data:

Gender	Up	Down
Female	38 (3.9%)	100 (10.19%)
Male	53 (5.4%)	137 (13.97%)
Vacant	23 (2.34%)	14 (1.43%)
Total*	114 (11.62%)	251 (25.25%)

Total Establishment Figure = 981 Employees

- 18.5** It is proposed that an annual equal pay audit is conducted in future, the first to take place 12 months after the implementation of the pay and grading review.

19 Equality Impact Assessment

- 19.1** Appendix D Constitutes the equality impact assessment of proposed changes to grading and pay but it does not cover any proposed changes to conditions of service. Such equality impact assessments are referenced against the particular conditions where there are proposals to change

20 Future Management of Pay and Grading

- 20.1** A pay and reward strategy is being developed which will cover both financial and non-financial reward. Whilst this is not yet complete, there are a number of issues which pertain to the future management of pay and grading which need to be addressed.
- 20.2** Organisational Change is required over the next few years, to deal with the service changes and the financial context. The Preferred grading structure of the JCC, Personnel Committee and Cabinet is still considered to be the best structure to assimilate employees following the Fair Pay Review. However the financial implications in the medium to longer term of this structure are unsustainable. It will therefore be necessary to review and amend the grading structure within 2 years of implementation. This would be the case even if there were no organisational changes planned.

21 Starting Salary

- 21.1 Employees will be appointed at the bottom of the grade for the post unless their former salary is higher than the bottom of the grade. If this is the case, employees will be appointed at the next increment above their former salary level or at the top of the grade if their former salary is higher than the top of the grade.
- 21.2 Appointment at any other point within the grade must comply with Part 3 Section 15 of the Lancaster City Council Constitution – Scheme of Delegation to officers.

22 Incremental Progression

- 22.1 The Council proposes no change to the national conditions on incremental progression in that:
- Employees who are appointed between 1 April and 30 September will receive an increment the following April.
 - Employees who are appointed between 1 October and 31 March will receive an increment after 6 months and thereafter on 1 April each year.
- 22.2 Incremental progression is subject to satisfactory performance and continues in line with any career progression stages or qualification bar is reached, or if no career grade is in place or qualification bar exists then progression will be until the top of the grade is reached.

23 Grading, Regarding and Appeals

- 23.1 Appendix F contains proposals for the future management of the grading of new and changed posts, regarding applications and appeals. Guidance notes will be drawn up to assist employees in making a re-grading application.

24 Recompense for Undertaking Temporary Additional Duties

- 24.1 The arrangement for the payment of any enhancements to rewards for undertaking temporary additional duties is under review. However, until this review is complete the Council will continue to use the payment of honoraria procedure is currently in place.

25 Notice Periods

- 25.1 Part 2 paragraph 15.2 of the Green Book states that the minimum period of notice to terminate employment given by an employee shall be the ordinary period from one pay period to another. All employees are now on monthly pay and that should therefore be the minimum notice period. There is, however, a number of staff who are currently subject to a different arrangement due to the fact that they transferred from weekly pay to monthly pay. In order to bring these individuals in line with part 2 15.2 and all other staff, it is proposed that their terms and conditions be amended to require one month's notice instead of the current one weeks notice.

Proposed Pay and Grading Structure (9.5.4.5)

SCP	£ Annual	Grade / Incremental point	
4	£12,145	GRADE 1	0
5	£12,312		1
6	£12,489		2
7	£12,787		3
8	£13,189	4	
9	£13,589	GRADE 2	5
10	£13,874		6
11	£14,733		0
12	£15,039		1
13	£15,444		2
14	£15,725		3
15	£16,054	4	
16	£16,440	5	
17	£16,830	6	
18	£17,161	7	
19	£17,802	GRADE 3	0
20	£18,453		1
21	£19,126		2
22	£19,621		3
23	£20,198		4
24	£20,858		5
25	£21,519	6	
26	£22,221	7	
27	£22,958	GRADE 4	0
28	£23,708		1
29	£24,646		2
30	£25,472		3
31	£26,276	4	
32	£27,052	5	
33	£27,849	6	
34	£28,636	GRADE 5	0
35	£29,236		1
36	£30,011		2
37	£30,851	3	
38	£31,754	4	
39	£32,800	5	
40	£33,661	6	
41	£34,549	GRADE 6	0
42	£35,430		1
43	£36,313		2
44	£37,206	3	
45	£38,042	4	
46	£38,961	GRADE 7	0
47	£39,855		1
48	£40,741		2
49	£41,616	3	
50	£42,489 **	4	
51	£43,391 **	GRADE 8	0
52	£44,302 **		1
53	£45,105 **		2
			3
		GRADE 9	0
			1
			2
			3

Grade	JE Scores
G1	0 - 267
G2	268 - 364
G3	365 - 435
G4	436 - 487
G5	488 - 549
G6	550 - 602
G7	603 - 645
G8	646 - 694
G9	695 +

* Structure Calculations based on 2.75% pay award 2008/09 and the 1% pay award agreed nationally for 2009/10.

** SCP 50 - 53 Figures to be verified by Audit.

**CABINET 06 OCTOBER 2009
STRUCTURE 9.5.4.5**

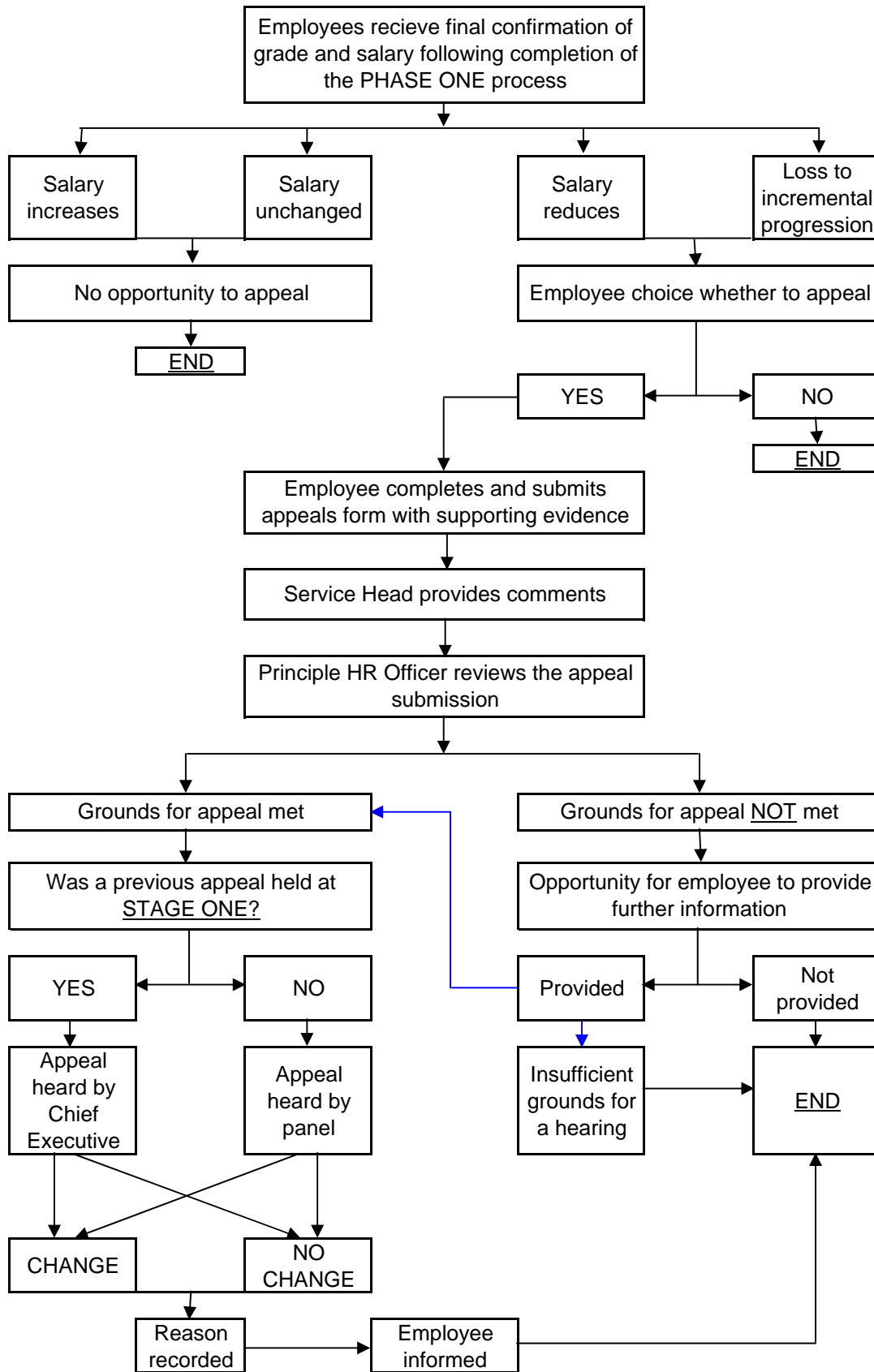
COMPARISON BETWEEN CABINET 20 JANUARY 2009 STATEMENT AND LATEST POSITION

Implementation Date	Fund	2009/10		2010/11		2011/12		2012/13		2013/14		2014/15		2015/16		2016/17		2017/18		2018/19					
		Year 1	Year 2	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
01 April 2009	General Fund	0	0	0	0	0	0	0	0	394,000	560,000	680,000	730,000	771,000	813,000										
	Housing Revenue Account	0	0	18,000		74,000				101,000	123,000	145,000	157,000	170,000	181,000										
	TOTAL IN YEAR COST	0	0	18,000		74,000				495,000	683,000	825,000	887,000	941,000	994,000										
01 April 2010	General Fund			Year 1	Year 2	Year 3				492,000	717,000	886,000	998,000	1,052,000	1,100,000										
	Housing Revenue Account			0	2,000	113,000				119,000	150,000	173,000	192,000	205,000	219,000										
	TOTAL IN YEAR COST			0	2,000	507,000				611,000	867,000	1,059,000	1,190,000	1,257,000	1,319,000										
Equivalent FTE's										18		21		29		34		37		39		40			
Percentage of workforce												2.1%		2.4%		3.4%		4.0%		4.4%		4.5%		4.7%	

Net Increased Cost Yrs 1-3	489,000
Reasons for Increase	
Application of JE Reserve	-226,000
Reduction in JE Reserve	42,000
Reduced Turnover	153,000
Stage 1 Appeals	229,000
Indicative Market Supplements	130,000
Other Budget Changes	161,000
	489,000

APPENDIX B

PHASE TWO



If no hearing was heard during PHASE ONE for the employee, two hearings may be heard during PHASE TWO. The second appeal is always with the Chief Executive.

Lancaster City Council – Fair Pay Project

The outcomes show as movement within proposed Pay and Grading Structure (Ref 9.5.4.5)

Posts by Grade and Gender (As at 8 September 2009)

Grade	Gender	Moving up into the Grade	Red Circled*
9	Male	0	0
	Female	0	0
8	Male	0	0
	Female	0	0
7	Male	1	2
	Female	3	3
6	Male	0	5
	Female	2	1
5	Male	5	14
	Female	3	6
4	Male	9	8
	Female	7	18
3	Male	7	21
	Female	3	15
2	Male	31	87
	Female	20	54
1	Male	0	0
	Female	0	3

* Red Circled = To be assimilated at the top of the Grade following a period of protection.

9.5.4.5 Impact (As at 1 September 2009)

	Green Circled					Red Circled					White Circled				
	Total	% of Est	Male	Female	%	Total	% of Est	Male	Female	%	Total	% of Est	Male	Female	%
Total Across Council	114	11.62%	53	38	3.9%	251	25.6%	137	100	10.19%	616	62.8%	287	282	28.75%
CCDS	13	1.33%	9	1	0.1%	81	8.3%	79	1	0.10%	208	21.2%	139	58	5.91%
Council Housing	18	1.83%	10	8	0.8%	23	2.3%	10	11	1.12%	59	6.0%	21	36	3.67%
Corporate	0	0.00%	0	0	0.0%	6	0.6%	0	6	0.61%	9	0.9%	1	6	0.61%
Culture	46	4.69%	17	13	1.3%	11	1.1%	5	4	0.41%	52	5.3%	21	25	2.55%
Democratic	1	0.10%	0	0	0.0%	2	0.2%	0	2	0.20%	12	1.2%	2	9	0.92%
Economic Dev	0	0.00%	0	0	0.0%	10	1.0%	4	6	0.61%	17	1.7%	3	14	1.43%
Finance	0	0.00%	0	0	0.0%	9	0.9%	4	5	0.51%	23	2.3%	8	14	1.43%
Health and SH	9	0.92%	4	5	0.5%	5	0.5%	1	3	0.31%	52	5.3%	28	19	1.94%
ICS	1	0.10%	1	0	0.0%	21	2.1%	6	10	1.02%	14	1.4%	7	5	0.51%
Legal & HR	4	0.41%	1	3	0.3%	2	0.2%	0	2	0.20%	21	2.1%	6	12	1.22%
Planning	5	0.51%	4	1	0.1%	21	2.1%	11	7	0.71%	53	5.4%	27	20	2.04%
Property	16	1.63%	7	7	0.7%	12	1.2%	5	7	0.71%	22	2.2%	9	10	1.02%
Revenues	0	0.00%	0	0	0.0%	46	4.7%	12	34	3.47%	72	7.3%	15	52	5.30%
Mgmt Team	0	0.00%	0	0	0.0%	2	0.2%	0	2	0.20%	2	0.2%	0	2	0.20%

% is of total establishment 981

Comparison of size of loss	Red Circled		
	Male	Female	Total
Less than 500	77	1	78
501-1000	7	8	17
1001 - 2500	31	61	98
2501 - 5000	18	27	50
5001 - 7500	4	3	8
7501 - 10000	0	0	0
Over 10000	0	0	0
Green Circled			251

Comparison of size of gain	Green Circled		
	Male	Female	Total
Less than 500	8	4	13
501-1000	12	4	21
1001 - 2500	24	25	66
2501 - 5000	7	4	11
5001 - 7500	1	1	2
7501 - 10000	1	0	1
Over 10000	0	0	0
			114

Lancaster City Council

Job Grading, Regrading and Appeals (post implementation of JE)

1. Introduction

- 1.1 This procedure describes the arrangements for the evaluation of new and changed posts* and for assessing regarding applications.

*Re-evaluations will only be undertaken where the changes to the job description are significant.

- 1.2 This procedure will apply to all employees of the Council whose terms and conditions of service are determined by the NJC for Local Government Services (the Green Book).
- 1.3 All evaluations will be undertaken by the Human Resource staff fully trained in the use of the GLPC computerised job evaluation scheme.

2. Procedure

Grading of New or Changed Posts

- 2.1 Prior to the submission and approval of a report containing staffing implications it is essential that a Job Description Questionnaire (JDQ) (Appendix 1) for each new or changed post is prepared and submitted to the Human Resource Team who will consider the documentation and discuss the details with the Line Manager. In the case of a changed post, the discussion will also include the postholder(s) if the post is filled. The post will be evaluated by the HR Team using the computerised job evaluation scheme and its associated locally agreed conventions.
- 2.2 Following the evaluation, HR will inform the manager concerned (and the employee(s) if the post is filled) of the outcome. The manager will prepare a report for approval in line with the requirements of the Constitution.

Regrading Applications

- 2.3 Applications for regrading are generated by the postholder(s).
- 2.4 Applications must be submitted on the appropriate form (Appendix 2) and be signed by the applicant(s) and the line manager before they are submitted to the Human Resource Team.
- 2.5 Regrading applications will only be accepted where there is a significant change to the job. The manager must confirm that the description of the duties and responsibilities and that the effective date claimed in the application is accurate. If there is disagreement this must be resolved before the application is submitted for evaluation. If the manager and applicant(s) cannot agree the matter should be referred to the relevant Head of Service or nominated senior officer who should seek advice from the Human Resources Team. If the applicant remains dissatisfied after this s/he may lodge a formal grievance.

- 2.5 The Applicant(s) must send the completed application for regrading form and copy of the job description to the Human Resources Team.
- 2.6 The Human Resources Team will:-
- Acknowledge receipt of the application
 - Clarify any issues with the postholder(s) (and line manager where necessary)
 - Evaluate the post
 - Inform the line manager concerned of the outcome
 - Write to the applicant setting out the decision including the rationale and the right of appeal. If the grade is changed a report will be prepared by the appropriate Head of Service.
- 2.7 Following approval, the Human Resource Team will write to the applicant advising them of the decision and of the date of implementation. This will normally be the date of the application unless an earlier date is claimed which is supported by evidence.

Right of Appeal

- 2.8 Employees whose job has changed and employees who submit a regrading application will have a right of appeal to the Job Evaluation (JE) Appeals Panel if they are dissatisfied with the job evaluation and can demonstrate that one of the two grounds for appeal is satisfied.

Grounds for Appeal

- 2.9 An employee who is dissatisfied with their job evaluation has the right of appeal on one or more of the following grounds:
- The Salary of the post has been reduced
 - There has been a loss of incremental progression

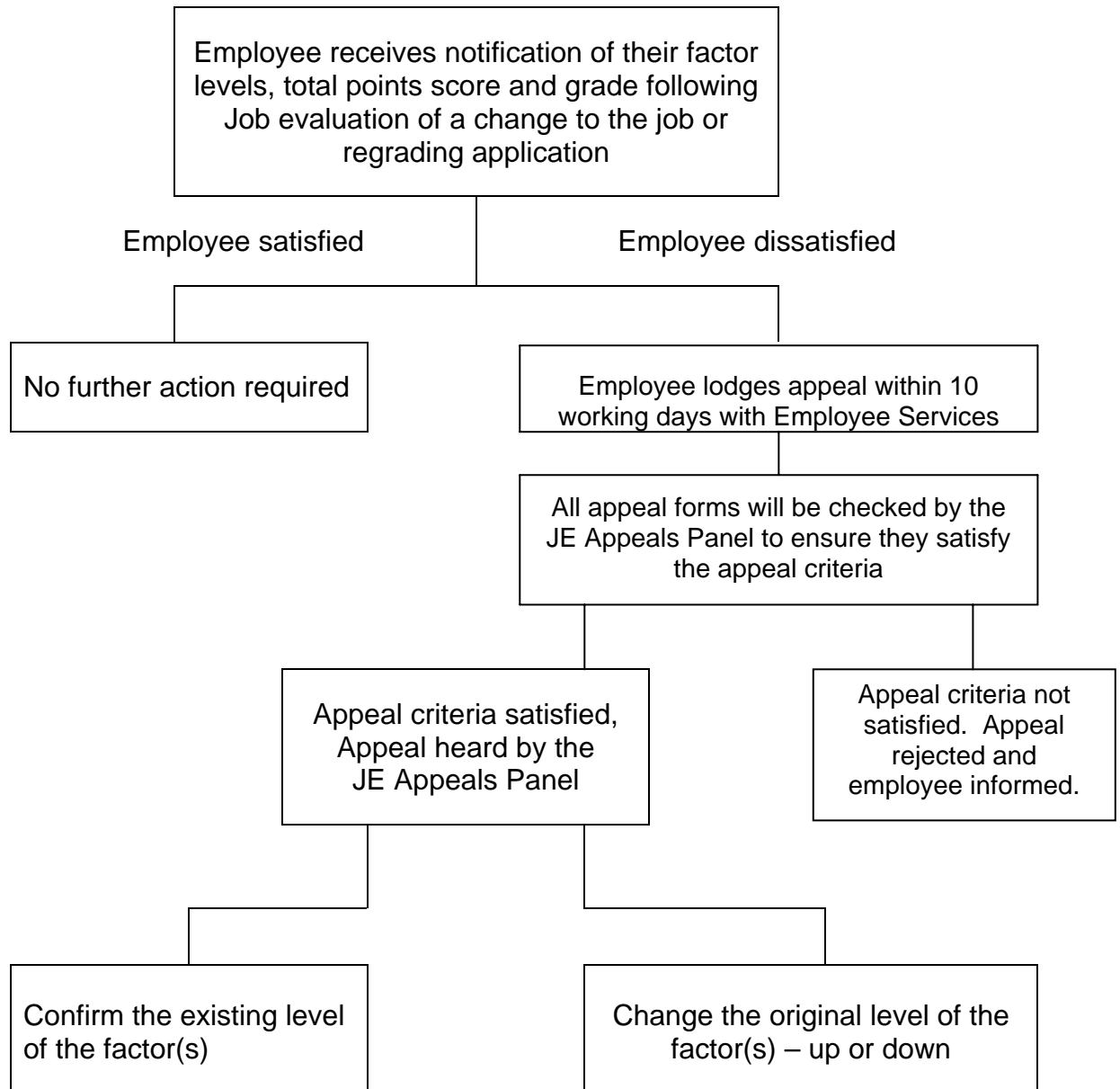
The Procedure

- 2.10 To exercise this right, the employee(s) must appeal in writing to the Human Resource Manager, on the form provided, within 10 working days of receipt of written notification of the grade.
- 2.11 On receipt of the Appeals Form, the Human Resource Manager (or appointed Deputy) will gather all the information required by the JE Appeals Panel.
- 2.12 The appeal will be considered by the JE Appeals Panel. The Panel will be composed of:

To be considered following Consultation.

- 2.13 A meeting of the Job Evaluation Appeals Panel will normally be convened within 20 working days of receipt of the appeal.
- 2.14 The appellant has the right to attend and present their case to the JE Appeals Panel and be accompanied by a trade union representative or work colleague of their choice. A management representative will also be present. After presenting the case the employee, their representative and the management representative will leave the room to allow the JE Appeals Panel to consider their decision in private.
- 2.15 The Human Resources representative who evaluated the job will normally attend to provide support to the JE Appeals Panel. Their role will be to explain the rationale behind the decision and to provide information and advice on the GLPC Job Evaluation scheme.
- 2.16 All appeals will be presented to the JE Appeals Panel for the Panel to check whether they satisfy one or more of the grounds for appeal. If this is the case, the appeal will proceed. Appeals which do not meet one of the grounds for appeal will be rejected and employees will be advised giving reasons for the rejection.
- 2.17 If information is missing, or if new information is forthcoming, or there has been a misapplication of the job evaluation scheme, any new information will be entered into the software by the Human Resources representative for re-evaluation of the factor/s concerned.
- This could change the original level of the factor (which could go up as well as down) or could confirm the evaluated factor level.
- 2.18 This section is subject to change following consultation in relation to section 2.12. Suggested wording: *Decisions of the JE Appeals Panel will be reached by a majority vote. If there is a failure to agree, the evaluation will remain unchanged. The decision of the Panel is final and there is no further right of appeal.*
- 2.19 The appellant will be notified by Human Resources of the outcome of their appeal within 5 working days of the date of the meeting. Details of any changes to the factor levels and total score will be provided, together with confirmation of whether the amendments have resulted in a change to the grade of the job.
- 2.20 Successful appeals will be backdated to the date of the regrading application (unless an earlier date is claimed which is supported by evidence) or, in the case of a changed job, the date of the appointment to the post.
- 2.21 If an appeal against a grade involves a group of employees, wherever possible agreement should be reached between the employees in the following areas:-
- The content of the appeal
 - Nomination of an employee to attend the appeal panel on behalf of the group.

Grading Appeals Procedure Summary



The decision of the JE Appeals Panel is final

REGRADING APPLICATION FORM

How to Complete the Form

General Guidance

Before you begin to complete the Grading/Regrading Appeal Form you should read the guidance notes below. If you are a trade union member you may wish to discuss your appeal and the completion of the Appeal Form with your trade union representative.

Grounds for Appeal

The following are grounds for appeal:

The scheme has been wrongly applied, e.g. factor level/s have been wrongly allocated, the evaluation has failed to follow guidance etc.

You will need to explain why you believe the scheme has not been applied correctly and give your evidence for this.

The job information provided was not complete

If you did not provide enough information on your questionnaire or you have since thought of something you forgot to include on it, or mention in your interview, then you need to provide the details. If you feel you have not been credited for something the post requires you to do, you need to describe what that is and give examples.

Making an Appeal

You will need to complete the appeal form and send it to Human Resource Manager within 10 working days of receipt of written notification of the grade.

What will happen after that is clearly laid out in the Grading, Regrading and Appeals Procedure.

REGRADING APPEAL FORM

To be completed by the job holder, and returned to the HR Team within 10 working days of receiving written notification of the grade.

Employee Name:			
Post No:			
Job Title:			
Directorate:			
Job Evaluation Points:		Grade:	
Is it an Individual Appeal or a Group Appeal (please delete as appropriate)			
Name of Manager/Supervisor:			
Title of Manager/Supervisor:			
Please indicate the Grounds for Appeal	Please tick		
1. The scheme has been wrongly applied.	<input type="checkbox"/>	You need to complete info in Box 1	
2. The job information provided was not complete.	<input type="checkbox"/>	" " " Box 2	
For Office Use only			
Date Appeal Lodged:		Date Form received in Employee Services	
		Human Resource Manager _____	

1. The Scheme has been wrongly applied.

Why do you believe the scheme has been wrongly applied?
Please provide detailed evidence to support your claim.

Signed:

Date:

2. The job information provided was not complete.

What information is missing?

Why was this not provided during the evaluation process?

Signed:

Date:

**For office use only
Grading Appeals Panel comments and outcome**

Signed: _____ Date: _____ (Chair)	
Signed: _____ (Management Representatives)	Date: _____
Signed: _____ (Trade Union Representatives)	Date: _____

Lancaster City Council Fair Pay Project - Revised Timetable

Activity / Event	Date
Stage 1 appeals completed.	21 st August 2009
Review the Outcome of Stage One Appeal,	7 th September 2009
Evaluate the impact of the outcomes on the proposed pay & Grading Structure	
Commence forma Consultation with recognised Trade Unions	8 September 2009
Present Draft Fair Pay Package to Trade Unions	
Present Proposed Fair Pay Package to Joint Consultative Committee (Part of the ongoing consultation process).	30 September 2009
Briefings to all staff on the Fair Pay Package (Multiple Events at Various Locations).	21 September 2009 to 5 October 2009
Dates, Time & Locations to be agreed with Service Heads.	
The Proposed Fair Pay Package and Pay & Grading Structure presented to Cabinet	6 October 2009
The Proposed Fair Pay Package and Pay & Grading Structure presented to Personnel Committee.	13 October 2009
Formal Offer made to the recognised Trade Unions	16 October 2009
Aim to secure agreement from the recognised Trade Unions	30 November 2009
Notify all staff of Fair Pay Package and How this impacts on them individually	1- 4 December 2009
Commence Stage Two Appeals Process	7 December 2009
Aim to complete all Stage 2 Appeals	31 March 2009
Implementation of Fair Pay Package and New Pay & Grading Structure	1 April 2010
Employees paid on new grade	15 April 2010

CABINET

Update on the Management of Coastal Defences and Flooding

6th October 2009

Report of Report of Corporate Director (Regeneration)

PURPOSE OF REPORT			
<ol style="list-style-type: none"> 1. To update members on the current coastal and flood defence issues and arrangements for grant funding by central government. To endorse that the city council continues to work with all agencies to sustain and improve our coastal and flood defences. 2. To consider the offer of funding for the investigation of flooding at Hest Bank Lane, Slyne. 3. To update members on the revision of the Shoreline Management Plan and the important opportunity to influence the plan during its public consultation. 			
Key Decision	X	Non-Key Decision	Referral from Cabinet Member
Date Included in Forward Plan	22 September 2009		
This report is public			

RECOMMENDATIONS OF COUNCILLOR Jon Barry

- (1) Members are asked to note the revised funding arrangements for coastal and flood defences and endorse that we continue to work with all agencies to sustain and improve our current defences in line with the councils existing budgetary framework and approvals processes.
- (2) Members are asked to accept the funding of £45,000 from the Environment Agency (EA) for the investigation of flooding at Hest Bank Lane, Slyne, and that the General Fund Capital Programme is updated accordingly, subject to there being a nil impact on the Council's resources.
- (3) Members are asked to note the public consultation phase of the revision of the Shoreline Management Plan (SMP2). This gives members the opportunity to participate in the consultation and the chance to influence the outcome of this important plan which will shape the future management of Lancaster's coastline.

1.0 Introduction

1.1 Changes have occurred in the way in which central government is managing the risk of flooding both on the coast and inland. This report outlines the current impact on Lancaster City Council

2.0 Proposal Details

2.1 Coastal defences

The responsibility from central government for strategic overview of coastal erosion has now passed from the Department of Environment, Food and Rural Affairs (DEFRA) to the Environment Agency (EA). The city council has for many years negotiated its capital programme for coastal defences from DEFRA but the administration of grants for coastal defences is now administered by the EA.

The Morecambe Coastal Works Comprehensive Scheme (MCWCS) which started in 1989 has recently been completed by the £13m contract for the construction of the defences at Sandylands and the importation of sand and cobbles along the Morecambe frontage. However there is still a need to continue to manage our flood and coastal defences to protect the properties within our district from the type of devastation caused by the storms that occurred in 1977, 1983 and to a lesser extent in 1990.

The wave reflection wall which preceded the MCWCS commenced construction in the early 1980's and the first phase at the Happy Mount end of the promenade is approaching 30 years of age. The condition of the concrete has caused some concern which resulted in a study into the condition of the wave reflection wall. The study indicated that there has been a chemical reaction within the concrete which has led to some deterioration. Whilst this is not deemed to be critical at the moment it cannot be relied upon as a long term feature of our defences and a program of replacement or refurbishment of this feature will need to be undertaken to maintain the standard of our sea defences in the long term. Whilst a huge investment has been made with primary sea defences in the last twenty years the wave reflection wall is an essential component which provides protection against tidal flooding for thousands of properties in Morecambe.

The EA have granted funds to investigate the options for the refurbishment of the wall which has been allocated for this financial year and are already included in the council's five year capital programme. It is expected that this will produce the justification for a programme of capital schemes to replace this element of our coastal defences. Once this report is available we should be in a position to apply for funding through the EA. Details of the mechanisms for gaining funding are provided later in this report.

2.2 Land drainage

The district also has some known flooding problems which are not as a result of tidal or Main River flooding. Several new initiatives are planned to be implemented by the government, particularly with respect to surface water flooding, as a result of the Pitt Report which recommends changes to the responsibilities of local authorities in these areas of operation. The legislation required for these changes will be contained in the Flood and Water Bill (FWB) which is expected to go to Parliament later this year.

In anticipation of the enactment of the FWB meetings are to take place in the autumn with

Lancashire County Council as the draft bill nominated the upper tier authorities to manage the new responsibilities under the FWB. Recommendations were made in the draft bill that partnerships with district authorities are formed to deliver these new responsibilities. These non coastal flooding issues are often far more complex and more difficult to progress due to the overlapping responsibilities of the different organisations involved. The Council has already carried out similar works at Millhead in Warton, which are nearing completion, and has provided for works at Artle Beck, subject to the EA granting funding and approval to proceed.

As these new initiatives develop there may be some opportunities to apply for grant from the EA when certain criteria are met. As an example the EA has granted the authority £45,000 to investigate the flooding problems at Hest Bank Lane, Slyne as there is a possible coordination with the construction of the M6 link which could give a unique opportunity for a practical and economic solution. This problem has been championed by a residents group in conjunction with the Parish Council, which is maintaining a high profile for this flooding risk.

2.3 Capital Schemes Grant Process with EA

This process requires authorities to submit annual bids for funding with comprehensive financial, technical and environmental information so that a national priority can be determined. In order to assist authorities in gathering the information in the form of a Project Appraisal Report (PAR) funding for studies are available to acquire the information to produce the PAR.

All the projects are nationally assessed on a risk based process and a national Sanctioned List (SL) for each financial year is produced by the Environment Agency. This allocates grant money for the study or capital scheme but is not the final capital approval. Once there has been an allocation in the SL detailed approval has to be obtained via the Environment Agency before money is released.

On schemes up to £50,000 a submission is made to the EA Regional Flood Risk Manager. Between £50k and £2m a submission has to be made to the EA Regional Project Evaluation Board (PAB).

Over £2m a submission is made to the National Review Group (NRG).

For both the PAB and the NRG a representative of the local authority attends the appraisal to answer questions on the submission.

The grant allocation made on these schemes is for 100% of the approved costs and although does not require any match funding by the city council, there could be some ineligible capital costs relating to staff time which the council would have to finance itself and are not currently provided for. This would vary depending on the nature and size of each scheme and funding availability would need to be reviewed on a case by case basis.

As the EA have only recently become responsible for these processes some changes to the operation of these procedures are occurring as the systems become established. If any of these changes are significant a further report to Cabinet may be required

2.4 Shoreline Management Plan

Introduction

The first Shoreline Management Plan (SMP) was put in place in 1999. This document examined the coastline and divided it into management units (MU's) depending on their

geography and character. Each individual MU was then examined to determine the appropriate management regime for that length of coastline. The first generation SMPs were both innovative and a big step forward towards better understanding of our coastline and the need for strategic planning.

Central government have decided that the SMP is now due for review to ensure full account is taken of latest information and challenges, including climate change. The government has clearly stated that the coastline recedes or advances with changes in current, wind and tide and it would be unrealistic to expect to maintain the coastline in all places as it is now. SMP2 is therefore tasked with looking at a range of options and to avoid burdening future generations with the cost of maintaining unsustainable defences.

SMP2 is being promoted and funded nationally by DEFRA to assist in the long term planning of the management of our coastline with the respect to the government public strategy on coastal defences titled "Making Space for Water". The coastal management policies adopted within SMP2 will have a substantial impact on where and how the EA distributes its coastal defence budget for the foreseeable future. The adopted SMP2 along with the Catchment Flood Management Plan's which were published in 2008 will influence future planning policy on coastal and river catchment areas of the district. It is inevitable within these processes that the aspirations of all stakeholders will not be met resulting in some individuals being dissatisfied with the recommended policies.

Members may recall receiving information on the Shoreline Management Plan review (SMP2) previously with an invitation to attend a stakeholder/members forum. This report is to inform members that the public phase of the consultation of the recommended policies for each MU is to commence in October for a period of three months.

The SMP2's are being developed by consultants Halcrow Group Ltd, on behalf of the North West England and North Wales Coastal Group – a partnership between the Environment Agency (EA), Maritime Local Authorities and other interested organisations. It covers the coastline between the Solway Firth and Gt. Ormes Head, known as Cell 11. Blackpool Council is the lead authority responsible for managing the contract, overseen by a Project Management Board comprised representatives of the Local Authorities, the Environment Agency, Natural England, English Heritage and Coastal Group Chairs. The project is funded directly by central government and administered by the EA.

Shoreline management Plan Review Principals

SMP2 will set coastal defence policies for three time 'epochs':

- 0 to 20 years short term
- 20 to 50 years medium term
- 50 to 100 years long term

For each of these time-spans 1 of 4 policies will be chosen for each length of coast:

Advance the line	Build a new defence on the seaward side of the current defence
Hold the line	Maintain the defence on the existing location
No active intervention	Allow the coastline to evolve naturally
Managed re-alignment	Build a new defence landward of the existing and take measures to allow tidal waters on the land in-between

Obviously where the latter two designations are made there is a strong chance of not meeting some stakeholders' aspirations.

SMP Study Area

Cell 11 covers the coastline from Gt. Ormes Head in North Wales to the Solway Firth on the Scottish border. To facilitate project management and encourage local participation, the cell is split into five sub-cells (Table 1). The plans consider estuaries and generally extend to the normal limit of tidal influence.

Table 1.

Sub-cell	Coastline
11a	Gt. Ormes Head to Southport
11b	Southport to Wyre Estuary
11c	Wyre Estuary to Hodbarrow Pt.
11d	Hodbarrow Pt. to St. Bees Head
11e	St. Bees Head to Solway Firth

Progress to date

The development of SMP2 has 6 main stages:

- Scope the SMP
- Assessments to Support Policy Development
- Policy Development
- Public Examination
- Finalise Plan
- Plan Dissemination

The review of all five SMP2s in Cell 11 began in January 2008. Stage 3 – 'Policy Development' is now complete and 'likely preferred policies' over the three time epochs were published in June 2009 and have been amended following consultation with stakeholders and members at events held in June this year.

The preferred policies were derived using a policy scenario approach. This involves testing the consequences of adopting a particular policy for a stretch of coast. It estimates the likely form and predicted position of the shoreline for the three epochs under each policy.

Other assessments include sensitivity testing to highlight any uncertainties of risks which may affect the policy decision (e.g. climate change). Further assessments are underway to ensure the plans conform to other regulatory provisions such as the Habitats Regulations and the Water Framework Directive. The outcomes of each policy have been reviewed to consider which combination of policies represents the best approach to meet objectives throughout the whole coastline.

Communication and Consultation

Several methods are being used to consult a wide and comprehensive range of stakeholders. Stakeholder Forums were held in September 2008, December 2008 and June 2009. These forums were supported by Client Steering Group meetings and requests for public involvement through newspaper advertisements, leaflets and web-based consultation.

A formal 3-month public consultation on the draft policies is scheduled to commence in October 2009. A variety of communication methods will be undertaken to consult on the draft SMP2 document. A communication plan is being drawn up which will include information provided through the following: -

- North West Coastal Group website - www.mycoastline.org
- Presentations to interested groups
- Press releases in local papers
- Further local stake holder workshops

SMP2 Adoption and Approval

Under the strategic overview for the coast, the national SMP2 programme is managed by the EA. Each plan will be reviewed by the EA's SMP2 Quality Review Group to check quality and consistency nationally.

Table 2 shows key dates in the adoption and approval of the programme.

Table 2.

Date	Action
Sept-09	This report to Members to advise of SMP2 process and public consultation
Oct-09 to Dec-09	Public examination of draft SMP2 policies
Jan-10	Report outcomes of consultation to Project Board
Feb-10	Revision of draft policies to account for consultation
March-10	Seek Local Authority adoption of SMP2
Jun-10	Regional Director sign-off

Before the SMP2 is signed-off by the EA Regional Director, approval and adoption will be sought by all participating Local Authorities. Failure of operating authorities to engage with and adopt the SMP2 may jeopardise future capital grant aid funding for flood and coastal defence works and could lead to inappropriate policy options on the management of our coastline.

3.0 Details of Consultation

3.1 Consultation with the Environment Agency on coastal and flooding matters takes place on a regular basis.

3.2 Consultation on the SMP process to date has been carried out with the assistance of the contracted consultant Halcrow and by cooperation between local authorities and various agencies. These include the Environment Agency, Natural England, English Heritage and a large range of identified stakeholders.

4.0 Options and Options Analysis (including risk assessment)

Revised arrangements for coastal and flood defence grants

- 4.1 The council note the EA's revised arrangements for the application for Coastal and flood defence grant funding and endorse that the council continues to work with all relevant agencies to sustain and improve our current defences in line with the councils existing budgetary framework and approvals processes. The grant available is for 100% of approved costs and requires no match funding, although there may be costs to the council relating to staff time, as advised previously in the report.
- 4.2 Not to continue with grant applications for flood and coastal defences. This will diminish the ability for the council to meet the predicted increasing risk from these events.

Grant offer of £45,000 from the EA for the investigation of flooding at Hest Bank Lane, Slyne.

- 4.3 That the grant offer be accepted to investigate a possible solution to the flooding risk.
- 4.4 That the grant offer be rejected which would mean no immediate progress, at minimal cost to the council, will be made on this matter and there could be a loss of confidence in the councils ability to address these issues. In addition, the flooding problems at Hest Bank Lane would still need to be resolved and it is likely that the council would have to provide some financial input.

Shoreline Management Plan

- 4.5 That members note the opportunity to participate in the consultation on the revised Shoreline Management Plan and officers of the council continue to work with the North West Coastal Groups to finalise the proposals for SMP2 and report back on the outcomes of the public consultation relative to the Lancaster coastline.
- 4.6 That the opportunity for members to participate is not taken up and the chance to comment on or influence the final plan would be missed.

5.0 Officer Preferred Option (and comments)

5.1 Revised arrangements for coastal and flood defence grants

The officers preferred option is 4.1 to continue working with all agencies to enhance our coastal and flood defences to the benefits our residents.

5.2 Grant of £45,000 from the EA for the investigation of flooding at Hest Bank Lane

The officer's recommendation is 4.3 to take this opportunity to investigate a possible solution to the flooding risk for residents in the vicinity of Hest Bank Lane.

5.3 Shoreline Management Plan

The officer's recommendation is 4.5 as this is an important step in the future management of our coastline and will be an important factor in the determination of support that the council will receive from central government on coastal defence issues.

6.0 Conclusion

6.1 Coastal defences and flooding will continue to be a high profile issue in Lancaster due to its geographical features. A great deal of work has been carried over the last thirty years' with the construction of capital schemes and monitoring of defences. These actions have greatly improved the districts resilience to flooding. With the current concerns on climate change it is important to continue to be proactive in the management of these issues. The recommended options will continue the positive management of the risks from coastal erosion and flooding.

RELATIONSHIP TO POLICY FRAMEWORK

Policy nos.

- 12. Improve economic prosperity throughout the Lancaster district.
- 18. An improved quality of life for those who live, work in and visit the Lancaster District

CONCLUSION OF IMPACT ASSESSMENT

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

This report raises no implications

FINANCIAL IMPLICATIONS

There are no significant financial implications arising from option 5.1 but if the Council does not note the revised procedures for grant application to the EA, there could be a loss of future external funding.

With respect to option 5.3, the cost of investigation of flooding at Hest Bank Lane, Slyne will be met from the EA grant offer of £45,000. It is estimated that costs for staff capital salaries will be no more than £5,000, of which £1,000 would not be eligible for grant funding, and would need to be financed by the city council. It is anticipated that this could be met from existing provision within the capital programme for capital salaries and so will have no impact on the Council's resources. Alternatively savings could be identified from within existing land drainage revenue budgets. The council's capital programme and, where applicable, revenue budgets would need to be updated to reflect this.

Again, there are no immediate financial implications arising from option 5.5 but, long term, adoption of the SMP2 will be required to gain grant assistance with respect to coastal defence issues and it is in the Council's interests to engage with the consultation process. As for option 5.1, not approving option 5.5 could result in loss of future external grants for the district.

SECTION 151 OFFICER'S COMMENTS	
The section 151 Officer has been consulted and has no further comments to add	
LEGAL IMPLICATIONS	
There are no legal implications directly arising from this report.	
MONITORING OFFICER'S COMMENTS	
Deputy Monitoring Officer has been consulted and has no further comments to add	
BACKGROUND PAPERS None	Contact Officer: Ged McAllister Telephone: 01524 2617 E-mail: gmcallister@lancaster.gov.uk Ref:



**Appointments to Outside Bodies –
Vision Board Working Groups**

6 October 2009

Report of Chief Executive

PURPOSE OF REPORT			
To enable the relevant Cabinet Members to be appointed to the Lancaster and Morecambe Vision Board Working Groups.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>
			Referral from Council
			X
This report is public			

RECOMMENDATIONS

That Cabinet be requested to agree appropriate Portfolio Holder representation on the three Vision Board steering groups of:

- **Place, Culture and Identity**
- **Business and Knowledge Innovation**
- **Connectivity**

1.0 Introduction

1.1 At its meeting on 16 September, Council was advised that the Lancaster and Morecambe Vision Board has recently revisited the structure of the organisation and created three new steering groups, which are:

- Place, Culture and Identity Steering Group
- Business and Knowledge Innovation Steering Group
- Connectivity Steering Group

1.9 Terms of reference for these groups are attached at Appendix A for information.

2.0 Proposal Details

2.1 Council was advised that any work carried out on feasibility of future projects by these Steering Groups would benefit from some member involvement to ensure that any proposals do not fly in the face of the district’s 20-year programme, and, to this effect, it was considered appropriate that the City Council has appropriate representation on them.

2.2 Council agreed to the proposal that representation on the three Steering Groups be added to the Council’s list of appointments to outside bodies and that Cabinet should

be requested to appoint the appropriate portfolio holder to each Group. (Council Minute No. 48 refers.)

- 2.3 It should be noted that in appointing the current Leader to the Vision Board in June 2009, Cabinet also agreed to Councillor Mace being appointed to the Vision Board's Connectivity Steering Group. (Cabinet Minute No. 24 refers.) This was in advance of the formal request for representatives on the Steering Groups and Cabinet is now requested to confirm or amend this appointment.

3.0 Details of Consultation

- 3.1 This matter was raised with the Vision Board at its last meeting on 20 July 2009 by the Leader of the City Council. The Vision Board advised that it would leave the matter to the City Council to decide on the relevant representation.

4.0 Options and Options Analysis (including risk assessment)

4.1 Option 1

That Cabinet appoint the most appropriate portfolio holder to each Steering Group.

4.2 Option 2

That no appointments be made by Cabinet and the issue of City Council representation on the Vision Board steering groups be referred back to Council.

5.0 Officer Preferred Option (and comments)

- 5.1 The officer preferred option is Option 1.

6.0 Conclusion

- 6.1 The past 12 months have seen significant change in the strategic direction for the economic strategy within this district. The Vision Board provided an essential document which has now been adopted and re-configured by the City Council. This document has now been amended to produce a regeneration programme for the district, the delivery of which will be through the LDLSP. The Vision Board have identified that they do not wish to be involved in any of the delivery and, as such, have reassessed their terms of reference. They have advised that they only wish to carry out "visionary" work outside of the programme, and to facilitate this, have established three steering groups. This report identifies whether the City Council wishes to make appropriate representation on these steering groups.

RELATIONSHIP TO POLICY FRAMEWORK

Work produced by the Vision Board will, in time, be channelled through the LDLSP, and the decision as to whether this will amend the existing regeneration programme will be made at the appropriate time.

CONCLUSION OF IMPACT ASSESSMENT

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

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

FINANCIAL IMPLICATIONS

The only financial implications are costs associated with members attending meetings, for example, their transport. This can be absorbed within existing budgets for Member Services.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

There are no legal implications.

MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

Contact Officer: Gillian Noall
Telephone: 01524 582060
E-mail: gnoall@lancaster.gov.uk

Place, Culture and Identity Steering Group

Terms of Reference

Roles and Responsibilities

To refresh, embrace and steer the fulfilment of those elements of the Vision concerned with making the most of our urban areas and natural landscape for tourists and residents alike and for developing the overall image, branding and profile of the district. To explore and assess the feasibility of new ideas, to engage relevant partners and to develop timelines in order to progress projects to help generate wealth in the district. The ultimate purpose of the group is the development of an image and reality of a "happening, contemporary and beautiful place" in which to live, work, operate successful businesses and to visit.

Maximising wealth generating capacity by:

- The development of the quality of the visitor experience
- Maximising the district's arts and cultural events
- Capitalising on the district's built heritage
- The development of a new positioning and brand image for the district

Membership

Vision Board representatives:

Jim Birkett	Joe Sumsion
Janthea Chuck	Ian Steel
John Walden	Lois Willis

To include representatives from:

Tourism teams	Lancaster City Council Regeneration
Museums service	Lancashire County Council Regeneration
Lancaster University	Heritage
University of Cumbria	

Linkages with other local groups:

The Storey
More Music 4 Morecambe
Morecambe Bay and Duddon Regional Park

Meeting frequency: Every 6 weeks



Business and Knowledge Innovation Steering Group

Draft Terms of Reference

Roles and Responsibilities

To refresh, embrace and steer the fulfilment of those elements of the Vision concerned with:

- The support and financing of existing growth businesses
- The retention of existing businesses and the stimulation of new businesses
- The development and support of the specific sectors of creative industries, environmental technologies, alternative energy economy and professional and business services
- The development of a healthy knowledge economy
- The support and further development of environment technology
- The retention of skilled people and graduates

To explore and assess the feasibility of new ideas and to engage relevant partners in order to progress projects.

Maximising the wealth generating capacity of the local business and knowledge environment by:

- Increasing the attractiveness of the district for businesses to start-up, grow up and stay
- Addressing the skills needs of existing and future employers

Membership

Vision Board representatives

Trevor Bargh	Sarah Fishwick
Martyn Butlin	Alison Page
Helen Child	Tony Whiteway

To include representatives from:

Lancaster University	Lancaster Chamber of Commerce
University of Cumbria	Lancashire County Developments Ltd
Business Link	Lancaster City Council

Linkages with other local groups

Chamber of Commerce
Business Link
Major employers

Frequency of meetings: Every 6 weeks

Connectivity Steering Group

Draft Terms of Reference

Roles and Responsibilities

To embrace and steer the fulfilment of those elements of the Vision concerned with connecting people and places, whether this be by a form of transport or by technological means. The ultimate purpose is to ensure that the conditions and infrastructure are in place to enable the district to function efficiently and competitively in order to attract wealth to the district and stimulate the economy.

- To explore and assess the feasibility of new ideas and to engage relevant partners in order to progress projects.
- To maintain a watchful eye on the LSP progression of the Faber Maunsell Transport Study as undertaken by the Vision Board in 2008.
- To lobby for an improvement in local transport solutions.
- To identify and recommend to the Vision Board any other projects and initiatives relating to the transport infrastructure which will benefit the lives of the people of the district and improve the local economy.
- To explore the IT connectivity in the district and make recommendations for improvements which will attract new businesses and jobs to the district, in addition to retaining and supporting current business by making them competitively efficient in their communications.

Specific area of focus:

- The Faber Maunsell Report – Action plan arising from this for delivery by the LSP
- The Broadband Project

Membership

Vision Board representatives:

Nick Gillibrand David Taylor
Roger Mace Stuart Forrest

To include representatives from:

Lancashire County Highways
Lancaster City Forward Planners
Representatives from the IT industry
Representatives from the transport industry (e.g. Port, railways, buses)

Frequency of Meetings: Every 6 weeks

CABINET

**International Youth Games 2010
6 October 2009**

Report of Head of Democratic Services

PURPOSE OF REPORT			
To consider an invitation from the Council's Associate Town, Almere, to participate in the 2010 International Youth Games.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>
		Referral from Officer	<input checked="" type="checkbox"/>
This report is public			

RECOMMENDATIONS OF COUNCILLORS ROGER MACE AND JUNE ASHWORTH

- (1) That the invitation to participate in the 2010 International Youth Games in Almere be accepted, on the basis of:
 - (a) A civic delegation comprising the Mayor and Mayoress (or consort), a Member chosen by ballot and an officer; and
 - (b) A sporting and cultural delegation to be led by the Head of Cultural Services, or his representative in conjunction with local volunteer individual sports leaders, the size of the party to be determined to a maximum of 68 subject to the net cost of travel being contained within a 2010/11 budget allocation of £7,000 and taking into account availability of volunteer leaders and suitable transport.
 - (c) A long term commitment to the Council's participation in the International Youth Games, in particular the hosting of the Games in 2013.
- (2) That this decision be subject to the outcome of the budget for 2010/11, and the associated revenue growth bids for 2010/11 and beyond be taken forward for consideration as part of the Cabinet's budget proposals.

1.0 Introduction

1.1 The International Youth Games originated in the 1970s and since then has been an annual event bringing together a sporting competition of young people ages 14 to 16 from a group of twinned and associate towns celebrating the twinning movement. It is currently held on a four year cycle in Almere, Aalborg, Rendsburg and Lancaster with Vaxjo having also hosted the Games in the same year as Rendsburg on one occasion.

- 1.2 Discussions were held between the participating twin towns in Lancaster in 2005 with a view to rejuvenating the format, widening the scope to include other cultural events such as music, dance or art and also agreeing limits on spending as all towns have been struggling to justify the costs over the past few years.
- 1.3 The City Council were unable to fund the cost of hosting the Games in Lancaster in 2009 however and no event has therefore taken place this year.
- 1.4 Members will recall that as part of the budget exercise for the 3 year period commencing 2009/10 the funding for the International youth Games was cut. However in April 2009, the following notice of motion was submitted to full Council.

'The decision to withdraw funding from the International Youth Games in 2009-10 was taken reluctantly by Cabinet last December, due to the severe constraints then affecting the City Council's budget. This decision was taken at an early stage in the 2009-10 budget process as Lancaster was to have been the host in 2009, and detailed plans needed to be finalised to send to our participating twin Cities.'

'There was no debate or discussion at the Budget Council meeting on 4 March on the decision to withdraw support from the International Youth Games in the years 2010-11 and 2011-12, and Council now affirms its long term commitment to the International Youth Games, and asks Cabinet in the forthcoming budget process to propose restoring funding for the years 2010-11 and 2011-12.'

- 1.5 At the conclusion of a lengthy debate on the matter the following was resolved:

'That Council affirms its long term commitment to the International Youth Games, and asks Cabinet in the forthcoming budget process to propose restoring funding for the years 2010-11 and 2011-12.' (Council Minute 138 (2008/09))

2.0 Proposal Details

- 2.1 An invitation has now been received from Almere to participate in their Games from Sunday 11 July to Friday 16 July 2010. Whilst any decision to allocate funding at this stage will remain subject to confirmation as part of the budget process the City Council must reply to this invitation at an early date (a response has been requested by 1st October) and should the invitation be accepted arrangements will be commenced both in Almere and in this District for teams of young athletes to travel and compete in the Games.
- 2.2 Having cancelled the Games and invitations to other towns for the Lancaster Games scheduled for 2009, it is imperative that that the Council be committed to this decision and honour any obligation made at this stage.
- 2.3 Council should also think carefully about the implications for the future of accepting this invitation and at the same time as considering an allocation of funding for 2010/11, funding for future visits and more importantly to hold the next scheduled Lancaster Games in 2013 also needs to be considered.
- 2.4 The invitation from Almere is for the following:
 - ◆ Up to 50 athletes including Leaders, plus an additional 2 principal leaders to compete in up to 10 different sports.

- ◆ A cultural group of dancers or singers with a maximum of 10 participants and a maximum of 2 leaders.
- ◆ 4 Civic guests to attend from 12 July to 15 July 2010.

2.5 Attendance at previous Games has been organised by the Heads of Cultural and Democratic Services, utilising allocated budgets. In previous years the size of the delegation has been reduced to allow the costs to fall within available budgets but ensuring that Lancaster can be represented at the event.

2.6 In both 2007 and 2008 the invitations received from Aalborg and Rendsburg were accepted, the Head of Cultural Services acted as overall Leader for the sports competitors together with the volunteer leaders from each sport recruited from local sports clubs. The Civic delegation of Mayor, Mayoress, 1 Councillor (selected by ballot) and 1 officer have also attended.

3.0 Details of Consultation

The Head of Cultural Services has been consulted during the preparation of this report and is in agreement with the preferred option. Potential volunteer leaders and sports clubs have not been approached pending the decision of Council but should it be decided to accept the invitation they will be an integral part of the planning process.

4.0 Options

4.1 Option 1 – To accept the invitation to attend the International Youth Games 2010 in Almere in full (as set out in paragraph 2.4 above) and give a commitment to the Council's future participation in the Youth Games, subject to a budget being established.

4.2 Option 2 – To accept the invitation to attend the International Youth Games 2010 in Almere in part (varying the numbers as set out in paragraph 2.5 above) and give a commitment to the Council's future participation in the Youth Games, subject to a budget being established.

4.3 Option 3 – to decline the invitation to attend the International Youth Games 2010 in Almere.

5.0 Officer Preferred Option (and comments)

5.1 In light of the Council's resolution at its meeting in April 2009, officers' preferred option is Option 2 above, although it is for Members to determine the level of participation and the size of the civic delegation. This is governed for the most part by cost.

5.2 Of the potential sports listed by Almere for inclusion in the Games, 8 of those proposed have been supported in the past by groups operating in this district and volunteer leaders may be available to accompany the young people. It is suggested therefore that having accepted the invitation, the final make-up of the group be determined by the willingness of local sports clubs to participate and the availability of volunteer leaders.

5.3 Dance, music and theatre styles can vary and the inclusion of any representatives to take part in these programmes will again be determined by the availability of any suitable groups in the district and a willing volunteer leader.

- 5.4 The cost of travel to and from Almere is difficult to quantify at this stage. Indications at this stage are that flights could be anything from £50 to £250 per person. Buses will also be required to and from the airport at each end, adding approximately £1-2,000 subject to numbers. Ferry crossings are approximately £100 per person. Costs of a coach for a week will need to be added to the ferry cost, including accommodation in Almere for the driver.
- 5.5 In past years a contribution has been sought from each child taking part in the Games towards their travel and other costs of taking part. This was set at £200 in 2007 and 2008 and the suggestion is that this be continued for 2010.
- 5.6 There are also incidental costs of providing a suitable tracksuits with logo, insurance and CRB checking for accompanying adults.
- 5.7 Officers would also advise that an invitation to Almere in 2010 should only be accepted if the Council is prepared to commit (as far as possible) to funding for the future, in particular the hosting of a Games in 2013.
- 5.8 Should Members wish to accept the invitation but keep costs to a minimum, the numbers participating could be reduced and/or the contribution requested from participants could be increased.

6.0 Conclusion

- 6.1 Members have expressed a desire to continue to support twinning connections by maintaining participation in the International Youth Games. Travel costs to the different twin towns vary and the high cost of visiting Aalborg resulted in a smaller party travelling than had previously been the case, the net cost still being £14,617. The size of the party to Rendsburg was also adjusted to ensure costs did not exceed the available budget. In fact low cost fares were obtainable on this occasion keeping the net cost down to £4,150. The visits to Aalborg and Rendsburg were equally successful and demonstrate that restricting numbers to what is affordable will not be detrimental.

RELATIONSHIP TO POLICY FRAMEWORK

The proposal supports the Council's commitment to work in partnership with voluntary organisations and other agencies to improve the quality of people's lives in the District; in particular it seeks to contribute to encouraging children and young people's participation in sports (Priority 2 in the Corporate Plan).

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability etc)

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

FINANCIAL IMPLICATIONS**Option 1**

Accepting the invitation in full will result in a party of 68 travelling to Almere. Costs will vary according to the travel fares available as indicated below:

Travel (highest cost air fare)	£17,000
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£14,000
Income from contributions	- £10,400
Net cost to Council	£20,600

Travel (mid range air fare or ferry)	£6,800
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£14,000
Income from contributions	- £10,400
Net cost to Council	£10,400

Travel (lowest cost air fare)	£3,400
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£14,000
Income from contributions	- £10,400
Net cost to Council	£7,000

Option 2

Accepting the invitation but reducing the numbers will result in lower costs – if this were kept to 45, the costs would be as below:

Travel (highest cost air fare)	£11,250
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£9,000
Income from contributions	- £6,200
Net cost to Council	£14,050

Travel (mid range air fare or ferry)	£4,500
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£9,000
Income from contributions	- £6,200
Net cost to Council	£7,300

Travel (lowest cost air fare)	£2,250
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£9,000
Income from contributions	- £6,200
Net cost to Council	£5,050

Option 3

Declining the invitation has a neutral effect on the budget as no funding has been included at the present time.

Options 1 and 2

From the figures above, Members will see that it would be possible to accept the invitation from Almere and authorise officers to make the necessary arrangements within a set budget adjusting the numbers according to the availability of suitably priced travel fares. An estimate of £200 per person incidental costs has also been included and whilst costs like insurance cannot be varied officers will ensure that costs are kept to a minimum in every way possible.

However in accepting this invitation Members should be prepared to make a commitment to the necessary expenditure in future years, including the additional cost of hosting the games in 2013 as set out below.

2010/11	2011/12	2012/13	2013/14
£7,000 (Almere)	£15,000 (Aalborg)	£5,000 (Rendsburg)	£50,000 (Lancaster)

Having previously deleted the budget for the International Youth Games and the Twinning Budget which supported the civic visit, any decision to accept an invitation to Almere will need to be considered as a growth item for 2010/11 and beyond.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer reiterates her advice given to the April Council meeting.

In the time since Budget Council, there have been no fundamental changes as yet regarding the Council's medium term financial prospects. In short, prospects remain bleak, with major risks and uncertainties attached. During the 2009/10 budget process, the s151 Officer's basic advice was:

With regard to options to produce a budget in line with preferred Council Tax levels, any proposals put forward should be considered alongside the development of priorities and non-priorities, and emphasis should be very much on achieving recurring reductions to the revenue budget.

This advice still stands for the 2010/11 budget. Should Council wish, ultimately, to reinstate future years' support for the Youth Games, then more savings would be needed from other areas.

LEGAL IMPLICATIONS

Legal Services have been consulted and there are no legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has prepared the report.

BACKGROUND PAPERS

Invitation from the Mayor and Twin Town Committee of Almere dated 25th August 2009

Contact Officer: Gillian Noall
Telephone: 01524 582060
E-mail: gnoall@lancaster.gov.uk
Ref. GMN

CABINET

**International Youth Games 2010
6 October 2009**

Report of Head of Democratic Services

PURPOSE OF REPORT			
To consider an invitation from the Council's Associate Town, Almere, to participate in the 2010 International Youth Games.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>
		Referral from Officer	<input checked="" type="checkbox"/>
This report is public			

RECOMMENDATIONS OF COUNCILLORS ROGER MACE AND JUNE ASHWORTH

- (1) That the invitation to participate in the 2010 International Youth Games in Almere be accepted, on the basis of:
- (a) A civic delegation comprising the Mayor and Mayoress (or consort), a Member chosen by ballot (and contributing £200 to costs to match the contribution requested of participating athletes) and an officer; and
 - (b) A sporting and cultural delegation to be led by the Head of Cultural Services, or his representative in conjunction with local volunteer individual sports leaders, the size of the party to be determined to a maximum of 68 subject to the net cost of travel being contained within a 2010/11 budget allocation of £7,000 and taking into account availability of volunteer leaders and suitable transport.
 - (c) A long term commitment to the Council's participation in the International Youth Games, in particular the hosting of the Games in 2013.
- (2) That this decision be subject to the outcome of the budget for 2010/11, and the associated revenue growth bids for 2010/11 and beyond be taken forward for consideration as part of the Cabinet's budget proposals.

1.0 Introduction

- 1.1 The International Youth Games originated in the 1970s and since then has been an annual event bringing together a sporting competition of young people ages 14 to 16 from a group of twinned and associate towns celebrating the twinning movement. It is currently held on a four year cycle in Almere, Aalborg, Rendsburg and Lancaster

with Vaxjo having also hosted the Games in the same year as Rendsburg on one occasion.

- 1.2 Discussions were held between the participating twin towns in Lancaster in 2005 with a view to rejuvenating the format, widening the scope to include other cultural events such as music, dance or art and also agreeing limits on spending as all towns have been struggling to justify the costs over the past few years.
- 1.3 The City Council were unable to fund the cost of hosting the Games in Lancaster in 2009 however and no event has therefore taken place this year.
- 1.4 Members will recall that as part of the budget exercise for the 3 year period commencing 2009/10 the funding for the International youth Games was cut. However in April 2009, the following notice of motion was submitted to full Council.

'The decision to withdraw funding from the International Youth Games in 2009-10 was taken reluctantly by Cabinet last December, due to the severe constraints then affecting the City Council's budget. This decision was taken at an early stage in the 2009-10 budget process as Lancaster was to have been the host in 2009, and detailed plans needed to be finalised to send to our participating twin Cities.'

'There was no debate or discussion at the Budget Council meeting on 4 March on the decision to withdraw support from the International Youth Games in the years 2010-11 and 2011-12, and Council now affirms its long term commitment to the International Youth Games, and asks Cabinet in the forthcoming budget process to propose restoring funding for the years 2010-11 and 2011-12.'

- 1.5 At the conclusion of a lengthy debate on the matter the following was resolved:

'That Council affirms its long term commitment to the International Youth Games, and asks Cabinet in the forthcoming budget process to propose restoring funding for the years 2010-11 and 2011-12.' (Council Minute 138 (2008/09))

2.0 Proposal Details

- 2.1 An invitation has now been received from Almere to participate in their Games from Sunday 11 July to Friday 16 July 2010. Whilst any decision to allocate funding at this stage will remain subject to confirmation as part of the budget process the City Council must reply to this invitation at an early date (a response has been requested by 1st October) and should the invitation be accepted arrangements will be commenced both in Almere and in this District for teams of young athletes to travel and compete in the Games.
- 2.2 Having cancelled the Games and invitations to other towns for the Lancaster Games scheduled for 2009, it is imperative that that the Council be committed to this decision and honour any obligation made at this stage.
- 2.3 Council should also think carefully about the implications for the future of accepting this invitation and at the same time as considering an allocation of funding for 2010/11, funding for future visits and more importantly to hold the next scheduled Lancaster Games in 2013 also needs to be considered.
- 2.4 The invitation from Almere is for the following:

- ◆ Up to 50 athletes including Leaders, plus an additional 2 principal leaders to compete in up to 10 different sports.
- ◆ A cultural group of dancers or singers with a maximum of 10 participants and a maximum of 2 leaders.
- ◆ 4 Civic guests to attend from 12 July to 15 July 2010.

2.5 Attendance at previous Games has been organised by the Heads of Cultural and Democratic Services, utilising allocated budgets. In previous years the size of the delegation has been reduced to allow the costs to fall within available budgets but ensuring that Lancaster can be represented at the event.

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3.0 Details of Consultation

The Head of Cultural Services has been consulted during the preparation of this report and is in agreement with the preferred option. Potential volunteer leaders and sports clubs have not been approached pending the decision of Council but should it be decided to accept the invitation they will be an integral part of the planning process.

4.0 Options

4.1 Option 1 – To accept the invitation to attend the International Youth Games 2010 in Almere in full (as set out in paragraph 2.4 above) and give a commitment to the Council's future participation in the Youth Games, subject to a budget being established.

4.2 Option 2 – To accept the invitation to attend the International Youth Games 2010 in Almere in part (varying the numbers as set out in paragraph 2.5 above) and give a commitment to the Council's future participation in the Youth Games, subject to a budget being established.

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5.1 In light of the Council's resolution at its meeting in April 2009, officers' preferred option is Option 2 above, although it is for Members to determine the level of participation and the size of the civic delegation. This is governed for the most part by cost.

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- 5.5 In past years a contribution has been sought from each child taking part in the Games towards their travel and other costs of taking part. This was set at £200 in 2007 and 2008 and the suggestion is that this be continued for 2010.
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- 5.8 Should Members wish to accept the invitation but keep costs to a minimum, the numbers participating could be reduced and/or the contribution requested from participants could be increased.

6.0 Conclusion

- 6.1 Members have expressed a desire to continue to support twinning connections by maintaining participation in the International Youth Games. Travel costs to the different twin towns vary and the high cost of visiting Aalborg resulted in a smaller party travelling than had previously been the case, the net cost still being £14,617. The size of the party to Rendsburg was also adjusted to ensure costs did not exceed the available budget. In fact low cost fares were obtainable on this occasion keeping the net cost down to £4,150. The visits to Aalborg and Rendsburg were equally successful and demonstrate that restricting numbers to what is affordable will not be detrimental.

RELATIONSHIP TO POLICY FRAMEWORK

The proposal supports the Council's commitment to work in partnership with voluntary organisations and other agencies to improve the quality of people's lives in the District; in particular it seeks to contribute to encouraging children and young people's participation in sports (Priority 2 in the Corporate Plan).

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability etc)**

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

FINANCIAL IMPLICATIONS**Option 1**

Accepting the invitation in full will result in a party of 68 travelling to Almere. Costs will vary according to the travel fares available as indicated below:

Travel (highest cost air fare)	£17,000
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£14,000
Income from contributions	- £10,600
Net cost to Council	£20,400

Travel (mid range air fare or ferry)	£6,800
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£14,000
Income from contributions	- £10,600
Net cost to Council	£10,200

Travel (lowest cost air fare)	£3,400
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£14,000
Income from contributions	- £10,600
Net cost to Council	£6,800

Option 2

Accepting the invitation but reducing the numbers will result in lower costs – if this were kept to 45, the costs would be as below:

Travel (highest cost air fare)	£11,250
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£9,000
Income from contributions	- £6,400
Net cost to Council	£13,850

Travel (mid range air fare or ferry)	£4,500
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£9,000
Income from contributions	- £6,400
Net cost to Council	£7,100

Travel (lowest cost air fare)	£2,250
Incidentals including transfers, insurance, tracksuits/shirts, etc.	£9,000
Income from contributions	- £6,400
Net cost to Council	£4,850

Option 3

Declining the invitation has a neutral effect on the budget as no funding has been included at the present time.

Options 1 and 2

From the figures above, Members will see that it would be possible to accept the invitation from Almere and authorise officers to make the necessary arrangements within a set budget adjusting the numbers according to the availability of suitably priced travel fares. An estimate of £200 per person incidental costs has also been included and whilst costs like insurance cannot be varied officers will ensure that costs are kept to a minimum in every way possible.

However in accepting this invitation Members should be prepared to make a commitment to the necessary expenditure in future years, including the additional cost of hosting the games in 2013 as set out below.

2010/11	2011/12	2012/13	2013/14
£7,000 (Almere)	£15,000 (Aalborg)	£5,000 (Rendsburg)	£50,000 (Lancaster)

Having previously deleted the budget for the International Youth Games and the Twinning Budget which supported the civic visit, any decision to accept an invitation to Almere will need to be considered as a growth item for 2010/11 and beyond.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer reiterates her advice given to the April Council meeting.

In the time since Budget Council, there have been no fundamental changes as yet regarding the Council's medium term financial prospects. In short, prospects remain bleak, with major risks and uncertainties attached. During the 2009/10 budget process, the s151 Officer's basic advice was:

With regard to options to produce a budget in line with preferred Council Tax levels, any proposals put forward should be considered alongside the development of priorities and non-priorities, and emphasis should be very much on achieving recurring reductions to the revenue budget.

This advice still stands for the 2010/11 budget. Should Council wish, ultimately, to reinstate future years' support for the Youth Games, then more savings would be needed from other areas.

LEGAL IMPLICATIONS

Legal Services have been consulted and there are no legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has prepared the report.

BACKGROUND PAPERS

Invitation from the Mayor and Twin Town Committee of Almere dated 25th August 2009

Contact Officer: Gillian Noall
Telephone: 01524 582060
E-mail: gnoall@lancaster.gov.uk
Ref. GMN

CABINET

Community Foundation for Lancashire

6th October 2009

Report of Head of Democratic Services

PURPOSE OF REPORT			
To update Cabinet on the Community Foundation for Lancashire and work in progress to implement the Cabinet's previous decision to bring back into use existing charity funds which currently lie dormant.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>
		Officer Referral	<input checked="" type="checkbox"/>
This report is public			

RECOMMENDATION OF COUNCILLOR MACE

That Cabinet note the work of the Community Foundation of Lancashire in this district and invite a representative to meet the Head of Democratic Services and relevant portfolio holder to outline the work they are doing and ways in which they can assist in ensuring that funds are put to a better use in this district.

1.0 Introduction

- 1.1 At its meeting on 20th January 2009 Cabinet considered options for the use of existing charity and trusts funds for which the Council is responsible but which are currently dormant. This matter had been investigated at the instigation of the Civic Task Group who whilst undertaking a review of the Council's civic functions in 2006 had become aware of a number of charities, bequests and endowments for which the Council was responsible which were lying dormant.
- 1.2 At the time these amounted to a total of approximately £68,000 of charitable funds, although there will by now be additional interest accrued.
- 1.3 Having considered the recommendations of the Council Business Committee, Cabinet resolved:
 - (1) *That Council Business Committee's recommendation to proceed with the proposed amalgamations of Charity Trust Funds and the transfer of funds as set out in paragraphs 1.4 and 1.5 of the report (Option 1) be approved, subject to (2) and (3) below:*
 - (2) *That the funds referred to in 1.5 of the report, relating to current and former educational establishments, be transferred to the relevant Board of Governors for use as prize money for the school without delay.*

- (3) *That the consolidation of the charities to form five charities to be managed by Lancaster City Council, referred to in 1.4 of the report, be deferred until resources are available in Democratic Services to carry out the work required to set up and support the new arrangements.*

1.4 The relevant sections of the original report referred to above are set out in Appendix 1 to this report.

2.0 Proposal

2.1 At the time an alternative option put before Members had been to support the setting up of a Community Foundation for Lancashire (CFL) on which all Lancashire Councils were being consulted and to identify sums of money which could be contributed to this project which would see grant funding to organisations in this District without requiring staff resources for administration once the initial transfer of funds had taken place. Details of the options at that time are set out in paragraph 3 of Appendix 1 to this report for information.

2.2 Since the meeting in January 2009, there has not been sufficient capacity in Democratic Services to commence this piece of work until during the recess over August 2009, when initial enquiries were commenced into the procedure working with the Charity Commission to first of all transfer the sums of money relating to named schools in the district to the relevant board of governors. It is hoped that this can be completed relatively quickly before moving on to the suggested amalgamations. This will inevitably be a long and slow process to be undertaken as time allows and there remains the concern as previously reported over the capacity within Democratic Services to manage this number of Trusts once amalgamated.

2.3 Whilst looking again at this piece of work, a further letter has been received from the Community Foundation for Lancashire, which is now formally established, which outlines some of the progress they have made since the inception and lists the grants made to organisations in this district even without the participation of the City Council.

2.4 A copy of this letter is attached at Appendix 2.

2.5 The Chairman of the Foundation has offered to come to Lancaster to explain further the aims of the charity and ways in which working with them could increase the impact in this area.

2.6 In view of the slow progress in bringing these funds back into use and the likelihood of them remaining dormant for a further period of time, Members may wish to invite the CLF to Lancaster to outline ways in which they could work with officers in Democratic Services to bring these funds back into use for the benefit of the district.

3.0 Options and Options Analysis

3.1 Option 1 – to note the work of the Community Foundation of Lancashire in this district but to continue with the proposed amalgamations and transfer of funds as agreed by Cabinet in January 2009.

It should be noted that this work is not a priority and although included in Democratic Services Business Plan is unlikely to progress quickly. There also remains a concern as to the staffing capacity to manage the new Trusts once established.

3.2 Option 2 – to note the work of the Community Foundation of Lancashire in this district and invite a representative to a future meeting of Cabinet to outline the work they are doing and ways in which they can assist in ensuring that funds are put to a better use in this district.

4.0 Officer Preferred Option

4.1 The officer preferred option is 2 above as this has the potential to take advantage of the expertise of a specialist grant making organisation to bring back into use funds which have lain dormant for many years and on which slow progress is being made using Council resources.

5.0 Conclusion

5.1 Significant funds as a result of bequests had been identified which are currently lying dormant and options have been considered to bring these back into use for the benefit of the District. Cabinet's preferred option has previously been to transfer some readily identifiable education based funds and amalgamate the remainder into a small number of Trusts to be managed by the Council. This report brings to Cabinet's attention the successful operation of the new Community Foundation in Lancashire and suggests that further consideration be given to this option in the light of the slow progress being made in house.

RELATIONSHIP TO POLICY FRAMEWORK
None

FINANCIAL IMPLICATIONS
There are no direct financial implications at this stage as a result of this report.
There are however implications for the level of resources required to manage the funds.
Option 1 will continue to place a significant additional workload on staff in Democratic Services, initially to work with the Charity Commission to set up the new arrangements and on an ongoing basis to manage the Trust Fund, the Management Committee and the allocation of funds. At the present time, there is little capacity within the Service to undertake this without reducing the level of service elsewhere, resulting in the lack of progress as reported.
If the decision as a result of Option 2 is to utilise the Community Foundation to distribute funds locally, some input from Democratic Services will be required initially to identify and transfer the most appropriate funds, but this can be contained within existing resources.

SECTION 151 OFFICER'S COMMENTS
The Section 151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS
There are no direct legal implications at this stage as a result of this report.

MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has drafted the report.

BACKGROUND PAPERS

Letter from Community Foundation Network
dated 28th August 2009

Contact Officer: Gillian Noall

Telephone: 01524 582060

E-mail: gnoall@lancaster.gov.uk

Ref:

Extract from Cabinet Report – 20 January 2009

1.4 In order to bring this money back in to public use the Task Group recommended that these charities be consolidated to form the following five charities to be managed by the Lancaster City Council with the income by a Committee of trustees appointed by the Council, supported by Democratic Services and used for the following purposes:

1.4.1 **William Briggs and Sarah Ann Albright Trust
(Approximately £3390)**

- To purchase/ restore pictures, works of art and objects of local interest at Town Hall, Museum or Art Gallery.

1.4.2 **Enid Smith Trust
(Approximately £5910)**

- Promotion and encouragement of moral and intellectual training of children.

The Task Group believed that this Charity is ideally placed to further the aims and objective of increasing and promoting Citizenship with regard to young people in the district.

1.4.3 **Pyper, Dean, Aitken and Seward Schools Prize and Exhibitions Fund
(Approximately £20,000)**

- Provision of secondary school exhibitions and maintenance allowances.
- Prizes for musical knowledge, Botany, religious knowledge or Geology.
- Musical education of boys and girls within the district.

1.4.4 **Isabella Simpson and Mrs Green Charity
(Approximately £16,300)**

- Support to Widows, Spinsters and the poor.

1.4.5 Additionally, there is a sum of approximately £1,400, known as the **Jane Gardner** bequest for assisting those in the district with Tuberculosis. It was suggested that this be consolidated with the **James Bond and Henry Welch Charity** (managed by Democratic Services), which has similar aims and objectives

1.5 There are several charities and charitable funds that the City Council has relating to current and former education establishments for safekeeping and the Task Group recommended that these be transferred to the relevant Board of Governors for use as prize money for the school.

1.5.1 **Skerton Community High School**

There is approximately £1,426 of money relating to the former Skerton Girls and Boys Schools (now the Skerton Community High School).

1.5.2 **Lancaster and Morecambe College**

There is approximately £3640 of money relating to Lancaster and Morecambe College and its preceding institutions.

1.5.3 Lancaster Girls Grammar School

There is approximately £86 of money relating to the Lancaster Girls Grammar School.

1.5.4 Bowerham County School

There is approximately £139 of money relating to Bowerham County School.

1.5.5 Our Lady's Catholic School

There is approximately £97 of money relating to Our Lady's Catholic School.

1.6 These recommendations were reported to Council on 6th December 2006 when the following resolution was passed:

(a) That the amendments, transfers, proposed objectives and consolidations of charitable funds as set out in the report be agreed, subject to the required approvals being obtained.

(b) That officers be authorised to begin discussions with the Charity Commission, boards of governors and joint trustees.

(c) That this work be included within the Democratic Services Business Plan 2007/08.

(d) That the County Council be requested to consider the transfer of the Bertha Taylor and Agnes Holmes Charitable funds to the relevant Board of Governors for use as prize money for the school.

1.7 It was noted at the time that in order to make the changes set out above there needed to be extensive discussions with various parties including joint trustees and boards of governors and all changes would require agreement and approval by the Charity Commission. This is therefore a substantial piece of work involving officer time in Democratic Services and whilst it was included in Democratic Services Business Plan initially for 2007/08 it has been carried forward into 2008/09.

2.0 Proposal

2.1 Since the initial review by the Civic Task Group and subsequent decisions to progress this piece of work, there have been discussions in the County regarding the setting up of a Community Foundation for Lancashire (CFL). This would be one of a network of community foundations across the UK which use endowment funds to generate income to enable the making of grants for the benefit of local communities. The broad purpose is to help donors collaborate in generating funds that promote and support local voluntary activity through a programme of grant making.

2.2 The proposal is to set up a Lancashire County Fund managed by the Community Foundation for Lancashire allocating grants which will contribute to LAA outcomes – to be kick-started using existing funds which will build up into an endowment fund providing sufficient income for future grant funding in Lancashire.

2.3 The aim is to raise £50m over the next few years and the Foundation is asking for a contribution from each of the District Councils in Lancashire of £6,000 over 3 years (£2k p.a.)

- 2.4 The intention is to protect the geographical interest of each income stream so that where a District Council has channelled resources into the Fund, grant funding would be made available on a proportional basis for that District and in a way determined by the District Council (focusing for example on a particular outcome).
- 2.5 It is proposed that decisions would be made by a Lancashire County Fund Panel comprising representatives of the various partners (including the local authorities and LSP) and of local voluntary and community organisations.
- 2.6 Members may therefore wish to consider the use of some of these inactive charitable funds for this purpose, bringing them back into use for the good of the local community.

3.0 Options and Options Analysis (including risk assessment)

	Option	Advantages	Disadvantages/risks
1	To proceed with the proposed amalgamations of Charity Trust Funds as set out in paragraphs 1.4 and the transfer of funds as set out in 1.5	Retains control over the allocation of funds via a Management Committee of Trustees appointed by the Council	Significant additional workload for staff in Democratic Services, initially to work with the Charity Commission to set up the new arrangements and on an ongoing basis to management the Trust Fund, the Management Committee and the allocation of funds
2	To agree to support the proposed setting up of the CFL and identify sufficient funds from the bequests listed in Appendix A for transfer to the CFL over the next 3 years, holding the remaining sums in abeyance until the operation of the CFL has been evaluated, but with the long term intention of transferring all unused funds to the CFL	Takes advantage of the opportunity to be part of the Lancashire Community Foundation, utilising the expertise available in grant funding Expected to ensure that grant allocations show a demonstrable contribution to LAA outcomes More cost effective than administering the funds 'in-house'	Could be seen as handing over Lancaster District money to the County The Lancashire Community Foundation may fail
3	To agree to support the proposed setting up of the CFL and identify sufficient funds from the bequests listed in Appendix A for transfer to the CFL over the next 3 years and continue with the proposed amalgamations of Charity Trust Funds for the remaining bequests.	Takes advantage of the opportunity to be part of the Lancashire Community Foundation, utilising the expertise available in grant funding Expected to ensure that grant allocations show a demonstrable contribution to LAA outcomes More cost effective than administering the funds 'in-house'	Could be seen as handing over Lancaster District money to the County The Lancashire Community Foundation may fail Work on amalgamations may be wasted if there is a later decision to transfer further funds to the CFL
4	Take no action in respect of any of the funds listed in Appendix A.		Money continues to accumulate and is not used for the benefit of the community



Community
Foundation
for Lancashire

c/o Alliance & Leicester
Bridle Road
GIR OAA

t: 0844 561 9649
e: grants@lancsfoundation.org.uk

Mr Mark Cullinan
Chief Executive
Lancaster City Council
Town Hall
Dalton Square
Lancaster
Lancashire
LA1 1RJ

28 August 2009

COMMUNITY FOUNDATION	
Date received:	4/9/2009
Action:	Copies for HM & GN Seal

Dear Mr Cullinan,

Further to my letter of 26 November 2008, I am writing to up-date you on the activities of the Community Foundation for Lancashire, particularly the local grant-making we have recently undertaken in your area.

The Community Foundation for Lancashire is an independent registered charity that connects the private and public sector with Lancashire's local voluntary and community sector to meet needs within communities and tackle social issues. We offer administrative services for our partners and specialise in supporting grassroots activities via small grants programmes. Our aim is to build strong and sustainable communities within Lancashire that encourage empowerment and inclusion.

Community foundation grant-making has taken place in Lancashire for over four years under the management of the Community Foundation for Merseyside, distributing hundreds of grants during that time. The Community Foundation for Lancashire became a registered charity last year with Lord Shuttleworth as President, an independent Board of Trustees, led by me as Chairman. We receive core funding from a number of local authorities to support the development of the charity. We ensure cost effectiveness by sharing 'back office' resources with the Community Foundation for Merseyside and both community foundations are led by one Chief Executive, Cathy Elliott.

We appointed Glen Lockett as Executive Director in January this year who is based in Blackburn, to engage with new donors and partners, particularly public sector partners to offer and provide cost effective opportunities for public sector community grant-making.

Our work is undertaken via charitable funds set up by donors and partners under our registered charity number and we distribute the funds donated by them against criteria set by them within our very broad charitable aims. Donors and partners work with us to achieve their own community and philanthropic objectives, and we especially work with public sector partners to help them achieve their organisation aims and targets, particularly against Local Area Agreement outcomes.

President: Lord-Lieutenant of Lancashire, Rt. Hon, The Lord Shuttleworth
Patrons: James C. Armfield O.B.E.; The Bishop of Blackburn, The Rt. Rev Nicholas S. Reade;
The Bishop of Lancaster, The Rt. Rev Patrick O'Donoghue; David Lloyd; Lord Patel of Blackburn.

Chairman: Peter Robinson D.L. Chief Executive: Cathy Elliott

Registered as a Company Limited by Guarantee in England and Wales and Wales No: 06363299 Registered Charity Number: 1123229

We currently manage the Office of the Third Sector's Grassroots Small Grants programme which will distribute £1,746,000 by March 2011 into Lancashire to build capacity at the grassroots of communities. We are now managing a growing portfolio of private and public sector funds, and would welcome the opportunity to discuss with you and your colleagues the potential of working together.

We also manage the Lancashire Grassroots Endowment Challenge on behalf of the Office of the Third Sector which offers up to £1.4 million to private sector donors establishing endowment funds with the Community Foundation until March 2011.

In terms of our very latest activities with the public sector, I am pleased to report that the first Council in Lancashire has approved the transfer of their charitable trusts to the Community Foundation with the Charity Commission's backing. We are currently transferring their trust balances to release into community projects within the Council's local area via a grant-making fund held with us and directed by the Council within the spirit of the original trusts.

We would be interested in meeting with other Councils who hold dormant or inactive charitable trusts, not only to help Councils comply with Charity Commission wishes, but importantly to unlock these assets into communities. This work is undertaken under the national banner of the award-winning Boost Initiative led by the Community Foundation for Merseyside, in partnership with the Charity Commission.

We are also about to launch the first of our Lancashire Young Transformers funds with Wyre Council which aims to support young people 'at risk' of becoming involved in crime via community activities, training and education opportunities. This fund will be launched on 25 September and we aim to work with other Councils across Lancashire to increase the impact and profile of Lancashire Young Transformers to support 'at risk' young people and tackle anti-social behaviour in communities. Young Transformers is an emerging national community foundation initiative supported by the Channel 4 Street Weapons Commission and the Home Affairs Select Committee.

Lastly, I am pleased to enclose a list of grants that we have recently distributed in Lancaster to provide further information on the impact we are already having in your local area.

I hope this may encourage you to support our work as outlined in my last letter.

My colleagues and I would be happy to meet with you to explain the aims of the charity and to hopefully explore the ways in which we could potentially work together. Cathy Elliott, our Chief Executive will contact you shortly in the hope of arranging a mutually convenient time to meet.

Yours Sincerely,



Peter F. Robinson. O.B.E. D.L.
Chairman

Grants Awarded in Lancaster



Grassroots

BWCA	£5,000.00	31/10/2008	to cover room hire, staff and materials costs while running music and radio workshops.
Community Learning Network	£3,435.00	10/03/2009	for community social activities.
Friendship Centre	£4,971.00	20/02/2009	for recruitment.
Girlguiding(Morcambe division)	£600.00	10/03/2009	for the training of safe handling of food for Guiders and Young Leaders.
Hindu Society of Lancaster and Morecambe	£4,750.00	10/03/2009	to hold community cohesion events.
John O'Gaunts Allotment Associaion	£5,000.00	31/10/2008	to replace the fencing at the front of the allotments.
Lancaster & Morecambe Bay Chinese Community Association	£4,986.00	10/03/2009	for support in the educational training to the chinese communtiy.
Lancaster and Morecambe Trampoline Club	£1,831.00	31/10/2008	to purchase more safety equipment and to put a number of volunteers through coaching courses.
Lancaster District Recycling Forum	£2,500.00	31/10/2008	to produce a 'sustainable living directory'.
Overton and District Memorial Hall	£400.00	10/03/2009	to provide seat pads for the halls hard plastic chairs.
Red Rose Youth	£4,500.00	31/10/2008	to start a new group of 26 children ages 6 to 16 who are currently on the waiting list.
Silverdale Playgroup	£3,360.00	20/02/2009	to provide a positive learning environment for young children
The Lancaster Woodcraft Folk	£5,000.00	10/03/2009	for your communtiy activities.
West End Impact	£4,600.00	10/03/2009	for refurbishment to the local youth club.
	£50,933.00		

Local Network Fund

16th Morecambe Scout Group	£3,311.00	24/01/2006	to purchase a trailer
33rd Lancaster Scout Group	£1,874.00	29/03/2004	To purchase a trailer
5th Lancaster Cathedral and St Bernadettes Scout Group	£5,650.00	19/06/2006	to pay for central heating, grab rails and installation to cover costs of going camping and the necessary equipment
8th Lancaster Guides	£6,921.00	24/05/2007	equipment to improve playground facilities
Action for Silverdale Children	£7,000.00	19/04/2004	to fund a family skills and activity project
ADHD North West	£6,964.00	19/06/2006	to purchase camping and expedition equipment to enable more members to take part in activities
Beck Rangers	£6,995.00	24/05/2007	more members to take part in activities
Caton Youth and Community Centre	£6,968.00	23/03/2005	to renovate a meeting room at the youth centre
Centurian Scout Headquarters	£6,500.00	01/11/2005	to improve access to the groups building by installing a ramp, and refurbishments of the buildings toilet facilities
Cockerham Pre-School Group	£1,509.95	16/06/2004	To provide a laptop computer and printer
Community Learning Network	£7,000.00	26/03/2007	To run workshops in art, sculpture and costume making, music and dance
Community School Breakfast Club	£1,560.00	01/11/2005	to set up a pre-school breakfast club.
Cop Shop	£4,900.00	19/04/2004	to extend opening hours
Cragbank Under Fives	£2,790.00	17/03/2004	to purchase IT equipment and software to provide introduction to children
Dallas Road Playgroup	£5,021.00	19/04/2004	to run workshops focussing on healthy eating
Eating Disorder Network	£6,994.00	26/07/2007	to run workshops focussing on healthy eating
Folly	£6,500.00	01/11/2005	to develop a series of workshop activities in collaboration with ICDC to coincide with with the National Noise Festival
Friends of Bolton le Sands School	£3,000.00	16/06/2004	to create a community adventure trail in the school grounds
Friends of Greaves Park	£6,750.00	06/11/2006	to purchase new play equipment in a new play area in Greaves Park

Friends of Ridge Primary School	£1,670.00	29/03/2004	to employ a singing teacher and dance group leader for after school activities
Furniture Matters/Pedal Power	£6,917.00	01/11/2005	to deliver 'Get on Your Bike with Pedal Power' initiative pilot project.
Furniture Matters/Pedal Power	£6,978.00	26/07/2007	to run a daily drop in initiative for local young people
Galgate Pre-School	£7,000.00	19/04/2004	to improve and make safe premises
Galgate Pre-School	£7,000.00	31/08/2006	to run an after school club and a holiday club
Garstang Canoe Club	£7,000.00	06/11/2006	to purchase different types of canoes to allow members more opportunities
Global Link	£6,934.00	28/03/2006	to fund a global dimension workshop and activities as a contribution towards, screens, a laptop, scanner and
Halton Pre-school Playgroup	£1,889.00	16/08/2005	printer.
Halton Youth Community Centre	£5,112.00	01/11/2005	to purchase and install a ventilation system.
Halton Youth Community Centre	£7,000.00	10/10/2007	to purchase a portable, collapsable stage to be used by the centre many resident groups.
Havoc	£5,468.00	11/11/2003	To set up Havoc 2 for 12-18 year olds with ADHD
Homestart Morecambe & Lancaster	£7,000.00	16/06/2004	Secure new premises and promote and raise the profile of Home Start
Homestart Morecambe & Lancaster	£3,000.00	06/11/2006	to encourage the groups volunteers and families to take part in activities in Surestart Childrens and Healthy Living Centre
John O Gaunt Rowing Club	£4,895.00	19/06/2006	to purchase various equipment for introductory courses
John O Gaunt Rowing Club	£7,000.00	10/10/2007	to purchase boats and equipment
Kingsway Playgroup and Pre-School	£411.25	29/03/2004	To fund initial building surveying services in respect of access for disabled requirements
Lancashire Youth Concerts	£3,100.00	29/03/2004	Stage a season of concerts in a resort park
Lancaster and District Canoe Club	£6,785.00	26/03/2007	to purchase special equipment for use by children and provide coaching
Lancaster And District Y M C A	£7,000.00	14/01/2004	To pilot a Family Mediation project
Lancaster And District Y M C A	£7,000.00	24/01/2006	to carry out basic required refurbishment and re-equipping of the hostel.
Lancaster Boys Club	£5,822.00	01/11/2005	to set up an IT suite
Lancaster Cricket Club	£5,000.00	26/07/2007	for coaches to attend local schools and work with the teachers to teach cricket, to cover equipment and refreshment costs
Lancaster Morecambe Cricket Development Group(lmcdg)	£5,000.00	01/11/2005	to fund a range of activities for young people including coaching cricket within primary/secondary schools.
Lancaster Young Fire Fighters	£6,300.00	14/01/2004	The group plans to purchase its own range of walking and camping equipment for the young people in the group. The equipment will be used by people participating in the Duke of Edinburgh Award.
Lancaster Young Fire Fighters	£2,108.00	31/05/2005	to fund a camping trip for young people.
Little Dolphins Pre School	£2,900.00	25/11/2004	to fund a pre school group
Lonsdale District Scout Association Young Leader Unit	£672.80	29/03/2004	two residential block courses for young leaders
Lonsdale District Scouts	£3,977.63	29/03/2004	to purchase equipment for the explorer scouts
Lune Valley ABC	£7,000.00	10/10/2007	to cover costs of providing an amateur boxing club.
Marsh Community Centre	£7,000.00	16/08/2005	to provide 'healthy options' in café and run a series of keep fit sessions.
Marsh Community Centre	£3,500.00	26/07/2007	For rent and equipment
Marsh Junior Club	£7,000.00	19/04/2004	to run weekly activity groups
Mawdesley CC	£5,628.00	10/10/2007	to cover costs in upgrading their facilities.
Morecambe & District Junior Anglers	£7,000.00	26/07/2007	to help teach angling and conservation properly
Morecambe Band	£2,113.00	26/07/2007	to purchase 10 new band uniforms
Morecambe Drumline	£7,000.00	26/07/2007	to purchase equipment and uniforms for the group
Morecambe Parish Church Uniformed Groups	£3,642.00	23/03/2005	to pay for a box trailer.

Ncbi Lancashire	£7,000.00	24/01/2006	to fund the salary for a young adult to co-ordinate the project, a fashion show, an exhibition of artefacts and workshops by YELL2
Ncbi Lancashire	£7,000.00	08/09/2004	to fund an anti bullying initiative within two schools
Ncbi Lancashire	£7,000.00	10/10/2007	to fund YELL3, a youth diversity programme.
Nether Kellet Playgroup	£3,537.44	01/02/2005	to appoint qualified staff to extend playgroup opening times to fund activities for what is perceived as the problem youth of the village for ages 11-19 years old
PACT Youth Initiative, Caton	£7,000.00	28/03/2006	to purchase archery equipment and pay for an instructor to train yp, also to purchase a bbq and cover and digital cameras/ camcorders etc.
PACT Youth Initiative, Caton	£7,000.00	10/10/2007	To fund a part time cycle mechanic/trainer who will work with disadvantaged young people
Pedal Power	£6,971.00	29/03/2004	to restore a library of sheet music by scanning and restoring sheets for future use
Red Rose Youth	£2,985.00	28/03/2006	Cost of performing at a number of festivals and competitions
Red Rose Youth	£3,590.00	14/01/2004	competitions
Scotforth Playgroup and Pre-School	£7,000.00	19/04/2004	to improve outside play area
Shirehead & Forton CC	£7,000.00	29/01/2007	to complete construction of a practise facility to provide diversionary activities for young people at risk of offending
Signposts MARC	£4,519.00	31/05/2005	to provide IT equipment and away days for the groups young members
Signposts MARC	£5,950.00	29/01/2007	young members
Skerton Community Association	£4,950.00	31/05/2005	to fund a lantern procession and celebratory event. to cover costs including fencing of an area, and offering young people various activities etc.
Skerton Community Association	£5,500.00	10/10/2007	young people various activities etc.
St Philips Family Centre	£11,669.00	18/03/2004	
Torrisholme Cricket Club	£7,000.00	31/05/2005	to buy sporting equipment. to provide equipment and coaching of cricket to local children
Trimpell Cricket Club	£4,925.00	26/01/2005	children
Trimpell Cricket Club	£7,000.00	26/03/2007	to run coaching sessions and a tournament
Warton Cricket Club	£4,921.21	26/01/2005	to fund one artificial practice wicket
West End Community Centre	£6,000.00	18/03/2004	Summer Community project involving a 2 week workshop/rehearsal leading to 2 or 3 performances to cover costs of increasing the number of children able to attend summer school
Whirlwind Theatre Productions	£6,400.00	16/06/2004	workshop/rehearsal leading to 2 or 3 performances to cover costs of increasing the number of children able to attend summer school
Whirlwind Theatre Productions	£7,000.00	24/05/2007	attend summer school
Willow Lane County Primary School PTA	£3,300.00	29/03/2004	Provide creative arts activities during Artsweek in June
	£434,248.28		

Sports Relief Fund

Lancashire Association of Clubs for Young People	£2,236.00	10/10/2007	to cover various costs of putting together and running a newsletter. To provide activities, to produce flyers.
Lancaster and Morecambe Athletic Club	£4,132.00	24/01/2006	to fund a winter training camp and coaching development and to purchase equipment
Marsh Community Centre	£5,000.00	06/11/2006	to provide a health and gym service for people on a deprived estate
	£11,368.00		

Total Funding £496,549.28



**Land at Aalborg Square, Lancaster
6th October 2009**

Report of Corporate Director (Regeneration)

PURPOSE OF REPORT			
To update Cabinet on the potential disposal of land at Aalborg Square, Lancaster, to facilitate an extension of the courts building.			
Key Decision	X	Non-Key Decision	Referral from Cabinet Member
Date Included in Forward Plan		October 2009	
This report is public			

1.0 Introduction

1.1 At the meeting of Cabinet on 23rd June 2009, Cabinet resolved:

(1) That the Council approves the principle of the disposal of land at Aalborg Square, Lancaster, subject to a further report which should clearly show the alternative option of building at the rear of the magistrate’s court.

(2) That the District Valuer be appointed to determine the valuation of the site in accordance with the Council’s Disposal Strategy, and the Consent.

2.0 Proposal Details

2.1 Discussions have taken place with the council’s Planning officers concerning the alternative option of building at the rear of the magistrate’s court.

2.2 They are of the opinion that whilst it is appreciated that there is a desire to retain the green space at the front of the magistrates court and develop the rear of the site there are problems with this approach.

2.3 The site available for development at the rear is smaller than the Square at the front of the building. This would require a taller block to provide the accommodation the Crown Courts require. This taller block would be unacceptable in terms of the impact on the setting of the grade II* listed Town Hall and the grade II listed former Fire Station. The taller building would also be in close proximity to and would adversely affect the Round House and the Aalborg Place residential sites.

- 2.4 In such circumstances, development at the rear of the court building would not be possible and therefore the proposals for the front of the building were suggested.
- 2.5 The Courts Service are also of the view that a building on the front of the site is an opportunity to improve the function and appearance of the existing open space and improve the appearance of the existing Magistrates Court by the construction of a modern new extension.
- 2.6 On the basis that it is the view of officers that recommending that planning permission for development to the rear of the courts building would not be possible, the District Valuer should be asked for his valuation of the Aalborg Square site.
- 2.7 If cabinet is satisfied with development taking place in Aalborg Square, it is suggested that final approval of the District Valuer's valuation and associated terms be delegated to the portfolio holder.

3.0 Details of Consultation

- 3.1 For the purposes of this report, consultation has only taken place with Planning officers.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 Option 1 is to approve the principle of disposal of the land at Aalborg Square to the Courts Service for the extension of the courts building that would facilitate the vacation of that part of Lancaster Castle currently occupied by the court as referred to in the previous report. In this option the powers granted under the General Disposal Consent could be utilised which may not result in the full value of the site being received by the Council but the economic benefits of the Courts Service vacating the Castle are considered to balance this loss. It is because of this that the District Valuer is recommended to undertake a valuation that would accord with the requirements of the General Disposal Consent and the requirements of the special purchaser provisions in the Council's Disposal Strategy and an instruction for this valuation has been given. In disposing of the land there would be a loss of an open space in Lancaster along with a minimal reduction of maintenance responsibilities.
- 4.2 Option 2 is not to consider the disposal of the land at Aalborg Square. This would result in the Council retaining the land which is an open space. However, the opportunity to obtain the benefits of vacating that part of Lancaster Castle currently occupied by the Courts would be lost.

5.0 Officer Preferred Option (and comments)

- 5.1 The preferred option is option 1 because this allows the retention of the Courts facilities in Lancaster along with releasing the tourism potential of that part of the Castle currently occupied by the Courts.

Objective 1 of the Council's Corporate Plan identifies a need to work in partnership to ensure a strategic approach to economic development and regeneration. The disposal of the land at Aalborg square for an extension of the Courts would help to meet this objective. Lancaster and Morecambe Regeneration Vision-transformational projects-Lancaster Castle identifies the relocation of the courts as a priority.

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

There is no initial impact arising from this report, but should development ultimately take place, there would be a reduction in green space within the city. Any development that does take place would need to be in accordance with current regulations regarding sustainability issues.

FINANCIAL IMPLICATIONS

The Council's capital receipts schedule does not include for the disposal of the land at Aalborg Square – the sale would be an opportunity disposal and the capital receipt would be an addition to the Council's budget. The appointment of the District Valuer would enable a determination of the amount of undervalue to be known in accordance with the General Disposal Consent and in accordance with the Council's approved Disposal Strategy, with a further report made for final approval once the valuation is confirmed. Any minor implications for the revenue budget regarding maintenance would also be confirmed then, as appropriate.

In terms of the use of any additional capital receipt arising, it should be noted that under the Council's Capital Investment Strategy, such monies cannot be used to support new spending or take on new commitments. This is to help manage the capital risks that the Council currently faces (Luneside, Icelandic Investments, achieving planned land sales, etc). During the next budget and planning round there will be the opportunity to revisit the Strategy, however, to take account of unexpected developments such as this and their potential impact on investment priorities – as well as any changes in the Council's financial outlook.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has been consulted and has no further comments to add.

LEGAL IMPLICATIONS

Members are reminded that the Consent referred to in the body of the report means that specific consent from the Secretary of State is not required for the disposal of any interest in land at less than best consideration which the Council considers will help it to secure the promotion or improvement of the economic, social or environmental well being of its area. Specific consent is only required if the undervalue exceeds £2,000,000 (two millions pounds).

In determining whether or not to dispose of land for less than the best consideration reasonably obtainable, and whether or not any specific proposal to take such action falls within the terms of the Consent, the Council should ensure that it complies with normal and

prudent commercial practices, including the obtaining the view of a professionally qualified valuer as to the likely amount of the undervalue.

The preferred option complies with such requirements if the Council is satisfied that the “well being” criteria have been satisfied.

There are no legal implications in respect of option 2.

MONITORING OFFICER’S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Previous cabinet report and minutes

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E-mail: gcox@lancaster.gov.uk
Ref: N/A

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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