



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **COUNCIL MEETING**

**Wednesday, 17 July 2013**  
**2.00 p.m.**  
**Morecambe Town Hall**

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





Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 17 July 2013 commencing at 2.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 12<sup>th</sup> June, 2013 (previously circulated).

3. **DECLARATIONS OF INTEREST**

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

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

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

6. **QUESTIONS FROM THE PUBLIC UNDER COUNCIL PROCEDURE RULE 12**

To receive questions in accordance with the provisions of Council Procedure Rules 12.1 and 12.3 which require members of the public to give at least 3 days' notice in writing of questions to a Member of Cabinet or Committee Chairman.

7. **PETITIONS AND ADDRESSES**

To receive an address from Stuart Langhorn regarding the licensing of dog boarding in the Lancaster District, notification of which has been received by the Chief Executive in accordance with the Council's Constitution.

The address will be heard in silence and referred to the relevant Committee for consideration.

8. **LEADER'S REPORT** (Pages 1 - 3)

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

**REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY**

9. **CONSTITUTION - MEMBERS' QUESTIONS ON NOTICE AT COUNCIL MEETINGS**  
(Pages 4 - 6)

To consider the recommendations of Council Business Committee from its meeting on 27<sup>th</sup> June 2013.

10. **MEMBER CHAMPIONS - ROLE AND REMIT** (Pages 7 - 14)

To consider the recommendations of Council Business Committee from its meeting on 27<sup>th</sup> July 2013.

11. **RECORDING OF COUNCIL MEETINGS** (Pages 15 - 25)

To consider the recommendations of Council Business Committee from its meeting on 27<sup>th</sup> July 2013.

**MOTIONS ON NOTICE**

12. **MOTION ON NOTICE - LOCAL GOVERNMENT FINANCE** (Pages 26 - 39)

To consider the following Motion submitted by Councillors Tim Hamilton-Cox, Jon Barry and Dave Brookes ;

"This Council notes that the coalition government is making disproportionate cuts to funding of local government, and calls on it to reverse this policy.

This Council advocates that Britain should join the 11 European countries that have pledged to introduce a transaction tax on all financial exchanges, including shares, bonds and derivatives, in the process targeting those who precipitated the financial crisis and going some way to paying off the national debt.

It should be part of a wider programme that proceeds with the urgent reform of the banks, separating the high-street and investment arms, a crackdown on high-earners' and corporate tax avoidance, and proper regulation of the markets.

Further, the revenue raised should be used, among other things, to reverse cuts in funding to local government.

Council resolves to ask the Chief Executive to write to the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government informing them of council's resolution."

An officer briefing note is attached.

## **OTHER BUSINESS**

13. **CORPORATE PLAN 2013-14 - REVISED VISION** (Pages 40 - 42)

To consider the report of the Chief Executive.

14. **APPOINTMENTS TO OUTSIDE BODIES - LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY COMMITTEE** (Pages 43 - 44)

To consider the report of the Head of Governance.

15. **QUESTIONS UNDER COUNCIL PROCEDURE RULE 13.2**

To receive questions in accordance with the provisions of Council Procedure Rules 13.2 and 13.4 which require a Member to give at least 3 working days notice, in writing, of the question to the Chief Executive.

16. **MINUTES OF CABINET** (Pages 45 - 55)

To receive the Minutes of Meeting of Cabinet held on 25<sup>th</sup> June, 2013.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Tuesday, 9<sup>th</sup> July, 2013.



## Leader's Report

17 July 2013

### Report of the Leader of the Council

PURPOSE OF REPORT
To present the Leader's report to Council.
This report is public.

#### RECOMMENDATIONS

To receive the report of the Leader of Council.

#### REPORT

##### 1.0 Cabinet

Information on Cabinet matters is provided in the minutes from the Cabinet meeting held on 25 June 2013, later in this agenda.

##### 2.0 Decisions required to be taken urgently

As required by Access to Information Procedure Rule 17 and Part 1 Section 7 (5.1) of the Constitution, set out below is detail of a decision taken under the Urgent Business Procedure.

##### 2.1 Terms of Reference for the Canal Corridor North Cabinet Liaison Group

An urgent decision was taken on 11 June 2013. The reason for urgency was that the constitution stipulates that the terms of reference needed to be approved by Cabinet before the liaison group could meet and it was scheduled to meet on 19 June, prior to the scheduled Cabinet meeting on 25 June 2013.

Details of the decision are as follows:

**(1) That Cabinet agree to the Terms of Reference for the Canal Corridor North Cabinet Liaison Group.**

*That a Cabinet Liaison Group be created to consider the emerging development proposals for the Canal Corridor site*

*The purpose of the Liaison Group is to provide a forum prior to the submission of a planning application where:*

- information on the detailed studies undertaken, and the evidence base created to support the development proposals can be shared as they become available;*
- details of the form, design and uses within the proposed development can be shared as they develop and without prejudice feedback given*
- the group can advise the appropriate Cabinet Member(s) on how to take proper account of how best to use the City Council's landownership interests to ensure that the most appropriate regeneration solution for the land is secured within the framework of the development agreement.*

**3.0 Leader's Comments**

One of the issues at Cabinet in June was the decision on the Market Square centrepiece or plinth. A briefing for councillors was held on the 17 June. Unfortunately only nine councillors were able to attend. The display showed various ideas and themes to decorate the plinth and also examples of suitable materials and councillors were asked whether it should be in two pieces or one whole. A smaller group from Cabinet suggested a "Timeline" theme based on Lancaster's history and that it should not be divided. They also agreed that the edges should be made of granite with the surface made of stone. The quotation from Richard II was to be carved on the top and that an artist is to come back with drawings. Cabinet agreed that a sub-committee of Cabinet will chose the design. The Lancashire Rose will be carved in the centre surrounding the hole to take the Christmas tree. Attractive lighting will be included. We hope that it will be an attractive centrepiece of high quality in keeping with our historic square.

On Wednesday, 19 June a Canal Corridor Liaison Group, made up of councillors from all parties, met with representatives of the British Land Project Team. Their architect presented his ideas for the site. He was particularly concerned that we should protect our heritage and our significant buildings and views. He stressed permeability and connectivity and city centre integration.

Canal side options were discussed including a park, leisure and residential options. He wanted strong pedestrian and vehicle connectivity both across the site and into the centre with an interceptor car park and adequate servicing arrangements. 700 people have been involved in the consultation over a six month period.

The representatives were questioned by members and when they left the meeting members' views were sought. This is the first stage of the process focussing on

the Council's role as landholder and community leader and will be part of the process leading up to a possible planning application in the Spring of 2014.

I am very pleased to announce that Williamson Park is an excellent visitor attraction – and that's official. The park has scored highly on a recent inspection visit through the Visitor Attraction Quality Assurance Scheme (VAQAS) run by Visit England and merits the accolade of "excellent standard of quality experience" and can continue to proudly display the 'red rose' quality badge. They also commented on their real determination to upgrade and enhance the overall visitor offer. Congratulations to all our staff in the park.

We are soon to host the Youth Games and I sincerely hope that Councillors will come along to support and enjoy them. The games produce such goodwill and some lasting memories and friendships for those taking part. We are very grateful to all our sponsors and for the hard work of those who are organising the events.

On Friday 28 June the MP for Lancaster, Eric Ollerenshaw, came to see us to discuss a range of local concerns. These meetings are most useful and they allow an exchange of information about ongoing projects and updates on progress, giving both the Council and the MP a chance to exchange information and to ask for advice and help.

#### **4.0 Other Matters**

Cabinet minutes are attached at the end of this agenda.

#### **5.0 Key Decisions**

The following Key Decisions were taken by Cabinet on 25 June 2013.

- (1) Lancaster Square Routes
- (2) Brand Engagement Update
- (3) Update on the Homelessness Change Programme

No Officer Delegated (Key) Decisions were taken by the Chief Executive during this period.

#### **BACKGROUND PAPERS**

Cabinet agenda and minutes of the meetings held on 25 June 2013.



**COUNCIL****Constitution – Members’ Questions on Notice at Council Meetings****17 July 2013****Referral from Council Business Committee****PURPOSE OF REPORT**

To consider a request from Council Business Committee to amend the rules regarding Members’ questions on notice at Council.

**This report is public**

**RECOMMENDATIONS**

- (1) That Council considers the recommendation of Council Business Committee to include a right of appeal to the Mayor for any Member whose question on notice is rejected by the Chief Executive on the grounds that it does not relate to the powers or duties of the Council or affect the district.
- (2) That, should Council agree to include the right of appeal, the Monitoring Officer be requested to make the necessary changes to the Council Procedure Rules in the Constitution.

**1.0 Introduction**

- 1.1 On 27 June 2013, Council Business Committee considered a report about an issue which had been raised by a Member regarding Council Procedure Rules 13.2-13.4 in Part 4, Section 1 of the Constitution. These are the rules which set out the matters which are acceptable for questions and the requirements for giving notice and they are reproduced below.

*13.2 Questions on Notice at Council*

*Subject to Rule 13.4, a Member of the Council may ask:*

- *the Chairman*
- *a Member of the Cabinet*
- *the Chairman of any Committee or Overview and Scrutiny Committee or Budget and Performance Panel*

*a question on any matter in relation to which the Council has powers or duties or which affects the District. The asking of the question must take no longer than two minutes and questions shall be limited to two questions per Council Member.*

### 13.3 Questions on Notice at Committees and Overview and Scrutiny

*Subject to Rule 13.4, a Member of a Committee or Overview and Scrutiny meeting may ask the Chairman of it a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that Committee or Overview and Scrutiny meeting.*

### 13.4. Notice of Questions

*A Member may only ask a question under Rule 13.2 or 13.3 if either:*

- (a) they have given at least 3 days notice in writing or by electronic mail (from a known or recognised source) of the question to the Chief Executive; or*
- (b) the question relates to urgent matters, they have the consent of the Chairman to whom the question is to be put and the content of the question is given in writing or by electronic mail (from a known or recognised source) to the Chief Executive by 12 noon on the day of the meeting or one hour before the commencement of the meeting, whichever is the earlier.*

1.2 The Councillor who raised the issue had concerns about the rules and expressed the view that because

- i. questions have to be submitted to the Chief Executive in advance; and
- ii. questions are required to be relevant to the Council's powers or duties or affect the District

the Chief Executive is required to make a decision on the relevance of each particular question. He may have to 'reject' a Member's question on the grounds that it does not fit the criteria in the Council's Constitution. The Councillor concerned did not feel it was proper for an officer of the Council to make this judgement.

## **2.0 Proposal**

2.1 After consideration of the matter, Council Business Committee agreed that a filter of some description was desirable to ensure that time was not taken up at Council meetings by questions that had no relevance and that the wording of "any matter in relation to which the Council has powers or duties or which affects the District" should remain.

- 2.2 Members should note that questions are seldom rejected by the Chief Executive. Although Democratic Services do not keep records of 'rejected' questions, the Democratic Services Manager can only recall one question being refused in the last two years.
- 2.3 Committee Members felt, however, that if a Member did have his or her question rejected by the Chief Executive, he or she should have the right of appeal to a Member and that the appropriate Member should be the Mayor, as Chairman of the Council meeting. The Mayor would apply the same relevance test in making the decision. The Committee therefore resolved:

*The Committee recommends that the Council Procedure rules be amended to allow any member whose question on notice to Council has been refused by the Chief Executive, on the grounds that it did not satisfy procedure rule 13.4 (b), the right of appeal to the Mayor.*

### 3.0 Conclusion

- 3.1 Council is asked to consider the request to introduce a right of appeal to the Mayor for Members who wish to ask a question at Council which the Chief Executive has ruled does not affect the District and is not relevant to any matter relating to the Council's powers or duties.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Health and Safety, Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None identified.	
<b>LEGAL IMPLICATIONS</b> There are no legal implications as a result of this report.	
<b>FINANCIAL IMPLICATIONS</b> There are no financial implications as a result of this report.	
<b>OTHER RESOURCE IMPLICATIONS</b> <b>Human Resources:</b> None. <b>Information Services:</b> None. <b>Property:</b> None. <b>Open Spaces:</b> None.	
<b>SECTION 151 OFFICER'S COMMENTS</b> The Section 151 Officer has been consulted and has no further comments.	
<b>MONITORING OFFICER'S COMMENTS</b> The Monitoring Officer has been consulted and has no further comments.	
<b>BACKGROUND PAPERS</b> None	<b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524582057 <b>E-mail:</b> dchambers@lancaster.gov.uk <b>Ref:</b>

## **COUNCIL**

### **Member Champions - Role and Remit**

**17 July 2013**

#### **Referral from Council Business Committee**

##### **PURPOSE OF REPORT**

To approve formal arrangements for Council appointed Champions for inclusion in the Council's Constitution.

**This report is public**

##### **RECOMMENDATIONS**

- (1) That the attached documents be added to the Council's Constitution as Section 5 of Part 6 (Appointments and Designations - Member Champions).
- (2) That Council confirms that the appointment of Member Champions be made at each Annual Council meeting and that this item be included in the business for Annual Council shown in Council procedure rule 1.1 (Part 4, Section 1 of the Constitution).
- (3) That Council approves a generic role definition for Member Champions (as attached at Appendix 2) and confirms that Member Champion appointments be open to non-Cabinet Members only.
- (4) To note that Council Business Committee has requested that the Independent Remuneration Panel (IRP) consider amending the Members' Allowances Scheme to permit reasonable travel and subsistence claims to be made to Member Champions in carrying out their roles.

##### **1.0 Introduction**

1.1 The Council currently has three Member Champions representing

- Older People
- Children and Young People
- Veterans.

##### **2.0 Formalising the role**

2.1 The three roles have arisen either from recommendations from overview and

scrutiny or from motions to Council over the course of the last eighteen months and, because they have not originated in the same way, there has been no formal role or remit adopted. This has led to a lack of consistency, with one of the roles only open to non-Cabinet Members only, whilst two of the roles are open to all Councillors.

- 2.2 On 27 June, Council Business Committee considered a protocol and model role definition for the working arrangements of Member Champions for possible inclusion in the Council's Constitution. Both documents were adapted from the North West Member Champions' *Guidance and Advice* and are appended to this report.
- 2.3 The protocol (Appendix 1) sets out a framework within which Member Champions might work effectively. The model role definition sets out the requirements of the role. Taken together, these documents will ensure that Champions, other Members, officers and community interests understand the role, its parameters and where the Champion fits into the Council's structure and leadership arrangements. The Committee recommends the protocol and role definition to Council for inclusion in the Constitution.
- 2.4 The appointment of Champions has been dealt with every year at the Annual Council meeting and Council is also asked to formalise those arrangements in the Constitution.

## **8.0 Conclusion**

- 8.1 The formal designation of Member Champions will offer a number of benefits to the Council. It will assist the Council in meeting a wide range of policy targets and objectives and facilitate proper consideration of the championed issue in various Council meetings and other activities. It will improve relations with external stakeholder groups and provide a two way link with supporting organisations and the wider community. Council is therefore asked to approve the attached documents for inclusion in the Constitution.

<b>CONCLUSION OF IMPACT ASSESSMENT</b>
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<b>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>
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The Council's Member Champions work effectively to promote social inclusion and equalities for Older People, Children and Young People and Veterans.
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<b>LEGAL IMPLICATIONS</b>
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There is no legal obligation to appoint Member Champions.
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<b>FINANCIAL IMPLICATIONS</b>
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Travelling expenses paid to Member Champions in pursuit of their role are not currently an approved duty and payment has been at the discretion of the Head of Governance. Council Business Committee has requested that the matter be referred to the IRP to consider formalising this as an approved duty which will have some cost implications, but it is expected this can be contained within existing budgets.
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Any additional Member development requirements required to support Members in carrying out the role of Champions will need to be accommodated within the Member Development Budget and support to the Champions will be provided within existing staffing levels in
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Democratic Services.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:** None.

**Information Services:** None.

**Property:** None.

**Open Spaces:** None.

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None

**Contact Officer:** Debbie Chambers  
**Telephone:** 01524582057  
**E-mail:** dchambers@lancaster.gov.uk  
**Ref:**

**MEMBER CHAMPIONS  
A Model Protocol**

Member Champions have evolved in this Council as a result of Initiatives taken by this Council in wishing to focus on member activity on certain aspects of the Council's business and functions. The role and remit is set out below and a generic job description is appended.

**THE APPOINTMENT AND ROLE OF A MEMBER CHAMPION**

1. A Champion is a non-executive councillor appointed by the Council to provide a focus on a specific area of the Council's business or where a community group needs to ensure it is given due regard in relation to the activities of the Council and of its partners in local governance.
2. Member Champion must not be Members of the Council's Cabinet.
3. The Council will identify interests to be championed and will appoint named Councillors to champion a specific interest at its Annual Meeting or during the year for the rest of the municipal year and thereafter appointed for each municipal year at Annual Council.
4. Champions may be re-appointed and there is no limit to their term of office.
5. Within the context of the interest being championed, and as part of their overall and individual community leadership responsibilities, a Champion will:
  - Work with Members and Officers within the Council to maintain efficient, effective and relevant services and policies.
  - Exert influence on relevant external partners and bodies in their decision-making and planning.
  - Act as a catalyst for change and improvement.
6. By appointing a member as a Champion, the Council is empowering that member to act in that capacity. It follows, therefore, that the Council should put in place such arrangements as it thinks appropriate to support the Champion in that capacity.

**THE PARAMETERS OF THE CHAMPION ROLE**

7. The above role is set in the context of the specific interest or theme. The following parameters apply to the role:
  - All Champions must act reasonably in the role.
  - All Champions must recognise and work effectively within the political management and working arrangements agreed by the Council.

8. A Champion

- Is effectively given authority by the Council to take all reasonable actions judged by the member as being necessary to perform the role of Champion.
- Cannot commit the Council in any way that is contrary to established policy, budget and practice, but may confirm a Council position, as stated in published policy.
- Cannot make decisions that bind the Council.
- Is a recognised media contact on matters relating to the interest being championed, but is expected to keep the relevant Cabinet Member and/or Chairman informed of such contact.
- Is entitled to have access to information held by the Council relating to the interest being championed and access to a reasonable amount of officer time to discuss that information.
- The Champion's programme of activities should reflect the Council's overall priorities, but the Champion may include such aspects as seem to him/her to be relevant for immediate attention, as long as overall priorities are not directly prejudiced by those aspects.

**SUPPORT FOR CHAMPIONS IN THEIR ROLE**

9. Taking all the above into account, the Council will:

- Take steps to promote understanding within the Council of the role of a Member Champion and describe how it relates to other member level functions.
- Promote similar understanding among its working partners, external bodies and the local community.
- Arrange for a support officer in the Democratic Support team be designated to support the Council's Champions. This support will be for the functionality of the role – administration and research - not the professional input.
- Ensure that the professional lead officer(s) relating to each championed interest are aware of the Champion roles that affect them and the rights of Champions to access/discuss information about the service.
- Require each Champion to report annually to the Council about their programme of activity and how they have contributed to the achievement of the Council's overall priorities and to report to the Overview and Scrutiny Committee, as and when required, upon any issues arising.
- Put in place appropriate skills development opportunities for Champions within the Council's Member Development function.



- Keep under review the relevance of the role of member Champions in the context of the Council's Scheme of Member Allowances and to make a request to the Independent Remuneration Panel to consider this at such time in the future, should it be felt to be appropriate.

### **INTERNAL WORKING RELATIONSHIPS**

10. The Champion will:

- Liaise regularly with Cabinet members whose portfolios are relevant to the role (for some generic interests this will be all or many of them).
- Monitor the notice of key decisions and seek information from the relevant officers and Cabinet members about forthcoming business and exert influence on behalf of the interest.
- Monitor Overview and Scrutiny work plans and activity and seek information and offer views on relevant review subjects and exert influence on behalf of the interest.
- Take advice from the appointed lead functional officer and the relevant lead professional officer(s).
- Seek to place appropriate items on relevant Council meeting agendas.
- Keep other councillors up to date with activities within the interest.
- Generally promote the interest.

11. Cabinet members will:

- Acknowledge the right of Champions to be consulted on matters relating to their interest.
- Ensure there is appropriate engagement or consultation with Champions in the formulation of policy and other Executive matters and that any views are contained in the information provided to decision-makers.
- Consider inviting the relevant Champion to represent the Council at any relevant conference/seminar on the subject matter of the interest on the basis that the Champion will report back to the Cabinet member.
- Take full account of any views offered by Champions prior to any Cabinet taking decisions on matters within the interest, and demonstrate this in the record of the decision.

12. Overview and Scrutiny members will:

- Acknowledge the right of Champions to be consulted and to participate in discussion on matters relating to their interest.
- Ensure there is appropriate engagement or consultation with Champions in the formulation of policy and in service review activity.

- Ensure Champions are specifically invited to be contributors to any reviews that have a direct bearing on the interest (recognising the right of a Champion to attend as an observer at any such session).
  - Ensure that opportunity is provided for Champions to contribute to, or comment on, the work programme of the relevant Overview and Scrutiny body.
13. Officers will:
- Ensure there is appropriate engagement or consultation with relevant Champions where the issue clearly relates to the interest.
  - Co-operate fully with Champions in enabling them to perform their functions and to discuss directly with Champions and Cabinet members where proposed actions might prejudice Council or other priorities.

### **EXTERNAL WORKING ARRANGEMENTS**

14. The Champion:
- Will need to acknowledge that there is no statutory authority for the member Champion role.
  - Will need to recognise that the Council does have some legal powers with regard to the scrutiny of external bodies and other working relationships with outside bodies arising from legal provisions.
  - Will monitor and work closely with partner bodies in the field of the interest being championed.
  - Will communicate on behalf of the interest group and the Council to outside bodies.
  - May be the Council's representative on certain relevant external bodies.
  - Will identify the most relevant community bodies whose work is associated with the interest and foster good working relationships with those groups.
  - Will take steps to promote within the wider community the specific issues on which the Champion is to focus and to provide opportunities for local engagement – involving Cabinet and Overview and Scrutiny Lead Members, as appropriate.

## **MEMBER CHAMPION**

The principal purpose of the Member Champion role is to:

1. Promote the interest within the Council, having regard to the Council's overall corporate and service priorities.
2. Take a particular interest in the needs and wishes of any client group relevant to the interest being championed.
3. Ensure that decision-makers within the Council and externally are aware of issues and opportunities related to the interest.
4. Contribute to the continuous improvement of services and functions related to the interest and be a catalyst for change.
5. Ensure good practice within the authority relating to the interest is shared and that examples of good practice elsewhere are brought to the attention of members and officers.
6. Keep up to date with all relevant matters connected with the interest.

The primary functional responsibilities are as follows:

1. Engage with relevant local and national bodies and communities of place, culture and interest, to promote the interest, attending meetings as necessary.
2. Monitor the work programmes of the Cabinet and Overview and Scrutiny Committees in order to work proactively with lead members to advise, identify, challenge and exert influence.
3. Ensure all members of the Council, in particular Cabinet members, Overview and Scrutiny chairmen and the Council's officers are made aware of the needs, issues and support available relating to the interest.
4. Seek appropriate opportunities to promote the interest further with members and officers through seminars, other awareness raising events and personal attendance at meetings.
5. Liaise with relevant partner bodies on matters relating to the interest, and seek opportunities for direct participation in issues being considered, when appropriate.
6. Undertake personal development and training to ensure effective performance in the role of Member Champion.
7. Present an Annual Report to the Council on the work achieved during the previous reporting period and priorities identified for the future.
8. Report to the Overview and Scrutiny Committee as required.



## Recording of Council Meetings

17 July 2013

### Referral from Council Business Committee

#### PURPOSE OF REPORT

To consider a request from Council Business Committee to trial audio taping of meetings for the use of Members and officers only, not for the public.

**This report is public**

#### RECOMMENDATIONS

(1) **That Council considers the request from Council Business Committee set out in this report.**

#### 1.0 Introduction

1.1 Members will recall debating the following motion, which was submitted to the 13 May 2013 Council meeting:-

"That Council adds digital recording equipment to the new system of microphones in the Council Chamber and makes recordings of council meetings publicly available on the Council's website."

1.2 Clear support was expressed for making recordings of meetings available for the public and Council resolved to ask Council Business Committee to consider this matter and also to consider "the costs and practicalities of webcasting Council meetings as soon as possible."

1.3 The matter was referred to the next meeting of the Council Business Committee, held on 27 June 2013. The report, which set out three options with estimated costs, is attached for information.

1.4 The Committee discussed the options and made a proposal, set out below, to make recordings available to Members and officers only, not the public.

#### 2.0 Proposal

2.1 Council Business Committee felt that it would not be appropriate to recommend webcasting at this point, given the costs involved and the need for the Council to find savings to balance its budget in future years.

2.2 Regarding audio taping of meetings, the Committee noted that, since the Council meeting, further research had been done by Democratic Services to find local authorities who made audio files of public meetings available to the public. The Royal Borough of Kingston upon Thames Council and Tendring District Council both provide audio files of meetings for the public to listen to.

At both authorities Councillors share one microphone between two, rather than one between three as is the case in Morecambe Council Chamber. To upgrade the system in Morecambe Council Chamber to one microphone between two would require the purchase of nine additional microphone units and two charging blocks at a total estimated cost of £6,800.

2.3 Members of the Committee discussed the possibility of providing a low cost solution, without the purchase of additional microphones, simply to provide Members and officers with access to an audio tape of Council meetings, should they wish to refer to it. This would be a trial with equipment costs of approximately £500 and the tapes would not be made available for the public on the Council's website.

2.4 The Committee resolved:

"Recognising support for the recent motion in council in a recorded vote, this committee requests that speakers in council meetings declare their names before speaking, always use a microphone and that sound recordings be prepared on an experimental basis and made available to members and officers on request, prior to further consideration of the subject in budget discussions for 2014/15."

### **3.0 Options**

3.1 Council is asked to consider the Committee's request. The support shown in the recorded vote at the Council meeting on 13 May 2013 was for a motion to make recordings available for the public and Council is asked to consider this new request for recording equipment to be purchased and officer time to be spent on making and maintaining a library of audio files of Council meetings solely for the use of Members and officers.

3.2 It should be noted that, if audio recording equipment is purchased, it could only be used with the microphone system installed in Morecambe Council Chamber. It would not be possible to transport the microphone and taping system to other Council meeting rooms to record Committee meetings because there is a fixed unit in the Chamber that is required to operate the system. A basic installation which would allow officers to record sound from the existing microphones would cost in the region of £500.

3.3 A further point to note would be whether or not the Council wishes to record the debate on confidential or exempt items for which the press and public are excluded. If recordings of these discussions exist, they would be subject to freedom of information requests in the same way as written information held by the Council. The Council may be required to disclose the content, depending on the public interest test.

3.4 The requests of the Committee regarding speakers declaring their names before speaking and also using a microphone could be dealt with by introducing two new Council Procedure Rules to the Constitution, to apply to meetings of the full Council only.

3.5 The written minutes of the meeting would still be the formal record of the decisions taken.

### **4.0 Staffing considerations**

4.1 If audio recording equipment were purchased, the operation of the equipment at meetings and the storage of and access to the audio files after the meetings would have staffing implications for Democratic Services.

4.2 At meetings of the full Council the Officer who assists the Democratic Services Manager would be able to operate the recording device. This would

be sited in the fixed box at the back of the Chamber.

4.3 It is anticipated that the files would be stored on computer equipment in Democratic Services offices and access could be arranged by appointment for Members to listen to the files in a meeting room at Lancaster Town Hall. Access and storage arrangements would need to be very strictly controlled if the decision was taken to include recordings of discussions in private on confidential or exempt items.

4.4 It should be noted that Councillors would not be able to ask for particular extracts from meetings or debates, as Democratic Services do not have the staffing resources to search through hours of audio files for segments of discussion. The full audio file of a meeting would be provided to Members to listen to. If, during the trial it is apparent that Members would like Democratic Services to search and locate debates on the recordings, support to Members could be reviewed and reduced in some other area to accommodate this new service.

**5.0 Conclusion**

5.1 Council is asked to consider the requests made by the Council Business Committee regarding the recording of council meetings.

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

None directly arising from this report.

**LEGAL IMPLICATIONS**

As referred to in the report at 3.3. Under the Freedom of Information Act, to withhold information under most exemptions in the Act, the Council must show not only that the information is exempt but also that the public interest in keeping it confidential outweighs the public interest in disclosure. This means that exempt information may have to be disclosed on public interest grounds.

**FINANCIAL IMPLICATIONS**

The estimate for installing a basic recording system suitable for use with the existing microphones in the Council chamber is approximately £500 and can be met from savings within the Members Democratic Representation budget in 2013/14. It isn't possible to predict how much staff time would be taken up operating the equipment and storing files, etc, but the staffing element could be monitored and costed during the trial.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:** None

**ICT:** There may be storage implications dependent on size of the audio files; this would need assessing during the pilot. If recordings were made including recordings of discussions in private on confidential or exempt items then there would be officer time involved in ensuring that such recordings were stored securely and destroyed in line with any agreed retention arrangements.

**Property:** None

**Open Spaces:** None

**SECTION 151 OFFICER'S COMMENTS**

Attention is drawn to the s151 Officer's comments on the attached report, including those on VFM and the need for cost/benefit analysis. There appears to be a fundamental change in this latest proposal, in that the recording of meetings on an experimental basis would be solely for Member and Officer purposes, rather than for the public. Whilst the direct costs of this latest proposal are clear, there would also be Officer time involved and furthermore, given that meetings are already minuted, it is unclear what benefits, if any, the proposal would bring. Council is advised to consider these points in its decision-making.

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None

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**Ref:**

## **COUNCIL BUSINESS COMMITTEE**

### **Recording of Council Meetings**

**27 June 2013**

### **Referral from Council**

#### **PURPOSE OF REPORT**

To consider a request from the Council for this Committee to consider making recordings of council meetings publicly available on the Council web site.

**This report is public**

#### **RECOMMENDATION**

- (1) That the Committee consider the information in this report regarding audio taping and webcasting of Council meetings.
- (2) That, if the Committee is minded to take forward Options 2 or 3 or 4 in this report, that detailed costings be considered during the next budget and planning process for 2014/15.

#### **1.0 Background**

- 1.1 The Council Chamber at Morecambe Town Hall has recently been fitted with a new microphone system which has been used successfully for meetings held on 17 April and 13 May 2013.
- 1.2 Following the introduction of the microphones, a motion was considered by Council on 13 May to consider adding digital recording equipment to make recordings of council meetings publicly available on the Council's website. Council resolved to ask this Committee to consider this matter and to also consider "the costs and practicalities of webcasting Council meetings as soon as possible."
- 1.3 This report sets out the likely costs and practicalities of both options for Committee Members to consider.

#### **2.0 Proposal**

- 2.1 A briefing note which accompanied the motion to Council set out some background information about audio taping of meetings. To tape the meetings would incur costs for the additional equipment and its installation as well as ongoing staffing costs for operating the equipment at meetings and for editing, uploading and maintaining access to the files on the Council's website. The likely costs are discussed in 2.3 below.
- 2.2 The briefing note also set out current practice amongst other local authorities in Lancashire for comparative purposes. None of the eleven authorities who responded record their meetings as audio files for the public to listen to. Four of



the authorities webcast their meetings. The reason why meetings are webcast and not audio taped is because it is difficult, sometimes impossible, for the listener to know who is speaking on an audio tape without the visual clues. If audio taping were to be put in place, Members may need to consider adding a Council Procedure Rule for audio taped meetings which requires each speaker to state their name each time they start to speak for the benefit of those listening to a digital recording.

- 2.3 Since the briefing note was prepared for Council, the Democratic Services Manager has researched further and found two local authorities who make audio files available for the public on their website. The Royal Borough of Kingston upon Thames and Tendring District Council. The ratio of microphones to Councillors to successfully record the meetings is one per Councillor, or one between two. Currently, the City Council has one microphone between three Councillors so this would need upgrading. This means that, in addition to the equipment and installation costs quoted in the briefing note as being in the region of £500, nine additional microphone units and two charging blocks would need to be purchased. The microphones are £600 per unit and the charging blocks are £450 each, making a total cost of approximately £6,800.
- 2.3 The equipment, installation and ongoing costs for webcasting meetings to a sufficiently high standard are considerable. An established provider of webcast services to local authorities has provided an estimate of around £15,000 per annum which would include a total package comprising:
- leased hardware (including maintenance and upgrades)
  - software licence
  - full project & account management
  - helpdesk support (including live monitoring of every council meeting)
  - full hosting of all content

An exact figure could only be given if a site survey was undertaken. Examples of the standard of broadcasts can be viewed on the Lancashire County Council and Leicester City Council websites.

Whilst it would be possible to provide a webcast solution at a cheaper cost, the quality would be poor and unlikely to meet public expectations of new technology. The system could, for example, be limited to one camera at a fixed point in the room but this would still make it difficult to identify speakers and they would not be identified with a subtitle, as they are in high standard webcasts. A cheaper system would also limit the number of people who could view it at any one time (from 1-2 people to around 15 maximum) and the resolution of the picture would be weak. Initial outlay on a system such as this would be a minimum of £5,000 and further investment on improving the ratio of microphones to Councillors would probably be necessary. However, the quality would not be comparable with the webcast solution used by Lancashire or Leicester Councils.

- 2.4 Any confidential or exempt items discussed could not, of course, be recorded by any method and made available to the public. The recording equipment would need to be stopped and restarted again or editing would need to take place before the files could be made available.
- 2.5 In addition, any recording system could only be used for full council meetings and other meetings in the Council Chamber at Morecambe Town Hall. The equipment would not be transportable to use for Committee meetings in other rooms at

Morecambe Town Hall or at Lancaster Town Hall. Whilst there are portable webcast and portable camera solutions available, these would be costlier.

### **3.0 New Government Guidance**

3.1 Government guidance for the public was issued this month by the Department for Communities and Local Government "Your council's cabinet – going to its meetings, seeing how it works". The document complements the meetings regulations brought in last September (the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This guidance makes it clear that councils should allow members of the public to film council proceedings if they want to and that councils should provide reasonable facilities for any member of the public to report on meetings using, for example, blogs, twitter, facebook and YouTube.

3.2 It is clear from the regulations and guidance that the Government's emphasis is on the Council assisting the public themselves to become more actively involved in commenting on and broadcasting the decision making process, rather than insisting that Councils should all move towards webcasting their own meetings.

### **4.0 Costs/Benefits**

4.1 The issue of recording of meetings was raised by a motion to Council worded:

"That Council adds digital recording equipment to the new system of microphones in the Council Chamber and makes recordings of council meetings publicly available on the Council's website."

The motion did not specify the reasons for providing this new discretionary service to the public to support the purchase of new equipment and other costs involved. Debate on the motion centred around the perceived benefits to the public to allow them to feel more engaged in local politics and the motion was passed including a friendly amendment for this Committee to also consider webcasting.

4.2 Members should note that Democratic Services have not received any requests from the public to access recordings of meetings and have no evidence to support any demand for listening to recordings of meetings or to watch webcasts of meetings. Viewing figures for webcast council meetings are typically quite low and officers would recommend more research be carried out to determine the number of 'hits' that other authorities receive for their webcasts to help assess any possible benefit which might offset the cost. Kingston Council measures the usage to see how many 'hits' each audio taped meeting receives. They advise that the Council meetings are seldom listened to, the Planning Committee files are the ones which receive most interest.

4.3 Members are also advised that there are many other, low cost, ways to engage the public with the local decision-making process, including making it easier for the public to record and film meetings, and the Committee may wish officers to bring a report presenting some of these options to a future meeting.

### **5.0 Options and Options Analysis (including risk assessment)**

5.1 There are a number of options for the Committee to consider overleaf.

	<b>Option 1:</b> Not to tape Council meetings	<b>Option 2:</b> To purchase audio recording equipment and make recordings available on the Council's website. Equipment cost approximately £6,800 (for consideration as part of the budget).	<b>Option 3:</b> To purchase a low cost, low quality, webcast solution. Equipment cost approximately £5,000 (for consideration as part of the budget).	<b>Option 4:</b> To pay an annual fee for webcasting equipment and service in the region of £15K per annum (for consideration as part of the budget).
Advantages	<p>Saves the cost of purchasing additional equipment and officer time in maintaining and uploading the library of files for the website.</p> <p>Would not inhibit any Members who did not feel confident about their contributions being recorded 'verbatim'. (This was a concern expressed during debate at Council).</p> <p>Would not lead to any confusion about the decisions made at meetings. These are recorded in the minutes and would be difficult to find amongst long debates on audio tape or webcast.</p> <p>Would not lead to any confusion about who said what – audio taping would be difficult to follow unless each speaker gave their name before starting to speak.</p>	<p>Members of the public who would like to attend council meetings but can't make daytime meetings could listen to the debate at their convenience.</p>	<p>Low cost.</p>	<p>Members of the public who would like to attend council meetings but can't make daytime meetings could watch the debate at their convenience.</p> <p>The content is hosted on the provider's site and maintained by them. It would be accessed easily from a link on the Council's website.</p> <p>Speakers name is shown in a subtitle on the webcast so it is clear who is speaking.</p>

Disadvantages	Members of the public who would like to attend council meetings but can't make daytime meetings would have no way of listening to the debate at their convenience.	<p>Costs of purchasing additional equipment and officer time in maintaining and uploading a library of files for the website.</p> <p>The public will not know who is speaking unless Members give their names each time they talk, which may inhibit lively debate.</p> <p>May be confusing if the public are listening to hear decisions as an audio recording does not have clearly set out decisions, unlike minutes.</p> <p>Members will have to use a microphone at all times to make their contribution heard on the digital recording.</p>	<p>Cost of purchasing additional equipment and officer time in maintaining and uploading a library of files for the website.</p> <p>Quality issues. Unlikely to meet public expectations of a local authority 'webcast' when compared with other authorities.</p> <p>Difficult for the public to know who is speaking because the name of the Councillor wouldn't be subtitled.</p>	High costs year after year.
Risks	None identified.	<p>Risk that Members may feel inhibited during debate because their opinions will be recorded 'verbatim'.</p> <p>Demand for this service is unproven and other councils offering this service report low usage by the public. Without a robust analysis of the benefits, there is a risk that the expenditure would not be justified.</p>	<p>As Option 2 and</p> <p>That the Council appears unprofessional because the webcasts are unavailable due to the number of users viewing, or the picture quality is very poor.</p>	As Option 2 and

**5.0 Conclusion**

- 5.1 Members are asked to consider the information in this report, in particular whether the costs of providing a new service at a point where the Council is faced with having to make major budget and resource savings in future years is outweighed by public demand to listen to, or watch, meetings of the council.

<p><b>RELATIONSHIP TO POLICY FRAMEWORK</b></p> <p>None.</p>
<p><b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health and Safety, Equality and Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b></p> <p>Webcasting meetings allows a section of the public who cannot get to day time meetings because, for example, they work during the day or are care-givers, to view a meeting they cannot see in person. However, it excludes those people who do not have access to the Internet.</p>
<p><b>LEGAL IMPLICATIONS</b></p> <p>There are no legal implications as a result of this report.</p>
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>The financial implications are set out in the report but are only estimates ranging from one off costs of £5,000 to £15,000 per annum. Should the Committee wish to pursue option 2 or 3 or 4, more detailed costings would be needed in order to be able to inform the budget setting process in 2014/15.</p>
<p><b>OTHER RESOURCE IMPLICATIONS</b></p> <p><b>Human Resources:</b></p> <p>Officer time would be required to operate, maintain, edit, upload the files for options 2, 3 and 4.</p> <p><b>Information Services:</b></p> <p>Limited ICT staff resources would be required in respect of options 2 or 4 with regard to planning and implementation of a system. It is anticipated that for the low cost solution, option 3, ICT staff resources would be required for longer ongoing support.</p> <p>It is assumed that none of the audio/video files would be stored on the council's network storage facility; if this is not the case then there would be cost implications because such files, particularly video ones, can be very large.</p> <p><b>Property:</b> None.</p> <p><b>Open Spaces:</b> None.</p>

**SECTION 151 OFFICER'S COMMENTS**

If Members are minded to put forward any of the options 2, 3 or 4 for consideration as part of the budget, then in order to demonstrate value for money to the taxpayer there should be a reasonable case that the investment is expected to provide worthwhile benefits, informed by the needs of potential users.

Based on information available to date, there is no such case presented. The s151 Officer cannot see, therefore, a reasonable basis on which to support such investment at this time.

The need to be clear about expected benefits, as well as costs, is crucial for any referral into the next budget and planning process. Cost/benefit analysis should inform prioritisation of budget proposals, in context of what is affordable.

This is especially important given the expectation that the Council will have to reduce the overall range and quality of services it currently provides, in order to balance its budget. Based on its financial outlook, at present the Council simply cannot afford to introduce new or enhanced discretionary services. This will not change until the Council has developed, approved and started to implement ideas for saving money.

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

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**Notice of Motion – Council 17 July 2013**

*“This council notes that the coalition government is making disproportionate cuts to funding of local government, and calls on it to reverse this policy.*

*This council advocates that Britain should join the 11 European countries that have pledged to introduce a transaction tax on all financial exchanges, including shares, bonds and derivatives, in the process targeting those who precipitated the financial crisis and going some way to paying off the national debt.*

*It should be part of a wider programme that proceeds with the urgent reform of the banks, separating the high-street and investment arms, a crackdown on high-earners’ and corporate tax avoidance, and proper regulation of the markets.*

*Further, the revenue raised should be used, among other things, to reverse cuts in funding to local government.*

*Council resolves to ask the chief executive to write to the chancellor of the exchequer and the secretary of state for communities and local government informing them of council’s resolution.”*

To be moved by Councillor Hamilton-Cox

Seconded by Councillor Jon Barry and Councillor Dave Brookes

**Officer Briefing Note**

The motion covers a wide range of matters at a national / international level and it is impractical to cover all the topics mentioned in detail. To assist Council in their debate, more information on various key issues is provided below.

It is impossible to give any indication of how the issues raised in the motion could impact on the City Council’s district.

**Government Spending Review**

The executive summary from the Government’s Spending Review and the Local Government Association (LGA)’s on the day general briefing are attached as background.

Nationally, the headline funding reduction for councils in 2015/16 is 10%, on top of a 33% reduction since 2010. Government’s decisions on how funding reductions should be spread will have been influenced by its priorities, and the extent to which it considers the relevant departments and sectors (such as Local Government) are able to, and should be able to, manage the funding reductions.

**Financial Transaction Tax**

The European Union financial transaction tax (EU FTT) is a proposal made by the European Commission to introduce a financial transaction tax within a number of states of the European Union by 1 January 2014. The original proposal was for an EU-wide FTT but this was dropped in June 2012, as there was insufficient support. There are still 11 countries

requesting to participate in the proposal and they are: Austria, Belgium, Estonia, France, Germany, Greece, Italy, Portugal, Slovakia, Slovenia and Spain.

The tax would impact on financial transactions between financial institutions charging 0.1% against the exchange of shares and bonds and 0.01% across derivative contracts, if just one of the financial institutions resides in a member state of the EU. This proposal has still to be agreed in detail by all 11 countries.

An update on the European Union website last month stated that implementation would be delayed, but could still enter into force towards the middle of 2014 provided that agreement is found before the end of 2013, and there is a speedy transposition into national law by participating member states.

In April this year, the UK Government launched a legal challenge to the European Union proposal for an EUFTT. The Treasury said it was “not against the principle” of a global FTT, however it would not participate in a tax which applied only to countries in the EU.

For more information, Members may wish to refer to the European Commissions website:

[http://ec.europa.eu/taxation\\_customs/taxation/other\\_taxes/financial\\_sector/](http://ec.europa.eu/taxation_customs/taxation/other_taxes/financial_sector/)

### **Reform of Banking**

On 14 June the Government published a White Paper setting out proposals to fundamentally reform the structure of banking in the UK. The White Paper, which details how Government will implement the recommendations of the Independent Commission on Banking, offers further detail on plans to separate retail and investment banking through a “ring-fence” and increase competition in the banking sector. It sets out proposals aimed at making banks more resilient, as well as making them simpler to resolve in the event of failure.

The Government’s policy position and plans regarding banking reform can be reached through the following link:

<https://www.gov.uk/government/policies/creating-stronger-and-safer-banks>

### **Section 151 Officer comments:**

The s151 Officer has contributed to the briefing note and she has no further comments.

### **Monitoring Officer comments:**

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



## Executive Summary

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The Spending Round is the next stage in the Government's plan to move Britain from rescue to recovery. In 2010, the Government inherited the largest deficit since the Second World War and one pound in every four that the Government spent was borrowed. Thanks to the tough choices taken since then, progress is already being made: the economy is growing, more than a million new jobs have been created by British businesses, and the amount the Government has to borrow each year – the deficit – is down by one third.

The Government's economic plan has three parts: keeping mortgage rates low for families and fixing the banks to support investment in business; dealing with the country's debts to maintain confidence in the UK's ability to pay its way; and long-term economic reform to back aspiration and equip Britain to win the global race. The Spending Round sets out how the Government will continue to reduce the deficit by taking difficult decisions to cut public spending and prioritise investment in infrastructure to deliver a stronger economy and fairer society.

The Government has proved that there does not have to be a choice between excellent public services and public services that the UK can afford. Because spending reductions since 2010 have been accompanied by reforms to how services are delivered, crime is at its lowest level in 30 years, school standards have risen and employment is at record levels.

### Spending Round 2013

The Spending Round provides an opportunity to make new choices about how to prioritise spending over the rest of the Parliament in line with the Government's economic plan.

The Government will reduce current spending by £11.5 billion in 2015-16, allowing it to increase capital spending plans by £3 billion a year from 2015-16 and by £18 billion over the next Parliament. This will boost investment in infrastructure to support economic growth at the same time as ensuring a sustained reduction in the deficit. Without the £3.6 billion savings from the welfare budget in 2015-16 that were announced at Autumn Statement 2012, reductions in departmental spending would have been commensurately higher. The Government will protect spending on health, schools and overseas development – maintaining the vital public services that everyone relies on at home, and supporting the poorest overseas.

The Spending Round sets out a series of investment decisions and reforms that demonstrate how the Government is prioritising growth, transforming public service delivery, controlling welfare spending, driving out efficiency savings and ensuring fairness in its plans for spending in 2015-16.

### Growth

The Government is prioritising spending on long-term infrastructure projects and other programmes that will promote economic growth. The Spending Round:

- sets out a long-term plan for capital investment to 2020 and beyond, and capital spending allocations for all departments for 2015-16. Details will be announced in *Investing in*

*Britain's Future* of how over £100 billion of infrastructure investment will be allocated over the next Parliament;

- invests £9.5 billion in the UK's transport network in 2015-16;
- maintains resource funding for science in cash terms at £4.6 billion in 2015-16, increases capital funding in real terms from £0.6 billion in 2012-13 to £1.1 billion in 2015-16, and sets a long-term capital budget for science in the next Parliament growing in line with inflation to 2020-21;
- provides funding for up to 180 new Free Schools, 20 Studio Schools and 20 University Technical Colleges a year, supporting the next stage of schools reform to increase choice for parents and equip young people with the skills they need to succeed; and
- strengthens trade and investment links with China. The Government will develop proposals with the private sector to establish business centres in the fastest growing cities as a base for small and medium-sized exporters, and will support small businesses to access the Chinese market through e-commerce.

## Public service reform

Building on the announcements made in Spending Review 2010, the Spending Round sets out how the Government will continue its ambitious programme of public service transformation.

One of the best ways to maintain the quality of services while reducing the cost to the taxpayer is for the Government to encourage and help public services in a local area to work more closely together to cut out duplication and invest in reducing demand for costly services. The Spending Round announces that the Government will:

- put £3.8 billion into a pooled budget for health and social care services to work more closely together in local areas, in order to deliver better services to older and disabled people, keeping them out of hospital and avoiding long hospital stays; and £200 million for local authorities from the NHS in 2014-15 to ensure change can start immediately through investment in new systems and ways of working;
- invest £200 million to extend the Troubled Families programme and change the way that local authorities, health, education and criminal justice services work with a further 400,000 vulnerable families. These families have multiple problems which create issues for their community and have a high cost to the public sector. The programme aims to tackle problems before they need costly intervention; and
- create an innovation fund of up to £50 million for police forces to work jointly with each other and with local authorities on new and more efficient ways to prevent crime and ensure people feel safe.

Since 2010, the Government has improved the delivery and operation of all major public services. The Spending Round builds on this achievement, with new changes to how services are funded and delivered. The Government will:

- launch an action plan to make the criminal justice system work together more effectively, creating a fully integrated system based around a common digital platform from police station to courtroom, ensuring that victims and witnesses get the efficient and user friendly system they deserve;
- speed up the resolution of cases where the defendant is likely to plead guilty and transfer motoring offences to special traffic courts to free up court time for more serious cases;

- make £335 million available to local authorities in 2015-16 so that they can prepare for reforms to the system of social care funding, including the introduction of a cap on care costs from April 2016 and a universal offer of deferred payment agreements from April 2015. This will mean that no-one will face unlimited care costs and no-one will be forced to sell their home in their lifetime to pay for residential care;
- consult on how best to introduce a fair national funding formula for schools in 2015-16 – supporting schools reform and taking a vital step towards fixing the historic and unfair differences in funding between schools in different local authorities. In future, the amount of funding a school receives will be based on a fair and rational assessment of the needs of its pupils – including how many are deprived;
- create a £1 billion Conflict, Stability and Security Fund, pooling new and existing resources across government to prevent conflict and tackle threats to UK interests that arise from instability overseas. The National Security Council (NSC) will set priorities for the Fund, drawing on the most effective combination of defence, diplomacy, development assistance, security and intelligence; and
- pilot new operational freedoms to help the museums sector to continue to thrive and to become more financially independent. National museums will have greater autonomy to take independent decisions on issues such as pay and procurement, and to access finance to unlock new projects, commercial revenues and philanthropic donations.

## Welfare

In the decade before the financial crisis, welfare spending rose by 20 per cent in real terms, leaving reduced resources available for other public services. The Government's significant reforms to the welfare system will put welfare spending on a more sustainable footing, reduce pressure on public services, target help at those who need it most, and ensure that the system makes work pay.

In 2010, the Government announced welfare savings worth £18 billion in 2014-15 and a further £3.6 billion savings in 2015-16 were announced at Autumn Statement 2012. To date, the Government has implemented measures that deliver over 90 per cent of the total savings expected from reforms to the welfare system, significantly reducing pressure on other public services.

The Spending Round announces new measures to support people to move into work, to improve welfare spending control and to ensure that the welfare system remains affordable.

Building on the current regime, the Spending Round announces a significant reform package that increases the support and requirements placed upon claimants by:

- introducing upfront work search, requiring all claimants to prepare for work and search for jobs right from the start of their claim;
- introducing weekly rather than fortnightly visits to Jobcentres for half of all jobseekers;
- requiring all unemployed claimants, and those earning less than the Government expects them to, to wait seven days before becoming eligible for financial support;
- requiring all claimants who are subject to conditionality to verify their claim every year;
- requiring all claimants whose poor spoken English is a barrier to work to improve their English language skills; and
- requiring lone parents who are not working to prepare for work once the youngest child turns three.

Together these reforms will deliver over £350 million in annual savings, including savings from claimants leaving welfare more quickly. All of these savings will be reinvested in more help for claimants to get back into work and in the cost of enforcing the new conditions.

The Spending Round also announces that the Government will, for the first time, introduce a cap on the country's welfare spending to improve spending control, support fiscal consolidation and ensure that welfare remains affordable. The cap will apply to over £100 billion of welfare spending. The basic and additional state pension will be excluded. In addition, the cap will take account of the automatic stabilisers by excluding the most counter-cyclical elements of welfare, such as Jobseeker's Allowance (JSA) and any passported expenditure. All other social security and tax credits expenditure will be included. Over the coming months, the Government will consider whether it is appropriate to include other elements of Annually Managed Expenditure (AME) in the cap.

A nominal cap will be set from 2015-16, supporting the delivery of fiscal consolidation during the Spending Round and beyond. The Government will set the cap at Budget 2014 alongside the Office for Budget Responsibility's (OBR) fiscal forecast.

## Efficiency

The Government will deliver over £5 billion further efficiency savings in 2015-16 through stopping wasteful expenditure, transforming transactional services, and reducing the running costs of Government. These reductions include:

- £1.9 billion from departmental administration budgets in 2015-16, an overall reduction of around 40 per cent since 2010 in the cost of running Whitehall departments;
- over £1.5 billion from the Government's projects portfolio through scaling back or stopping non-priority projects, and better project management; and
- around £1 billion from ensuring that the Government acts effectively as a single customer when purchasing goods and services.

Public sector pay awards will be limited to an average of up to 1 per cent in 2015-16, saving at least £1.3 billion. Departments will be putting in place plans to end automatic time-served progression pay in the civil service by 2015-16. In addition, substantial reforms to progression pay will be taken forward or are already underway for teachers, the health service, prisons and the police – ensuring that public sector workers do not receive pay increases purely as a result of time in post.

## Fairness

The Government remains committed to creating a society in which there is high social mobility, the vulnerable are looked after, everyone makes a fair contribution in tax and takes only their fair share in benefits, and those with the broadest shoulders continue to make the biggest contribution to fiscal consolidation. In the Spending Round the Government is:

- ensuring that future generations do not have to pay for excessive spending in the present, by continuing on a path of sustainable deficit reduction;
- protecting funding for schools in real terms, including the Pupil Premium that provides additional funding for disadvantaged pupils;
- ensuring that spending on health continues to rise in real terms and providing £2 billion additional funding through the NHS for local health and care services to meet the needs of older and disabled people;

- consulting in July on the details of the new scheme of Tax-Free Childcare announced at Budget 2013 that will support working families with childcare costs from autumn 2015. The existing entitlement to 15 hours a week of free early education for all three-and four-year olds will continue, and will be extended to around 40 per cent of two-year olds by 2014-15, benefitting the less advantaged;
- targetting resources on the needs of people with disabilities – in particular through the protection of funding for health and schools, and support for those with mental health problems and for disabled people in the employment market;
- making funding available for local authorities that choose to freeze their council tax in 2014-15 and 2015-16, and planning to set a council tax referendum threshold in each of those years that gives local people a say if their council tax rises by more than 2 per cent;
- increasing Her Majesty's Revenue and Customs' (HMRC) target for raising additional revenues, including from tackling tax avoidance and evasion, to £24.5 billion in 2015-16;
- protecting spending on international development at 0.7 per cent of gross national income (GNI), promoting fairness for the people across the world whose economies are most in need of development; and
- announcing that from autumn 2015, Winter Fuel Payments will no longer be payable to people living in a European country with an average winter temperature higher than the UK, saving £30 million a year. This is in response to a recent European court judgement that means more people in Europe can now claim Winter Fuel Payments.



## The Spending Round 26 June 2013

### LGA Key Messages

- The Spending Round's 10 per cent cut to council funding in 2015-16 is on top of the 33 per cent reduction since 2010 and confirms local government as the hardest hit part of the public sector. Local authority core funding from Department of Communities and Local Government (DCLG) falls by £2.1 billion in 2015-16. This cut will stretch some services to breaking point in many areas.
- The Government has listened to our concerns regarding the importance of providing sustainable funding for adult social care. The announcement of £2 billion additional investment is positive as it will improve health care services for local residents. This will help social care authorities and the NHS to bridge the gap between resources and rising demands. This transfer does not disguise the fact that council funding will have been cut by the equivalent of four times this amount across the life of this Parliament.
- Despite the positive steps taken to target NHS funding at social care, the fact remains that some councils will simply not have enough money to meet their statutory responsibilities for other services.
- Many councils have frozen council tax bills for the past three years to help hard-working families and pensioners during these tough times. Confirmation of the freeze and the 2 per cent referendum limits for the next two years will help local authorities to plan their budgets. We need a longer-term solution for how public services are funded in the future as those local authorities which take up Government's offer to freeze council tax face a real terms cut.
- The Government's support for the Public Service Transformation Network signals that the Treasury and Number 10 are supporting the necessary rewiring of public services. It is absolutely essential that all of Whitehall commits to a community budgets approach as this will make significant savings to the public purse and improve services for local people.
- Tens of thousands of troubled families are already being helped by councils to turn their lives around. The £200 million extension of this fund is a vote of confidence and recognition of just how effective local authorities have been when given the mandate to bring together the work of the whole public sector in their areas.
- There will be a consultation in the autumn about a £200 million reduction in the Education Services Grant. The Chancellor referred to this as a transfer of funding from local government to schools. Such a change may lead to a reduction in local authorities' capacity to support schools. The LGA will be making this very point during the consultation process.



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# Briefing

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- The Chancellor has announced that the total annual growth pot will be £2 billion, well below the £70 billion recommended by Lord Heseltine. The LGA will be issuing a further briefing when Government announces more detail tomorrow.

**This briefing covers:**

- The Spending Round
- Council tax
- Adult Social Care
- Public service transformation
- Children's services and schools funding
- Troubled families
- Local growth
- Fire and Police

## **The Spending Round**

The Spending Round announces that the Government will:

- Reduce total spending in 2015-16, 2016-17 and 2017-18 in real terms at the same rate as during the Spending Review 2010 (SR 2010) period. The overall spending envelopes for Total Managed Expenditure for the three years are confirmed as £745 billion in 2015-16, £755 billion in 2016-17 and £765 billion in 2017-18.
- Make savings from current spending of £11.5 billion in the spending round for 2015-16. The savings from core local government funding is £2.1 billion.
- Reduce local authority core funding by 10 per cent in 2015-16 in real terms. This compares with overall cuts of 5.6 per cent across all other unprotected departmental budgets. Local authority core funding from DCLG falls by £2.1 billion in 2015-16.
- Transfer £2 billion from the NHS to local authorities for social care.

### LGA View:

- Today's 10 per cent cut on top of the 33 per cent reduction since 2010 confirms local government as the hardest hit part of the public sector. Local authority core funding from DCLG falls by £2.1 billion in 2015-16. This reduction will stretch essential services to breaking point in many areas.
- The effect of the NHS transfer to local authorities for social care and other measures reduces the reduction to 2.3 per cent for local government overall from 2014-15 to 2015-16.
- Despite the positive steps taken to target NHS funding at social care, the fact remains that some councils will simply not have enough money to meet their statutory responsibilities for other services.

## **Council Tax**

The Government announced that it will provide further support to freeze council tax for 2014-15 and 2015-16. This will be the equivalent of a 1 per cent council tax increase for councils which freeze their council tax on the same lines as in 2013-14. It will set referendum limits of 2 per cent in both 2014-15 and 2015-16. Subject to the Local Audit and Accountability Bill achieving Royal Assent, this limit will now include levying bodies.

### LGA View

- Councils want to help families and pensioners during these tough times by keeping their council tax bills down. Many councils have already frozen council tax for the past three years. Local authorities which take up government's offer to freeze council tax face a real terms cut so we need a longer-term solution for how public services are to be funded in the future.
- In addition, including levying bodies in the referendum limits will cause more pressure to those councils with large levies for services such as transport, waste and drainage.



### **Adult social care and health**

The Government's announcement on adult social care for 2015-16 includes:

- A £3.8 billion pooled budget for health and social care services, shared between the NHS and local authorities, to deliver better outcomes and greater efficiencies through more integrated services.
- The pooled budget includes:
  - Continuation of the existing transfer from the NHS to social care as set out in the 2010 Spending Review.
  - An additional £200 million in 2014-15 to accelerate the transformation process.
  - £2 billion a year through the NHS to join up local health and social care services.
  - Funds for carers and people leaving hospital who need support to regain their independence.
  - £350 million of capital funding for projects to improve integration locally.
- £335 million for councils to prepare for reforms to the system of care funding, including the care cap and universal deferred payments.

### LGA view

- The Government has listened to our concerns regarding the importance of providing sustainable funding for adult social care. The continuation of the existing transfer of funding from health to social care for 2014-15 is positive, as is the additional £200 million to accelerate transformation.
- New money to drive forward integration is even better for the longer-term. Integration must be a key priority given its role in improving outcomes for individuals and drawing out the real cross-system efficiencies. This is therefore an important signal from Government of their shared commitment to taking this work forward.
- The LGA has worked closely with colleagues from NHS England to secure the additional funding from health to drive forward integration. Attention will now turn to the detail of how the money is released as we expect part of the funding to be conditional on performance. In this respect it is critical that the right balance is struck between locally agreed decisions and conditions emanating from central government. Councils and Clinical Commissioning Groups will need to be supported to demonstrate how stronger joint working can deliver the changes we know are possible from adult social care activity reducing demand on costly hospital services. Early planning will be central to this and we anticipate that councils, working with local partners, will begin preparatory work very quickly.
- The money allocated for adult social care is also an opportunity to improve data sharing between health and social care and strengthen joint planning between the two parts of the whole system.

- The £335 million for implementing care and support reform is welcome. However, with a great deal of detail on the Care Bill still to come in regulations and guidance, and the imminent publication of a government consultation on funding reform, we will want to work closely with the sector to understand the likely costs involved and whether the £335 million is a realistic figure. We have been clear throughout the debates about reform of care and support that any new burdens arising from the proposals must be separately and fully funded.
- In addition, this transfer does not disguise the fact that council funding will have been cut by the equivalent of four times this amount across the life of this Parliament

### **Public service transformation**

The Spending Round signals a major shift in the Government's approach as they now commit to help local public services work more closely together to cut out duplication and invest in reducing demand. This builds on the successful development of whole-place business plans for community budgets in four pilot areas (Essex, Greater Manchester, Tri-borough and West Cheshire) and the analysis the LGA conducted of the pilots.

The Government will invest a £100 million into a council efficiency and transformation fund. In addition, the Government is planning to launch a police innovation fund and provide resources for the transformation of Fire and Rescue Services.

### LGA View

- If the local public sector is going to be smaller, it is going to have to be radically transformed to focus on better collective working and on investment in reducing demand and preventing failure. To achieve that, public services need rewiring based on people and places. The whole-place community budget pilots have demonstrated the savings and improvements in outcomes that can result.
- The expansion of support for areas wanting to develop a community budget is positive, as is the Government's decision to provide incentives for blue-light services and the NHS to engage fully in this agenda. However, there will be more to do to secure buy-in from the full range of Whitehall departments.
- The increased certainty that Clinical Commissioning Group and councils will have from being given their funding allowance in advance will enable community budget business plans to be developed with more confidence. In due course we would hope to see this approach being adopted for the funding settlements for all local public service providers.

### **Children's services and schools funding**

The Chancellor confirmed that schools funding and the pupil premium will be protected in real terms. However, the Education Services Grant, which pays for central services to schools will be cut by 20 per cent. The details

will be subject to a consultation in the autumn. There will also be a consultation on how best to introduce a fair national funding formula for schools in 2015-16.

## LGA View:

- The 20 per cent cut in the Education Services Grant is disproportionate and will affect spending on school improvement, management of school buildings and tackling non-attendance.
- It will be essential that the sector engages in the consultation to make the case for local authorities' positive contribution to school delivery and improvement. Government policy and Ofsted's expectations on Local Education Authorities must align.
- Any review of school funding should introduce a fairer funding formula for all schools and ensure local flexibility.

## **Troubled families**

The Government has announced a further £200 million will be invested into the Troubled Families programme to extend help to 400,000 families in 2015-16. This additional funding will be subject to match funding from local authorities as with the existing programme.

## LGA View:

- Tens of thousands of families are already being helped by councils to turn their lives around. This extension of this initiative is a vote of confidence and recognition of how effective local authorities have been when given the mandate to bring together the work of the whole public sector in their areas.
- The Troubled Families programme has built on the innovative work local authorities were already doing to co-ordinate organisations such as schools, social services, job centres and health centres. It is important that local places have the freedom to tailor solutions to the specific needs of individual families.
- The cuts to local government funding will however make it increasingly hard to provide the key services that troubled families will need.

## **Local growth**

The Government announced that £2 billion would be allocated to the creation of a Single Local Growth Fund, in response to Lord Heseltine's recommendation for growth-related funds to be devolved to the Local Enterprise Partnerships (LEPs) through a single pot. The Fund is expected to be operational in April 2015 and sustained each year of the next Parliament. The Chief Secretary to the Treasury will be announcing more detailed spending plans related to growth tomorrow and the LGA will be on hand to provide member authorities an on the day briefing.

## LGA View

- We are extremely disappointed that the Single Local Growth Fund amounts to less than 5% of the £49 billion in central government funding that Lord Heseltine determined could be invested more effectively to support growth if devolved to local areas.
- With public finances set to be constrained until the economy fully recovers, it has never been more urgent to enable councils and their local business partners to meet their full potential to unlock local growth.

### **Fire and Police**

Fire and rescue authorities will see a 7.5 per cent reduction overall in their funding for 2015-16. The Government has also announced two specific funds; a £45 million *Fire Efficiency Incentive Fund* to invest in the fire service; and a £30 million resource fund through the local government settlement to encourage joint working.

The Government will also create an innovation fund of up to £50 million for police forces to work jointly with each other and with local authorities.

### LGA view

- The reduction in funding for fire services in 2015-16 is significant and will put additional pressure of Fire and Rescue Services. In establishing new funds the government is signalling its desire to see reform in the sector. Any reform must be led by the sector itself and in our view these funds should be allocated by formula rather than being subject to a competitive process.
- Preventing crime and anti-social behaviour reduces the pressures on the police, councils and the criminal justice system. The announcement of a fund to encourage police forces to work jointly together and with local authorities on new and better ways to prevent crime will provide an important impetus to collaboration.

The full Spending Round can be accessed via this [link](#).

**COUNCIL**

**Corporate Plan 2013-14  
Revised Vision  
17 July 2013**

**Report of the Chief Executive**

**PURPOSE OF REPORT**

To present a revised draft Vision for inclusion in the Corporate Plan 2013-14.

**This report is public**

**RECOMMENDATIONS**

- (1) **That Council approve the revised draft Vision for inclusion in the Corporate Plan 2013-14**

**1.0 Introduction**

- 1.1 At its meeting on the 13 May 2013, Council approved the Corporate Plan 2013-14, subject to additional wording being inserted regarding Heysham, Carnforth and other parts of the district.
- 1.2 Council also acknowledged that the financial situation as set out in the Medium Term Financial Strategy will require a full review of the Corporate Plan for 2014/15 and beyond
- 1.3 Council was advised that approval of a one year Corporate Plan was essential in setting the strategic direction for the delivery of council services and the achievement of corporate priorities in 2013/14 and allowing for a full review for 2014 and beyond to be undertaken during the year.

**2.0 Proposal Details**

- 2.1 The Vision currently contained within Council's adopted Core Strategy, as set out below, fulfils the requirement of Council that reference is included in the Corporate Plan 2013-14 to Heysham Carnforth and other parts of the district.

***The Council's Vision***

*A sustainable self-contained and varied group of communities comprising:*

**MORECAMBE AND HEYSHAM** – a confident community with a regenerated living, working and leisure environment;

**LANCASTER** – a prosperous historic city with a thriving knowledge economy

**CARNFORTH** – a successful market town and service centre for North Lancashire and South Cumbria; and

A conserved, enhanced and diversified **COAST AND COUNTRYSIDE** with a network of vibrant rural communities;

*which will lead the North West in its quality of life and environmental and design standard and within which sustainable housing, economic and retail development to meet local needs will be supported.*

- 2.2 Council is asked to approve the revised Vision, as set out in 2.1 above, for inclusion in the approved Corporate Plan 2013-14, noting that a full review of the Corporate Plan has been agreed for 2014-15 and beyond.

### 3.0 Conclusion

- 3.1 That Council approves the revised Vision, as set out in 2.1 above, for inclusion in the approved Corporate Plan 2013-14,

#### **CONCLUSION OF IMPACT ASSESSMENT**

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

The Corporate Plan is a central part of the policy framework stating the key priorities and actions that are necessary to deliver the priorities and the outcomes that the council hopes to achieve for our district over the next three years.

#### **LEGAL IMPLICATIONS**

None directly arising as a result of this report

#### **FINANCIAL IMPLICATIONS**

None arising directly as a result of this report

#### **OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None arising directly as a result of this report.

**Information Services:**

None arising directly as a result of this report.

**Property:**

None arising directly as a result of this report.

**Open Spaces:**

None arising directly as a result of this report.

**SECTION 151 OFFICER'S COMMENTS**

In view of the recognised need for a full review of the Plan from 2014/15 and beyond, the S151 Officer has no comments to add at this stage.

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

**Contact Officer:** Mark Cullinan  
**Telephone:** 01524 582011  
**E-mail:** [chiefexecutive@lancaster.gov.uk](mailto:chiefexecutive@lancaster.gov.uk)  
**Ref:** CE/ES/Committee/Council



**Appointments to Outside Bodies –  
Lancashire County Council’s Health Scrutiny  
Committee**

**17 July 2013  
Report of the Head of Governance**

**PURPOSE OF REPORT**

To consider appointing to vacancy which has arisen on the County Council’s Health Scrutiny Committee.

**This report is public**

**RECOMMENDATIONS**

- (1) **That Council notes a vacancy which has arisen for the City Council representative on the County Council’s Health Scrutiny Committee and receives nominations of non-Cabinet Members to appoint to the role at this meeting.**

**1.0 Introduction**

- 1.1 Councillor Newman-Thompson was appointed as the City Council’s representative on the County Council’s Health Scrutiny Committee by Council following the 2011 election and his appointment was re-confirmed at the Annual Council Meeting 13 May 2013.
- 1.2 Councillor Newman-Thompson recently resigned from that appointment due to other commitments and therefore a vacancy has arisen.

**2.0 The Health Scrutiny Committee**

- 2.1 The purpose of the Committee is to review and scrutinise issues around public health and health inequalities. The Committee reviews and scrutinises the work and performance of any relevant part of the County Council and its partners and the functions of the relevant Cabinet Members. The Committee also exercises the statutory functions of a health overview and scrutiny committee under the provisions of the National Health Service Act 2006. For this purpose the Committee includes twelve non-voting Co-opted district council Members.
- 2.2 There are approximately 8 meetings per municipal year which take place at County Hall, Preston on Tuesdays at 10.30am. The meetings scheduled for the rest of 2013 are 23 July, 10 September, 22 October and 3 December 2013.

**3.0 Proposal Details**

- 3.1 In May 2011 Council decided that the appointment should be filled by way of nominations and voting at full Council. As this is a scrutiny committee, only



non-Cabinet Members may be nominated.

**4.0 Conclusion**

4.1 Council is asked to make an appointment to the City Council vacancy on the County Council's Health Scrutiny Committee.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b>                  (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None directly arising from this report.</p>	
<p><b>LEGAL IMPLICATIONS</b></p> <p>None directly arising from this report.</p>	
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>Members of Outside Bodies are entitled to travel expenses. Any costs resulting from this appointment should be minimal and would be met from within existing democratic representation budgets.</p>	
<p><b>OTHER RESOURCE IMPLICATIONS</b></p> <p><b>Human Resources:</b> None</p> <p><b>Information Services:</b> None</p> <p><b>Property:</b> None</p> <p><b>Open Spaces:</b> None</p>	
<p><b>SECTION 151 OFFICER'S COMMENTS</b></p> <p>The Section 151 Officer has been consulted and has no further comments.</p>	
<p><b>MONITORING OFFICER'S COMMENTS</b></p> <p>The Monitoring Officer has been consulted and has no further comments.</p>	
<p><b>BACKGROUND PAPERS</b></p> <p>None</p>	<p><b>Contact Officer:</b> Debbie Chambers  <b>Telephone:</b> 01524 582057  <b>E-mail:</b> dchambers@lancaster.gov.uk  <b>Ref:</b></p>

## CABINET

10.00 A.M.

25TH JUNE 2013

**PRESENT:-** Councillors Eileen Blamire (Chairman), Janice Hanson (Vice-Chairman), Jon Barry, Abbott Bryning, Tim Hamilton-Cox, Karen Leytham, Ron Sands and David Smith

Officers in attendance:-

Mark Cullinan	Chief Executive
Nadine Muschamp	Head of Resources and Section 151 Officer
Andrew Dobson	Head of Regeneration and Planning Service
Suzanne Lodge	Head of Health and Housing
Julian Inman	Senior Planner (Regeneration)
Gill Haigh	Assistant Head (Communications)
Liz Bateson	Principal Democratic Support Officer

### 12 MINUTES

The minutes of the meeting held on Tuesday 28 May 2013, were approved as a correct record.

### 13 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

### 14 DECLARATIONS OF INTEREST

No declarations were made at this point.

### 15 PUBLIC SPEAKING

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

### 16 LANCASTER SQUARE ROUTES

**(Cabinet Member with Special Responsibility Councillor Hanson)**

Cabinet received a report from the Head of Regeneration & Planning which provided details on the decision required concerning a centrepiece for Market Square as part of the next phase of work to implement Lancaster Square Routes.

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

Both options presented fit to the concept design previously consulted on and approved. Both would add much seating capacity to the square, effectively doubling that planned elsewhere on the new benches. The options offered a similar capacity of seating, giving people opportunities to sit in a variety of arrangements. Both options for a centrepiece were

designed to fit to an improved layout of the Charter Market in the square and both took up much less space than did the arrangement of the former fountain in association with the benches around. As regards the potentials for using the centrepiece as a stage for performance both options offered this but there were differences. These and all other relative differences between the two options were considered further in the table below.

<b>Option 1</b>	<b>The centrepiece to Market Square comprising a single elevated structure (as per the Option 1 drawings in Appendix 1).</b>
<b>Advantages</b>	<p>Option is wholly consistent with the agreed concept design for Market Square, with the first phase completed last year.</p> <p>This option is consistent with the concept designs which went through extensive public and stakeholder consultation at the inception of Lancaster Square Routes.</p> <p>Centrepiece is multi-purpose as it can be used as seating and as staging for performances and fits well with other uses of the square including the Charter Market.</p> <p>Builds in the ability to use the structure for a wide range of performances and is readily useable without additional interventions. The dimensions are proportional to the setting and the potential size of the audience.</p> <p>Builds in steps to meet building regulation requirements for staged performances.</p> <p>From a practical perspective it is much easier (eg no need for setting up, storage, transportation)</p>
<b>Disadvantages</b>	<p>It is more obstructive to pedestrian movement through the very centre of the square than option 2.</p> <p>Will not offer a sufficient depth of stage for certain larger bands.</p>
<b>Risks</b>	<p>That the centrepiece does not find favour with people. This is a risk with any public design installation and no more so here in the very centre of the city. The agreed concept design follows extensive consultation, which elicited a generally positive response. The extensive design and community engagement work informing the proposal suggests the square does need a fitting and multi-purpose centrepiece.</p>
<b>Option 2</b>	<b>The centrepiece to Market Square comprising twin elevated structures (as per the Option 2 drawings in Appendix 1) and also including for the council investing in demountable units that inserted between the two permanent structures would make it possible to provide for a full stage area equivalent to that offered in the option 1 proposal.</b>

<b>Advantages</b>	<p>Is broadly consistent with the agreed concept design for Market Square.</p> <p>Centrepiece is multi-purpose, as seating and as a space for performance and fits well to other uses to be made of the square including for the Charter Market.</p> <p>In the linear length of seating made available is comparable with that proposed in option 1.</p> <p>Gives better permeability for pedestrians through the very centre of the square than option 1.</p> <p>A stage area the same as that provided in the option 1 proposal is achievable via use of demountable units.</p> <p>Even without such units the structures will be an elevated facility that could be utilised for impromptu performances and street theatre.</p>
<b>Disadvantages</b>	<p>Is a variant on and to some extent does depart on the agreed concept design for Market Square and which went through extensive public and stakeholder consultation at the inception of Lancaster Square Routes.</p> <p>This option will require officers to seek a discrete variation from DCLG in the ERDF investment concerning the form of the centrepiece – see risks below.</p> <p>Surface treatments for the 3.7m by 6.4 metre 'gap' between the two structures will need to be designed to readily accommodate the insertion of demountable units whilst not permitting vehicles to access this area.</p> <p>The option is requiring of additional officer time involved in designing the demountable units – compared to option 1.</p> <p>The fact that to make available a full stage area will require the demountable units to be installed when needed for performances. Therefore, this option would require the council to plan and manage a system for making these available and this means additional officer time and ongoing costs compared to option 1.</p> <p>There would be many practical aspects to consider in devising such a management system including storage arrangements and methods for transportation, placement, training of staff for placement and dismantling. Insurance. There would be a promotional and marketing aspect to communicate the availability of the facility. There would also be several financial considerations for the council to consider including whether the council would want management of such a system to be at no revenue cost to it i.e. requiring it to be self financing through</p>

	charging or whether the council is prepared to meet some or all of the revenue costs. Any charging system and the levels of charging would need to be devised in the context of the council's Fees and Charging policy. Further information on all these considerations for option 2 will be provided prior to the meeting.
<b>Risks</b>	<p>The risk of not securing the specific variation required in the ERDF investment offer is considered very low.</p> <p>The risk that the centrepiece does not find favour with many people is as per option1.</p> <p>A risk additional to option 1 is that the investment in demountable staging units proves not to give best value if either the city council and its partners fail to drive and market use of the square for performance and / or demand to utilise staging in ways requiring this proves limited. In this latter regard a particular risk of this option is that should the council decide to charge for making available the demountable units then it is inevitable that such charging will impact on take up of the facility by third parties - albeit the extent to which such take up would be impacted cannot at this stage be quantified.</p>

Both options delivered improvements consistent with corporate policy and made full and best use of available finance including European funding.

Option 1 was the better for making more use of the square for performances and events as the structure was readily useable without recourse to using demountable units as per option 2 and the risk that any charging system would deter take up. Option 1 was much more practical from a logistical and ongoing perspective as it did not require storage, transport, staff to set up etc.

Option 2 was the better in terms of facilitating pedestrian movement through the very centre of the square. However, it did present practical problems and increased ongoing costs when events were planned.

In the May 2013 report officers considered that both options presented for the centrepiece would prove fitting and beneficial and accordingly a preferred option was not suggested.

To try to give a little further guidance on this officers consider that any balance of advantage between the options really came down to how committed the council was to growing use of Market Square as a venue for performances and events. Should the council be strongly committed to this then officers advised that option 1 should be preferred as this was much the more straightforward option in this regard as it involved providing a structure readily useable for most types of performance and thereby the more likely to facilitate use for performance.

Councillor Hanson proposed, seconded by Councillor Barry:-

- “(1) That option 1, the centrepiece to Market Square, Lancaster to comprise a single elevated structure, finished in a mix of granite and natural stone, be approved.
- (2) That the Head of Regeneration & Planning be authorised to take actions to procure and install the centrepiece and artwork, details of which would be agreed by a Cabinet Committee.
- (3) That a Cabinet Committee consisting of Councillors Barry, Blamire, Bryning, Hanson and Leytham be established with terms of reference to consider and decide on the artwork.”

Councillors then voted:-

***Resolved unanimously:***

- (1) That option 1, the centrepiece to Market Square, Lancaster to comprise a single elevated structure, finished in a mix of granite and natural stone, be approved.
- (2) That the Head of Regeneration & Planning be authorised to take actions to procure and install the centrepiece and artwork, details of which would be agreed by a Cabinet Committee.
- (3) That a Cabinet Committee consisting of Councillors Barry, Blamire, Bryning, Hanson and Leytham be established with terms of reference to consider and decide on the artwork.

**Officers responsible for effecting the decision:**

Head of Regeneration & Planning  
Head of Governance

**Reasons for making the decision:**

Whilst both options would deliver improvements consistent with corporate policy and would make full and best use of available finance including European funding, option 1 was more practical from a logistical and ongoing perspective and was indicative of the City Council's commitment to Market Square as a venue for performances and events. Establishing a Cabinet Committee would provide a member sounding board thereby ensuring officers were fully conversant with, and the resulting artwork fully reflected, members' views.

**17 BRAND ENGAGEMENT UPDATE**

**(Cabinet Member with Special Responsibility Councillor Sands)**

Cabinet received a report from the Head of Regeneration & Planning which provided an update on the outcomes of a brand engagement exercise.

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

	<b>Option 1:</b> To work with partners to	<b>Option 2:</b> To work with partners to	<b>Option 3:</b> Not to take forward
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	develop all three plans	develop some of the three plans	
Advantages	Positioning Lancaster District's reputation and image so that it reflects the true quality of the offer available	Some improvements to the district's reputation and image	The council may decide not to deliver tourism services and therefore take the savings
	Positioning Lancaster District so that its economy achieves maximum benefits achievable via inward investment and leisure tourism	Some benefits to the economy as a result of inward investment or leisure tourism	
	A district prepared and ready to take advantage of the major regeneration initiatives planned	A district prepared and ready to take advantage of some regeneration activities	
	A coherent and partnership approach to development and implementation		
Disadvantages	Cost of funding further work on the Brand development Plan	Some aspects of district's leisure and commercial assets are undersold	District's leisure and commercial assets are undersold
			Lancaster District economy fails to achieve maximum benefits achievable via inward investment and leisure tourism
			District not fully prepared or able to take advantage of the major regeneration initiatives planned
			Risk of some partners becoming disillusioned with lack of action and going off and developing inconsistent and

			incoherent sporadic approaches and therefore failing to maximise true potential created by joint development and delivery
Risks	The success of brand development plan is reliant upon the appropriate resources and support of partners	Risk of some partners becoming disillusioned with lack of action and going off and developing inconsistent and incoherent sporadic approaches and therefore failing to maximise true potential created by joint development and delivery	
	Council spending reviews for future years may impact on the ability to implement outcomes of implementation plans.	Council spending reviews for future years may impact on the ability to implement outcomes of implementation plans.	
		Visitor and investor spend goes elsewhere and the district fails to realise the significant benefits arising out of regeneration developments.	Visitor and investor spend goes elsewhere and the district fails to realise the significant benefits arising out of regeneration developments.

Option 1 was the officer preferred option. Creating a relevant and up-to-date brand development plan was a major undertaking but was essential if the significant benefits arising out of developments such as Lancaster Castle and the Canal Corridor were to be fully captured. The appetite for partners to work together to develop and deliver this was also there.

The future growth of the district's economy would rely heavily on the perception of the area in the eyes of potential investors and visitors. Previous research has shown that the reputation and image of the district did not reflect the true quality of the area and the offer available.

Major regeneration initiatives were planned for the next five years. To gain the maximum benefits from this investment, a wide range of complementary activities were required ranging from (for example) physical intervention in upgrading the public realm through to "softer" measures such as interpretation and marketing. It was essential that these latter



activities were guided by a strong and clear brand and were delivered in a co-ordinated and consistent way.

The brand engagement exercise had brought a wide range of partners together to consider the nature of our district as a visitor and inward investment destination. This in turn had been tested with consumers both locally and from outside the district. The exercise had not only offered information on the approach to be taken to sell our district to visitors and potential investors but also brought together partners who would be keen to work alongside us in developing an implementation plan to ensure Lancaster District's reputation and image did reflect the true quality of the offer available and that our economy achieves maximum benefits achievable via inward investment and leisure tourism.

The next steps were to work with those partners to develop a draft implementation plan for consideration by Cabinet. This would include developing visitor facing creatives, branding toolkit, marketing and delivery plans. Whilst a precise timetable for completion of an implementation plan could not be provided at this stage, it would be a priority area of work for the council and any proposed implementation plans, once developed, would be fed back into Cabinet in a timely manner to inform budget setting and planning.

Councillor Sands proposed, seconded by Councillor Leytham:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet endorse the findings of the brand engagement exercise as the basis for preparing a brand development plan for Lancaster District.
- (2) That officers work with partners to prepare the brand development plan for future Cabinet consideration/approval.

**Officers responsible for effecting the decision:**

Head of Regeneration & Planning

**Reasons for making the decision:**

The development of our economy relating to inward investment and opportunities arising from our outstanding culture, heritage, entertainment offer, coastline and outstanding natural landscapes is set out as one of the Council's current four core priorities. Given the City Council's challenging financial outlook, it is imperative that any future development plans for branding are considered as an integral part of the Council's annual corporate planning and budgeting exercise, to inform future visioning, priority setting and resource allocation, given the Council's many competing demands.

**18 SENIOR MANAGEMENT STRUCTURE UPDATE AND DEPUTISING ARRANGEMENTS**

**(Cabinet Member with Special Responsibility Councillor Blamire)**

Cabinet received a report from the Chief Executive to advise on the current position following the retirement of the Head of Community Engagement and sought Cabinet's agreement to

recommend that Personnel Committee approve the disestablishment of the post of Head of Community Engagement.

No options were provided as the decision would be made by the Personnel Committee but the report outlined the senior management restructure, chief officer designations and deputising arrangements for the Chief Executive.

Councillor Barry proposed, seconded by Councillor Sands:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet recommend to Personnel Committee that the post of Head of Community Engagement be disestablished and that the revenue budget be updated accordingly, if approved.

**Officers responsible for effecting the decision:**

Chief Executive  
Head of Resources

**Reasons for making the decision:**

The deletion of the Head of Community Engagement post would result in savings of approximately £82K plus inflation each year, and after funding the implementation of the living wage and senior emergency officer cover would still result in extra net savings of around £20K this year, rising to around £40K in future years although these savings would be subject to any further management changes arising and the pay and conditions review.

**19 EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman asked for any further declarations of interest from Cabinet Members regarding the exempt report.

It was moved by Councillor Bryning and seconded by Councillor Sands:

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

Members then voted as follows:-

***Resolved unanimously:***

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

**20 UPDATE ON THE HOMELESSNESS CHANGE PROGRAMME****(Cabinet Members with Special Responsibility Councillors Leytham & Hamilton-Cox)**

Cabinet received a report from the Head of Health & Housing which provided an update on progress with the Homelessness Change Programme and outlined the options to deliver the new hostel for rough sleepers and single homeless households. The report was exempt from publication by virtue of paragraph 3 of Schedule 12a of the Local Government Act 1972.

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

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That option 1, as set out in the exempt report, be approved but in the event of Option 1 not being deliverable, Option 2 be approved.
- (2) That the Head of Resources, in consultation with the Portfolio Holder for Property Services, be given delegated authority to negotiate the terms and conditions of the removal of the restrictive covenant, and implement accordingly.
- (3) That the land referred to in the exempt report be transferred using specific powers in accordance with the 2010 General Consents under Section 25 of the Local Government Act 1988, as set out in the exempt report.

**Officers responsible for effecting the decision:**

Head of Health & Housing  
Head of Resources

**Reasons for making the decision:**

The decision is consistent with the Corporate Plan 2012 - 2015 which seeks to improve the health and wellbeing of vulnerable people, reduce the number of homeless people in the district and reduce the number of people sleeping rough in the district, increase the number of affordable homes and manage the impact of welfare reforms and fits with the following strategies/policies:

- Lancaster District Homelessness Strategy 2008 – 2013 aims to reduce the number of vulnerable groups becoming homeless including young people, those affected by domestic violence and offenders/rough sleepers.
- ““No Second Night Out” – Government initiative to end rough sleeping nationally, leading to a Lancashire NSNO strategy and policy, and local policy and protocols.
- Supporting People Commissioning Plans 2010/2011. The proposed scheme will meet the needs of the intended client group that were identified and consulted upon

by each district/locality within Lancashire which highlighted a need for supported accommodation for single homeless households over 25.

- The Core Strategy 2008 – to provide 60 units of affordable housing annually.
- The Housing Strategy and Housing Action Plan 2012-2017 – sets out the need for the Council to support Registered Providers to deliver affordable housing on its own land.

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Chairman

(The meeting ended at 10.35 a.m.)

**Any queries regarding these Minutes, please contact  
Liz Bateson, Democratic Services - telephone (01524) 582047 or email  
ebateson@lancaster.gov.uk**

**MINUTES PUBLISHED ON FRIDAY 28 JUNE, 2013.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY 8 JULY, 2013.**