



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **COUNCIL MEETING**

**Wednesday, 15 November 2017 -  
6.00 p.m.  
Morecambe Town Hall**

Susan Parsonage,  
Chief Executive,  
Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ



# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 15 November 2017 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 27<sup>th</sup> September 2017 (previously circulated) and 31<sup>st</sup> October 2017 (to be 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 9 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 11**

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

7. **PETITIONS AND ADDRESSES**

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

8. **LEADER'S REPORT** (Pages 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**

**MOTIONS ON NOTICE**

9. **MOTION ON NOTICE - HOLIDAY HUNGER** (Pages 4 - 5)

To consider the following motion submitted by Councillors John Reynolds, Tracey Brown, Margaret Pattison, Claire Cozler, Darren Clifford, Carla Brayshaw and Robert Redfern.

*"The Council is concerned at reports by teachers' unions and others concerning the growth of "holiday hunger" amongst children.*

*Holiday hunger occurs when families who are usually entitled to free school meals during term time have that provision taken away during school holidays. This is most acute during the long summer holidays with an extra cost to families affected of an average of £30 to £40 per week to feed their children.*

***This Council notes:***

- 1. A survey led by the NUT (National Union of Teachers) found that as many as four in five staff reported a rise in "holiday hunger" over the past two years. 78% of teachers polled said that they recognised children arriving at school hungry. More than a third went as far as to say that pupils were returning after the school holidays showing signs of malnutrition.*
- 2. That Mark Hendrick MP has sponsored a Private members' Bill by Frank Field MP which places a legal duty on local authorities to ensure the provision of free meals and activities during school holidays. This would be paid for by earmarking 10p from every pound raised from the sugar tax on soft drinks.*
- 3. It has been reported that the Bill has received a certain amount of cross party support with 14 Conservative MPs publicly backing the Bill, which means that more Private Members' Bills are likely to become law if the government gives support to them.*

***This Council resolves:***

- 1. To support the Bill and asks the Chief Executive to write to our two MPs namely Cat Smith and David Morris to explain the Councils support and request that they also offer their support and actively persuade the Conservative led government to put Mr Field's Bill into law.*
- 2. The Chief Executive writes to all Council Leaders across Lancashire asking them to support the Bill and requesting them to write to their own Members of Parliament to offer support for the Bill.*
- 3. The Chief Executive writes to Mark Hendrick thanking him for sponsoring the Bill*

*and making him aware it has the support of Lancaster City Council. The Council should also publicise its support for the Bill.”*

An officer briefing note is attached.

## **OTHER BUSINESS**

10. **ALLOCATION OF SEATS TO POLITICAL GROUPS** (Pages 6 - 10)

To consider the report of the Chief Executive.

11. **APPOINTMENTS TO OUTSIDE BODIES – THE DUKES BOARD, BOARD OF TRUSTEES OF THE LANCASTER CHARITY** (Pages 11 - 13)

To consider the report of the Chief Executive.

12. **QUESTIONS UNDER COUNCIL PROCEDURE RULE 12**

To receive questions in accordance with the provisions of Council Procedure Rules 12.2 and 12.4 which require a Member to give at least 3 working days' notice, in writing, of the question to the Chief Executive.

13. **MINUTES OF CABINET** (Pages 14 - 21)

To receive the Minutes of Meeting of Cabinet held on 3<sup>rd</sup> October 2017.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Tuesday 7<sup>th</sup> November 2017.

<b>COUNCIL</b>
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## Leader's Report

**15 November 2017**

### Report of the Leader of the Council

<b>PURPOSE OF REPORT</b>
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 3 October 2017 later in this agenda.

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

There are no decisions to report since the last Leader's Report on 27 September 2017.

##### 3.0 Leader's Comments

A meeting with the Lancaster and Fleetwood MP, Cat Smith, took place on the 15 September. She was informed about progress on Canal Corridor North, the Local Plan and Bailrigg Garden Village, and the University of Lancaster Innovation Campus (A start on site of the latter is imminent). The Museums Review and the potential for a future regeneration project associated with archaeological findings. She asked about safety measures on our tower blocks and was assured that we do not have the same type of cladding as Grenfell Tower. The Fire Service have made some routine recommendations and we are actioning these. We have been asked by government to ensure that residential blocks, owned by private companies, are assessing their systems.

On the 18 September, I went to Chester with the Chief Executive, our Regeneration Officer and a party from "The Dukes", to look at the Storeyhouse Theatre in the City Centre. This is a conversion of an old Odeon Cinema and a modern extension. It has

only been open for about nine months so it was difficult to assess its financial success, but it was an amazing building conversion. It is being run as a community hub and it was very busy when we were there. It is open from early morning, till late evening. We were very impressed by the way that the building was organised with the latest modern technology. The visit was recommended by "The Dukes" team, to help discussions about the Arts Hub/Canal Corridor.

On the 19 September meetings at Preston of the District Leaders and the Lancashire Leaders took place. The first meeting discussed Business Rates Pooling, which we are not involved in. A paper from the District Councils Network was discussed. The paper was on an All Party Parliamentary Group for District Council Inquiry: Collaboration and Devolution and The Role of the District Councils in Devolution and Shaping the Future of Local Government.

The second meeting at County Hall was intended to be about agreeing to be a Lancashire Combined Association of Councils. However, the Chair began the meeting by speaking about a meeting with the Minister, Jake Berry, who had suggested that the Government were now considering a Combined Authority for Lancashire without a Mayor. There would be no devolved budgets, powers or functions with an Association, but with a Combined Authority without a Mayor there would be. Further discussion about what does it mean and what do members want, ensued. We were told that the LEP are supportive of any arrangement. Leaders around the room were asked their opinions and we all said that we needed clarity and to know the terms of reference and will it be the full deal and will it mean a change in legislation.

A LEP update and a Housing Commission presentation were also on the agenda and the LEP 3 Year Plan and Annual Report. They say that they are promoting Lancashire as well as funding growth and bringing new investment into Lancashire.

A Confucius Art Exhibition at The Storey on the same evening was a great pleasure to attend. The International Chinese artist's work is beautiful. He is based in Manchester where the Chinese Consulate is and the Consul attended. It was a very pleasant evening with The Mayor and Mayoress in attendance.

The 20 September saw the Minister, Jake Berry, visiting Morecambe. We met him at The Midland and he was very interested in projects that could regenerate the whole bay area.

The Chamber, Lancaster BID and Morecambe BID came to meet the Cabinet on the 03 October. The North Lancashire Expo, commercial property, and Greyhound Bridge closure were discussed. Emergency planning was also discussed. The Council updated them on Canal Corridor, new consultation on Housing figures. Frontierland and the Wave Reflection Wall, plus the Corporate Plan consultation.

On the 04 October the Morecambe Bay Group met in Lancaster Town Hall. We had a signing ceremony of the Collaboration Agreement and agreed a draft Morecambe Bay initiative 12 month Action Plan. Our common strengths are Energy, Health, Marine Engineering and our Tourism. Our Economic Development staff will visit each other's areas to build relationships and to seek further opportunities. It was agreed that officers would attend the MIPIM 2017 Business Exhibition in London which I am told was very successful.

The Inspire by Design presentation at The Storey on the 18 October showed a variety of Garden Villages since the '30s and one in Denmark. It was much appreciated by the audience.

I met Pam Barker, the Constable of the Castle and also a representative of the High Sheriff, on the 23 October. She comes regularly so that she can report back to him about the area. She was pleased to hear about the proposals for improving the district and for the opportunity to increase income rather than cutting services.

The best afternoon of the month was the "Celebrating Success Awards" for our own council employees. What a lovely atmosphere! Congratulation to HR for organising the occasion. It was much appreciated by all who attended and the feedback was excellent. I was told "we must do it again", and we certainly will.

## **Other Matters**

Cabinet minutes for 3 October 2017 are attached at the end of this agenda.

## **4.0 Key Decisions**

The following Key Decisions were taken by Cabinet on 3 October 2017:

- (1) Bailrigg Garden Village Governance Proposals
- (2) The 'Smart District' Connecting the Public Realm
- (3) Accountable Body Authorisation for Community Groups – Update

The following Officer Delegated Key Decisions were taken during this period:

- (1) Civica Financial Systems
- (2) Civica Icon Income Management System
- (3) Renewal of Fire Doors to 3 High Rise Flat Blocks

## **Background Papers**

Cabinet agenda and minutes of the meetings held on 3 October 2017.

## **Briefing Note in respect of Motion on Holiday Hunger – 15 November 2017**

The Council is concerned at reports by teachers' unions and others concerning the growth of "holiday hunger" amongst children.

Holiday hunger occurs when families who are usually entitled to free school meals during term time have that provision taken away during school holidays. This is most acute during the long summer holidays with an extra cost to families affected of an average of £30 to £40 per week to feed their children.

### **This Council notes:**

1. A survey led by the NUT (National Union of Teachers) found that as many as four in five staff reported a rise in "holiday hunger" over the past two years. 78% of teachers polled said that they recognised children arriving at school hungry. More than a third went as far as to say that pupils were returning after the school holidays showing signs of malnutrition.
2. That Mark Hendrick MP has sponsored a Private members' Bill by Frank Field MP which places a legal duty on local authorities to ensure the provision of free meals and activities during school holidays. This would be paid for by earmarking 10p from every pound raised from the sugar tax on soft drinks.
3. It has been reported that the Bill has received a certain amount of cross party support with 14 Conservative MPs publicly backing the Bill, which means that more Private Members' Bills are likely to become law if the government gives support to them.

### **This Council resolves:**

1. To support the Bill and asks the Chief Executive to write to our two MPs namely Cat Smith and David Morris to explain the Councils support and request that they also offer their support and actively persuade the Conservative led government to put Mr Field's Bill into law.
2. The Chief Executive writes to all Council Leaders across Lancashire asking them to support the Bill and requesting them to write to their own Members of Parliament to offer support for the Bill.
3. The Chief Executive writes to Mark Hendrick thanking him for sponsoring the Bill and making him aware it has the support of Lancaster City Council. The Council should also publicise its support for the Bill.

### **Officer Advice**

In addition to the national evidence about holiday hunger, Lancaster Citizens Advice Bureau have reported that local food banks have experienced a huge rise in requests for food parcels over the last year. (Over 80% in Lancaster) Whilst this is not all related to children in school holidays, nonetheless it presents a picture of families struggling to cope especially those affected by the change to Universal Credit.

The Bill aims to place a legal duty on local authorities to facilitate the delivery of programmes that provide free meals and activities for children during school holidays. It is envisaged that the duty will fall to upper tier authorities as the Education Authority but the detailed content of the Bill has not yet been published. The financial implications to the city council are therefore unknown at this stage.



The Bill is due to have its second reading debate in the House of Commons on 19<sup>th</sup> January 2018.

Chief Officer (Health and Housing)

**Monitoring Officer Comments**

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

**Section 151 Officer Comments**

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

**COUNCIL**

**Allocation of Seats to Political Groups  
15 November 2017**

**Report of Chief Executive**

**PURPOSE OF REPORT**

To advise Council of the calculations relating to the allocation of seats in accordance with the Local Government and Housing Act 1989 and the Council's agreed protocol, following two recent by-elections.

This report is public.

**RECOMMENDATIONS**

- (1) That in accordance with Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations, 1990, the City Council approves the calculations and allocation of seats set out in Appendices B and C of the report.
- (2) That the adjustments required to the Groupings of committees, detailed in paragraph 3 and Appendix C of the report, be approved.

**1.0 Introduction**

- 1.1 Members will be aware that two by-elections have recently been held for vacant seats, following resignations, in the Skerton West and Halton-with-Aughton wards of the City Council. The results have caused a change to the political grouping of Members, requiring this report on the recalculation of the proportional representation arrangements.
- 1.2 Members are requested to approve the calculation in order to make the necessary adjustments to both groupings of committees, which reflect the revised make-up of the Council.

**2.0 Political Composition of the Council**

- 2.1 Following the change, Membership of the council is made up as follows:

Labour	32
Conservatives	18
Green	7
Independent Group	2
Non-aligned Independent	1
	<u>60</u>

2.2 Various appendices give full details of the calculations: **Appendix A** shows the methodology of Council's agreed calculation of PR; the calculations in relation to numbers from 1 to 20 are attached at **Appendix B** and **Appendix C** gives the grouping calculations used in this report.

### 3.0 Adjustments

3.1 There are adjustments necessary to both groupings.

3.2 Appendix C sets out the rationale for the adjustments necessary as a result of the calculation. In short, these are:

- **For the Overview and Scrutiny Grouping:** The Conservative Group should pass a seat on the Overview and Scrutiny Committee or the Budget and Performance Panel to the Labour Group.
- **For the Regulatory and Standing Committees Grouping:** The seat vacated by former Free Independent Group Councillor, Paul Woodruff, passes to the Labour Group.

### 4.0 Conclusion

4.1 Members are requested to approve the calculations to enable the necessary adjustments set out in 3.2 to be made at this meeting.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>
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There are no direct implications as a result of this report.

<b>FINANCIAL IMPLICATIONS</b>
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There are no financial implications as a direct result of this report.

<b>LEGAL IMPLICATIONS</b>
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This report has been prepared in accordance with the provisions of Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations 1990.

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

<b>MONITORING OFFICER'S COMMENTS</b>
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The Monitoring Officer has reviewed the report and has no further comments.

<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524 582057 <b>E-mail:</b> dchambers@lancaster.gov.uk
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**Appendix A**

**METHOD OF CALCULATION**

- 1 The following is provided as a reminder for Members of the method used to calculate proportional representation (PR) at Lancaster City Council:-
- 2 At its meeting on 11<sup>th</sup> May 2006 Council agreed the following protocol and groupings for the calculation of PR on the Council's Cabinet\*, Overview & Scrutiny and Committees:
  - (i) the calculation be undertaken using 4 decimal places;
  - (ii) the allocation of a final seat to a Group with the same residual be to the largest under-represented Group provided that this does not result in the largest over-representation; and
  - (iii) In the event that the foregoing rules do not resolve the situation, either because of a tie, or because the allocation would result in the largest over-representation, the seat be allocated by drawing lots under the supervision of the Mayor.
  - (iv) the calculation should be undertaken in relation to the following groupings:
    - Overview and Scrutiny (2 x 9)
    - Regulatory and other timetabled Committees (1 x 20(Planning)\*, 1 x 15 (Licensing Act), 1 x 9 (Licensing Regulatory) and 2 x 7 (Personnel and Audit)
    - Remaining Standing and Joint Committees to be calculated separately and individually.

*\*The Cabinet is no longer a PR Cabinet, and the composition of the Planning Committee has since reduced to 15 Members.*

## PR CALCULATION

		Labour	Conservative	Green	Independent Group	Non-aligned Independent (Cllr Scott)
1	=	1	-	-	-	-
2	=	1	1	-	-	-
3	=	2	1	-	-	-
4	=	2	1	1	-	-
5	=	3	1	1	-	-
6	=	3	2	1	-	-
7	=	4	2	1	-	-
8	=	4	3	1	-	-
9	=	5	3	1	-	-
10	=	5	3	1	1	-
11	=	6	3	1	1	-
12	=	6	4	1	1	-
13	=	7	4	1	1	-
14	=	7	4	2	1	-
15	=	8	4	2	1	-
16	=	8	5	2	1	-
17	=	9	5	2	1	-
18	=	10	5	2	1	-
19	=	10	6	2	1	-
20	=	11	6	2	1	-

Labour	32
Conservative	18
Green	7
Independent Group	2
Non-aligned Independent	1
<b>TOTAL</b>	<b>60</b>

As at 29 September 2017

## COMMITTEE GROUPING CALCULATIONS

### 1 OVERVIEW AND SCRUTINY GROUPING

The PR Calculation for a single 9 Member Committee is now 5:3:1:0:0 and the grouping of Overview & Scrutiny Committee and Budget & Performance Panel is as follows:-

$9 + 9 = 18$  (-:- 60) = 0.3 seats per Member.

Lab	32	x 0.3	=	9.6	=	10
Con	18	x 0.3	=	5.4	=	5
Green	7	x 0.3	=	2.1	=	2
Inde Group	2	x 0.3	=	0.6	=	1
NAI	1	x 0.3	=	0.3	=	0
						<b><u>=18</u></b>

At the July 2017 Council meeting, the grouping gave the Conservative Group six seats overall and the Labour Group had nine seats. The new calculation requires the Conservative Group to pass a seat on this grouping to the Labour Group.

### 2 REGULATORY AND STANDING COMMITTEES OF COUNCIL GROUPING

The PR calculation for 15 Member Committees (Planning and Highways Regulatory and Licensing Act) is now 8:4:2:1:0. The 9 Member Licensing Regulatory Committee is now 5:3:1:0:0 and the 7 Member Committee calculation (for Personnel and Audit) is now 4:2:1:0:0. The total seats to be allocated for the grouping comprising Planning and Highways Regulatory, Licensing Act, Licensing Regulatory, Personnel and Audit Committees is:-

$15 + 15 + 9 + 7 + 7 = 53$  (-:- 60) = 0.8833 seats per Member.

Lab	32	x 0.8833	=	28.2656	=	28
Con	18	x 0.8833	=	15.8994	=	16
Green	7	x 0.8833	=	6.1831	=	6
Inde Group	2	x 0.8833	=	1.766	=	2
NAI	1	x 0.8833	=	0.8833	=	1
						<b><u>=53</u></b>

In May 2017, the calculation gave the Labour Group 27 seats over the grouping and the Free Independent (who has since resigned) 1 seat. The Labour Group will therefore take the seat on the Licensing Act Committee which was held by former Councillor Paul Woodruff.

### 3 OTHER COMMITTEES/PANELS

Remaining Standing Committees currently constituted with a PR of 7 are the Appeals, Council Business and Standards Committees. The PR calculation for these is now 4:2:1:0:0 and no adjustments are needed.

The Appraisal Panel is a member panel of seven members appointed on a PR basis, although not a formal Committee of Council. The PR calculation for the Panel is now 4:2:1:0:0 and no adjustment is needed.

**COUNCIL**

**Appointments to Outside Bodies – The Dukes Board,  
Board of Trustees of the Lancaster Charity  
and Growth Lancashire**

**15 November 2017  
Report of the Chief Executive**

**PURPOSE OF REPORT**

To consider whether or not to appoint to four vacancies which have arisen on the board of The Dukes and one vacancy on the Lancaster Charity. Also to consider appointing a Director to Growth Lancashire Limited.

**This report is public**

**RECOMMENDATIONS REGARDING THE DUKES:**

- (1) That Council does not fill the vacancies at the present time, as any Member taking up a place on the Board of the Dukes would be ineligible to take part in further discussions and voting on progress with the Canal Corridor North project, due to a conflict of interests.

**RECOMMENDATIONS REGARDING THE BOARD OF TRUSTEES OF THE LANCASTER CHARITY:**

- (2) That Council re-confirms that the basis of appointment to the board of the Lancaster Charity should be by nomination and voting at Council.
- (3) That nominations be made and voted upon at this meeting and an appointment made until the next City Council Elections.

**RECOMMENDATIONS REGARDING GROWTH LANCASHIRE:**

- (4) That Council recommends to Cabinet that the Cabinet Member for Planning and Economic Regeneration be appointed to the Growth Lancashire directorship, with the Leader of the Council as alternate director.

**1.0 Introduction**

- 1.1 Council makes four appointments to the board of The Dukes. Councillors Biddulph, Blamire, Cozler and Leyshon were re-confirmed as the Council's appointments in May 2017.
- 1.2 All four appointees recently resigned from the board to avoid any conflict of

interest when Council is required to consider Canal Corridor issues. This leaves four vacant places on the Dukes' board.

- 1.3 Council appoints Councillors to six places on the Board of Trustees of the Lancaster Charity. Councillor Thynne has recently resigned from one of those places because the meetings are held at times when he is unavailable. The other Councillors who remain in place are Councillors Brookes, Denwood, Pattison, Redfern and Sherlock.
- 1.4 Council was recently invited to appoint a director to Growth Lancashire Limited and, if possible, an alternate director. Growth Lancashire is a business support and economic development company owned by several Lancashire authorities and operating throughout the county and provides a range of accredited business support services across Lancashire, including Lancaster district. Blackburn with Darwen Borough Council is the accountable body. Growth Lancashire Limited has advised that it is usual for these appointments to be the Leader of the Council and/or the Cabinet Member with the Regeneration/Economic Development portfolio.

## **2.0 Proposal Details**

- 2.1 **The Dukes:** It has been noted above that the four appointees have resigned to avoid any conflict of interest when Council is required to consider Canal Corridor issues. Since the same conflict of interest would arise for any Councillor taking up an appointment to the vacant places on the Board, it is recommended that these places be left unfilled for the time being, until the position is clearer.
- 2.2 **Board of Trustees of the Lancaster Charity:** As with the Dukes, in May 2017 Council confirmed that the appointments would be filled by nomination and voting at full Council and that will remain the case unless a different proposition is put forward. Members are asked to make nominations and appoint at this meeting. It is important that all nominees are available to attend Board meetings on the second Tuesday of January, April, July and October at 10.30am-12noon approximately.
- 2.3 **Growth Lancashire:** Council is asked to agree to appoint a director and alternate director to Growth Lancashire Limited and to recommend to Cabinet that the director be the relevant Cabinet Member, Councillor Janice Hanson, and that the Leader be appointed alternate director.

## **3.0 Conclusion**

- 3.1 Council is asked to consider the recommendations in this report.



**CONCLUSION OF IMPACT ASSESSMENT**

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

None directly arising from this report.

**LEGAL IMPLICATIONS**

None directly arising from this report.

**FINANCIAL IMPLICATIONS**

Members of outside bodies are entitled to travel expenses. Costs resulting from these appointments should be minimal and would be met from existing democratic representation budgets.

**OTHER RESOURCE IMPLICATIONS**

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 reviewed the report and has no further comments.

**BACKGROUND PAPERS**

Articles of Association of Growth Lancashire Limited

**Contact Officer:** Debbie Chambers

**Telephone:** 01524 582057

**E-mail:** dchambers@lancaster.gov.uk

**Ref:**

## CABINET

6.05 P.M.

3RD OCTOBER 2017

**PRESENT:-** Councillors Eileen Blamire (Chairman), Janice Hanson (Vice-Chairman), Darren Clifford, Brendan Hughes, James Leyshon, Margaret Pattison, Andrew Warriner and Anne Whitehead

Officers in attendance:-

Susan Parsonage	Chief Executive
Estelle Culligan	Chief Officer (Legal and Governance)
Mark Davies	Chief Officer (Environment)
Andrew Dobson	Chief Officer (Regeneration and Planning)
Suzanne Lodge	Chief Officer (Health and Housing)
Nadine Muschamp	Chief Officer (Resources) and Section 151 Officer
Liz Bateson	Principal Democratic Support Officer

### 31 MINUTES

The minutes of the meeting held on Tuesday 5<sup>th</sup> September 2017 were approved as a correct record.

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

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

### 33 DECLARATIONS OF INTEREST

Councillor Leyshon and Councillor Whitehead declared pecuniary interests in Agenda item 6, Bailrigg Garden Village Governance Proposals. Councillor Leyshon's pecuniary interest being that he was employed by Lancaster University. Councillor Whitehead's pecuniary interest was in view of her being an Emeritus Professor at Lancaster University. (Minute 35 refers).

Councillor Leyshon and Councillor Whitehead declared an interest with regard to item 8, Accountable Body Authorisation for Community Groups, Councillor Leyshon being the Chair of the Palatine Projects Group and Councillor Whitehead being a member of the Palatine Projects Group.

No other declarations were made at this point.

### 34 PUBLIC SPEAKING

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

### 35 BAILRIGG GARDEN VILLAGE GOVERNANCE PROPOSALS

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

***(Councillors Leyshon and Whitehead having both declared pecuniary interests in the following item left the meeting at this point and did not participate in the discussions or vote.)***

Cabinet received a report from the Chief Officer (Regeneration & Planning) which sought approval for the governance arrangements for the Bailrigg Garden Village project.

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

	<b>Option 1:</b> To agree the proposed Governance Structure	<b>Option 2:</b> To agree a Governance structure which excludes any representation from the University on the Project Board	<b>Option 3:</b> not to agree a Governance Structure.
Advantages	Establishes the structure for reporting and control of the project at an early stage before significant decisions need to be made.	Eliminates entirely any suggestion of conflict of interest with the University's role	None
Disadvantages	None	Distances the university from shaping strategy and using its significant resources and innovation to help shape the Garden Village.	Further delay in progressing the project. Failing to meet the expectations of the HCA. Reputational damage.
Risks	Risk of conflict of interest associated with the University's role has been mitigated.	Risk of alienating the university from the project.	Ministerial intervention

Option 1 is the officer preferred option. The project is now entering an important stage where significant areas of work need to be commissioned and external funding accounted for and monitored. Ministers are keen to see progress and the HCA are pressing for formal governance processes to be set up. Now that the issue of how to treat the university as part of the governance structure has been resolved progress on establishing the structure and putting it into operation needs to occur.

Councillor Hanson proposed, seconded by Councillor Warriner:-

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

The Cabinet Members present then voted:-

***Resolved unanimously:***

- (1) That the Governance Structure for Bailrigg Garden Village illustrated in Appendix C to the report, be approved and put into operation.
- (2) That the Project Plan contained in Appendix B to the report, be noted and the Planning Policy Cabinet Liaison Group be asked to monitor the natural evolution of that plan, with key decisions required against milestones being referred back to Cabinet as appropriate.
- (3) That it be noted that a further £130K bid for top up Capacity Funding was submitted to the Homes and Community Agency in August under delegated authority and that this funding should be accepted by the Council, if successful.
- (4) That delegated authority be given to the Chief Officer (Regeneration and Planning) in agreement with the Chief Officer (Resources) to approve the making and acceptance of further external funding bids as appropriate for project development / capacity purposes only.
- (5) That the General Fund Revenue Budget be updated as appropriate to reflect any additional expenditure and associated funding arising from recommendations 3 and 4, subject to there being a nil impact on the Council's overall resources.
- (6) That officers report back to Cabinet prior to entering into any commitments beyond those needed to undertake the master planning, infrastructure planning and community consultation alongside the Local Plan process needed to inform the project implementation stage.

**Officers responsible for effecting the decision:**

Chief Officer (Regeneration & Planning)  
Chief Officer (Resources)

**Reasons for making the decision:**

The Bailrigg Garden Village is the largest single housing land allocation in the Council's emerging Lancaster District Local Plan, which is due to be recommended for submission to the Secretary of State in December 2017. The establishment of an appropriate governance process reduces risk to the Council in terms of challenge to its appropriate use of external Government funding, the means by which the Council will use its land assets, and other due diligence requirements for a project of this size.

***Councillors Leyshon and Whitehead returned to the meeting at this point.***

36

**'SMART DISTRICT' - CONNECTING THE PUBLIC REALM****(Cabinet Members with Special Responsibility Councillors Hughes & Leyshon)**

Cabinet received a joint report from the Chief Officer (Environment) and Chief Officer (Resources) which sought Cabinet's support for developing the concept of 'Smart District' using technology to generate efficiencies and improve how we deliver our

services.

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

	<b>Option 1:</b> Support the concept of Smart district, and consider proposals during the forthcoming budget.	<b>Option 2:</b> Do not support in concept and continue with traditional methods.
Advantages	Allows consideration alongside all other budget options.  Allows time to develop a wider implementation plan	None
Disadvantages	None.	Lost opportunity to take advantage of digital technologies to make service improvements and efficiency savings.
Risks		

The Officer preferred option is Option 1. The report set out how by working in partnership the Council could take a leading role supporting economic development through the use of technology whilst at the same time generating efficiencies and improving its own services.

Councillor Hughes proposed, seconded by Councillor Leyshon:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet supports the concept of ‘Smart District’ to inform the Council’s emerging digital strategy and ‘management of the place’.
- (2) That the business case be developed further for consideration during the budget and planning process, with initial operational focus on the management of the public realm.

**Officers responsible for effecting the decision:**

Chief Officer (Environment)  
Chief Officer (Resources)

**Reasons for making the decision:**

The decision is consistent with the Council’s corporate priority of providing clean, green

and safe public spaces and enables officers to develop options for consideration as part of the budget planning process.

### 37 ACCOUNTABLE BODY AUTHORISATION FOR COMMUNITY GROUPS- UPDATE

(Cabinet Member with Special Responsibility Councillor Hughes)

***Councillor Leyshon and Whitehead had previously declared an interest in this item. At this point Councillor Hanson and Councillor Blamire both declared an interest: Councillor Hanson in view of her involvement with the Friends of Regent Park and Councillor Blamire through her involvement with the Friends of Williamson Park.***

Cabinet received a report from the Chief Officer (Environment) to consider the approval of delegated responsibility to the Chief Officers (Environment) and (Resources) to authorise and accept external funding applications, and for the Council to act as the accountable body for community bodies working to improve facilities on council owned land.

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

	<b>Option 1:</b> Delegate Responsibilities as outlined	<b>Option 2:</b> Seek Cabinet approval on each individual basis
Advantages	<p>As there are so many projects in this area of work, this will save time, allowing officers to focus on supporting the community and delivery of the corporate objective for green spaces.</p> <p>It will allow groups to respond quickly to opportunities which arise.</p> <p>Projects are usually funded by three or four different funding bodies. Delegated responsibility will provide flexibility when pulling funding packages together.</p> <p>Enables quick applications to go in to maintain community interest.</p>	<p>Allows consideration of specific budgetary pressures and commitment of future budgets as and when bidding opportunities arise.</p>
Disadvantages	<p>Annual commitments against existing budget levels may be incurred, reducing future scope to make savings in those areas.</p>	<p>It does not provide the flexibility and responsiveness which is required for these small scale community projects. Some funding is available at short</p>

		<p>notice which does not easily fit into council procedures and timescales.</p> <p>Due to the quantity of projects and funding applications – the officer time in complying with these requirements on a project by project basis.</p>
Risks	<p>There will be no immediate risk regarding ongoing maintenance costs as this will be addressed at the start of any project, but would be risk associated with committing future years' budgets, potentially.</p> <p>There is a risk that the group don't fulfil their requirements and the funding is reclaimed – Officers work very closely with groups to ensure this does not happen. Acting as the accountable body also allows us to have more control over funding requirements, procurement procedures, quality of work, etc. that may reduce long term risks to the council.</p>	<p>Loss of funding opportunities due to the required timescales.</p> <p>Loss of community interest due to the required timescales especially when funding has been secured and needs spending by a certain date.</p>

The preferred option is option 1 as it enables the council to respond more quickly to securing funding for these relatively small scale community projects and the risks and consequences are considered manageable.

Councillor Hughes proposed, seconded by Councillor Pattison:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That authority be delegated to the Chief Officer (Environment), in agreement with the Section 151 Officer, to approve the making and acceptance of external funding bids above the key decision threshold where:
- any such bid is for the purposes of improving public open space in the District; and
  - it can be contained within the budget and policy framework and would not require redirection of resources between service areas, functions or activities

on an ongoing basis.

- (2) That authority be delegated to the Section 151 Officer, in agreement with the Chief Officer (Environment), to adopt the role of “accountable body” where appropriate, in order to support formally constituted ‘Friends of’ and community groups in helping to improve public open space in the District, subject to due diligence and any financial implications being contained within the budget and policy framework.
- (3) That the above delegations remain in place until October 2021 and be subject to review at that time.

**Officers responsible for effecting the decision:**

Chief Officer (Environment)  
Chief Officer (Resources)

**Reasons for making the decision:**

The Council is experienced in managing external funds and has robust arrangements in place for administering such funding as well as undertaking the role of Accountable Body. The decision is consistent with the delivery of the Council’s objective for Green spaces: ‘the Council will encourage local communities and individuals in their local area to become involved in protecting and improving the quality of local areas, parks and public spaces in a way that is sustainable.’

**38 REVIEW OF THE YEAR 2016 - 2017**

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

Cabinet received a report from the Chief Executive which provided an overview of the Council’s progress in 2016-17 towards the delivery of corporate plan priorities and outcomes as set out in the Corporate Plan 2016-2020.

No options were provided as the report was primarily for noting.

Councillor Blamire proposed, seconded by Councillor Warriner:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet notes the report which set out progress against the Corporate Plan 2016/2020 priorities.

**Officer responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

The report is a requirement of the Council’s Performance Management Framework in



support of the delivery of key priorities and outcomes as set out in the overall policy framework and specifically the Corporate Plan 2016 - 2020.

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Chairman

(The meeting ended at 6.17 p.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 6TH OCTOBER, 2017.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY 16TH OCTOBER, 2017.**