



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

Wednesday, 18 March 2020

6.00 p.m.

Morecambe Town Hall

Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. If you require support in accessing the building, please contact Democratic Services on 01524 582132, or email democracy@lancaster.gov.uk

Kieran Keane,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 18 March 2020 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE** (Pages 5 - 7)

To receive apologies for absence and consider a report regarding the continued absence of Councillor Michael Mumford due to illness.

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 26 February 2020 (previously circulated).

3. **DECLARATIONS OF INTEREST**

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

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

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

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

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

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

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

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

questions to a Member of Cabinet or Committee Chairman.

7. PETITIONS AND ADDRESSES

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

8. LEADER'S REPORT (Pages 8 - 9)

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. PAY POLICY STATEMENT 2020/21

Report of the Personnel Committee *(to follow after Personnel Committee meeting on 12 March 2020)*

10. COUNCILLOR JOHN WILD (Pages 10 - 11)

Report of the Standards Committee

OTHER BUSINESS

11. ALLOCATION OF SEATS TO POLITICAL GROUPS

Report of the Chief Executive *(to follow)*

12. APPOINTMENT TO AN OUTSIDE BODY (Pages 12 - 13)

Report of the Democratic Services Manager.

13. APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP

Group Administrators to report any changes to Committee Membership for noting.

14. QUESTIONS UNDER COUNCIL PROCEDURE RULE 12

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

15. MINUTES OF CABINET (Pages 14 - 27)

To receive the Minutes of Meeting of Cabinet held on 11 February 2020



.....
Chief Executive

COUNCIL

Councillor Michael Mumford

18 March 2020

Report of the Democratic Services Manager

PURPOSE OF REPORT

To enable Council to consider approving Councillor Mumford's non-attendance at Council meetings for a periods of six months due to ill health.
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This report is public

RECOMMENDATIONS

- (1) The Council is asked to approve Councillor Mumford's non-attendance at meetings of the authority due to ill health for a six month period up to 19 August 2020 pursuant to Section 85 (1) of the Local Government Act 1972.

1.0 Introduction

1.1 Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six month period expiring.

1.2 Unfortunately, due to a serious illness Councillor Michael Mumford, Kellet Ward, has not been able to attend any Council or Committee meetings since the Council meeting on 25 September 2019. A formal request has therefore been made for an extension to the six month rule to be approved in his respect.

2.0 Background

2.1 Section 85 (1) of the Local Government Act 1972 states that "if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority." Attendance can be at any committee or sub-committee, or any joint committee, joint board or other body where the functions of the Authority

are discharged or who were appointed to advise the Authority on any matter relating to the discharge of their functions.

- 2.2 Councillor Mumford has not been able to attend any Council or Committee meetings since the Council meeting on 25 September 2019, due to a hospital admission and serious illness. The Democratic Services Manager has received a request for the Council to consider approving an extension to the usual six month attendance rule enabling him to remain in office until he is able to resume normal duties.
- 2.3 Council can only consider approval of any reasons for non-attendance before the end of the relevant six month period, which will be 25 March 2020. Councillor Mumford has confirmed that he will not be able to attend Council meetings for the foreseeable future and so this request has been submitted to approve an extension of the usual six month rule.
- 2.4 Councillor Mumford was elected to the Council in May 2019 and represents Kellet ward. In addition to full Council he also serves as a member of Council Business Committee and Planning Regulatory Committee. He is also a council representative on the Crook O'Lune Advisory Committee and Relate Lancashire – Lancaster District.

3.0 Proposal

- 3.1 Section 85 (1) of the Local Government Act 1972 enables a Local Authority to approve the reason(s) for non-attendance of a Member at any meeting of the Authority throughout a period of six consecutive months, provided that approval is given by the Authority before the expiry of the six month period.
- 3.2 This is the final Council meeting at which approval could be sought for an extension of the time limit. If approval to any extension is not therefore agreed at this meeting Councillor Mumford would, under Section 85 (1) of the Local Government Act 1972 be disqualified after 19 February 2020 from office as a councillor.
- 3.3 Once any councillor loses office, through failure to attend for the six month period, the disqualification cannot be overcome by the councillor subsequently resuming attendance nor can retrospective approval of the Council be sought for an extension in time.

4.0 Conclusion

- 4.1 The Council is asked to approve Councillor Mumford's non-attendance at meetings of the authority due to ill health for a six month period up to 25 September 2020 pursuant to Section 85 (1) of the Local Government Act 1972.

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

LEGAL IMPLICATIONS

These are set out in the report.

FINANCIAL IMPLICATIONS

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

OTHER RESOURCE IMPLICATIONS

None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS

None

Contact Officer: Debbie Chambers
Telephone: 01524 582057
E-mail: dchambers@lancaster.gov.uk
Ref:



Leader's Report

18 March 2020

Report of the Leader of the Council

PURPOSE OF REPORT

To present the Leader's report to Council.

This report is public.

RECOMMENDATION

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 11 February 2020, which are for consideration 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 26 February 2020.

3.0 Leader's Comments

Corona Virus

As councillors will be aware, the City Council is not a public health authority, that role falls to Lancashire County Council. We are, however, working through the Lancashire Resilience Forum to support those agencies with the lead on the response to Corona Virus.

As the City Council one of our prime responsibilities is to have continuity plans in place for the essential services we deliver. As you will have read in the briefing to councillors, those plans are in place, and we are as ready as we can be.

As councillors, residents will look to us for information and advice, please ensure you are using information from reliable sources such as the NHS, Public Health England and the City and County Councils for more local information.

Eden North

As you will have seen in the news, the City Council have agreed heads of terms for a land deal with the Eden Project. The heads include terms that would commit Eden to local procurement, good local jobs and the establishment of a community fund for Morecambe. By the time of full council I hope we will also be celebrating a budget announcement from central government to progress Eden North.

The future of local government

Work continues develop our position on the future of our authority. In the week of full council that will have included briefings for cabinet and cross-party group leaders, as well as all councillors, and on the 19th our colleagues from South Lakeland and Barrow.

Flooding

As a follow-up to our discussion about flooding at the last council meeting. Cllr Frea is currently working on the arrangements for a meeting between councillors and local flood action groups, and Mr Davies is chasing the Environment Agency and Lead Local Flood Authority for a meeting date as well. I have picked up this issue with district leaders across Lancashire and our discussions continue.

International Women's Day

8th March marks International Women's Day (IWD). IWD is always both a time to celebrate how far women have come, and to note the work still to be done.

4.0 Key Decisions

The following Key Decisions were taken by Cabinet on 11 February 2020:

- (1) Corporate Fees and Charges Review Policy 2020/21
- (2) Housing Revenue Account and Capital Programme
- (3) Future High Streets

- (4) Budget & Policy Framework Update 2020/21
- (5) Eden Project North
- (6) Job Evaluation Project

Background Papers

Cabinet agenda and minutes of the meeting held on 11 February 2020.

COUNCIL**Councillor John Wild****18 March 2020****Report of the Standards Committee****PURPOSE OF REPORT**

To inform Council of the findings of the Standards Committee, and the sanctions imposed, following a hearing regarding breaches of the Councillors' Code of Conduct by Councillor John Wild.

This report is public.

RECOMMENDATIONS

(1) That the report be noted.

1.0 Background

1.1 The Standards Committee held a hearing on 12 February 2020 (reconvened from the adjourned meeting held on Thursday 16 January 2020). The hearing related to allegations on of misconduct by Councillor John Wild regarding the unauthorised release of personal and confidential information to the media.

2.0 Findings of the Committee

2.1 The allegations concerned Councillor Wild releasing confidential information to the Lancaster Guardian which contained personal data, together with details of a previous standards investigation that had not yet been concluded. Following an investigation into this alleged breach, Councillor Wild then released the confidential investigation report to a number of people, including the media. Councillor Wild also failed to co-operate with the investigation process by not attending interviews or putting unreasonable barriers in the way of the appointed investigator.

2.2 The Standards Committee upheld the complaint that Councillor Wild had breached the Code of Conduct on a number of occasions in relation to selflessness and accountability.

2.3 The Committee imposed sanctions, as follows:

- a) *That Councillor Wild be censured in the public minutes with a report to full council and a press release.*
- b) *That the Standards Committee recommend that Councillor Wild undertake further training on the Councillors' Code of Conduct and GDPR and that this be offered within the next three months.*

3.0 Conclusion

3.1 This report is submitted by the Committee accordance with Rule 2.1 (i) of the Council Procedure Rules in the Council's Constitution, and is for noting.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
LEGAL IMPLICATIONS This report is submitted to Council for noting, as required by the sanctions imposed by the Standards Committee.	
FINANCIAL IMPLICATIONS There are no financial implications as a result of this report.	
OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; 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 Investigating Officer's report submitted to the Standards Committee.	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:

Council

Appointment to an Outside Body 18 March 2020

Report of the Democratic Services Manager

PURPOSE OF REPORT
To consider making an appointment to a vacancy for a Lancaster City Councillor which has arisen on Lancashire County Council's Health Scrutiny Committee.
This report is public

RECOMMENDATION

- (1) That Council notes that a vacancy has occurred for the City Council's seat on the County Council's Health Scrutiny Committee.
- (2) That an appointment is made at this meeting to fill the vacancy.

1.0 Introduction

- 1.1 On 20 May 2019, Councillor Dant was appointed to the Lancashire County Council Health Scrutiny Committee.

2.0 Proposal

- 2.1 Councillor Dant has now resigned from that role, creating a vacancy. Council has previously determined that the appointment to this role should be by nomination and voting at a Council meeting, therefore it is recommended that nominations are sought, and an appointment made, at this meeting.

3.0 Conclusion

- 7.1 Council is asked to note the vacancy and make an appointment at this meeting.

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

FINANCIAL IMPLICATIONS

None directly arising from this report. Members of Outside Bodies are entitled to travel expenses. Costs resulting from such appointments are met from democratic representation budgets.

SECTION 151 OFFICER'S COMMENTS

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

DEPUTY MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None

Contact Officer: Debbie Chambers

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E-mail: dchambers@lancaster.gov.uk

CABINET**6.00 P.M.****11TH FEBRUARY 2020**

PRESENT:- Councillors Erica Lewis (Chair), Kevin Frea (Vice-Chair), Dave Brookes (reconvened meeting only - minutes 69 to 72), Tim Hamilton-Cox, Janice Hanson, Caroline Jackson, Jean Parr, John Reynolds (minutes 59 to 68 and minutes 70 to 72), Alistair Sinclair and Anne Whitehead

Also present: Mr Ross Shine (Minutes 67 & 69)

Officers in attendance:-

Kieran Keane	Chief Executive
Daniel Bates	Director of Corporate Services
Mark Cassidy	Planning Manager (minute 65, 67 & 68)
Mark Davies	Director for Communities and the Environment
Jason Syers	Director for Economic Growth and Regeneration (11 th February – minutes 59 to 68 only)
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Luke Gorst	Acting Head of Legal Services and Monitoring Officer
Anne Marie Harrison	Economic Development Manager (minute 67 & 68)
Joanne Wilkinson	Head of Housing (minute 64)
Jayne Cordley-Williams	Head of Human Resources (minute 72)
Liz Bateson	Principal Democratic Support Officer, Democratic Services

59 MINUTES

The minutes of the meeting held on Tuesday 14 January 2020 were approved as a correct record.

60 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

61 DECLARATIONS OF INTEREST

Councillor Hanson declared a personal interest with regard to the Housing Revenue Account and Capital Programme report in view of a close relative living in council supported housing and advised the meeting that she would not be participating in any discussion or voting on that item. (Minute 64 refers).

62 PUBLIC SPEAKING

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

At this point the Chair advised the meeting that Cabinet would reconvene on Tuesday 18 February to consider items 6 (Budget and Policy Framework Update) and item 12 (Job

Evaluation Project).

The Chair then requested that standing order 17 (Cabinet Procedure Rule 17) be suspended to allow for questions to be taken from all members as the reports were introduced. The proposal was moved by Councillor Parr, seconded by Councillor Jackson and unanimously agreed.

Resolved unanimously:

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

63 CORPORATE FEES AND CHARGES REVIEW POLICY 2020-21

(Cabinet Member with Special Responsibility Councillor Whitehead)

Cabinet received a report from the Head of Financial Services and Director for Communities and the Environment that requested Members to endorse the Fees and Charges Policy for 2020/21 and consider the freezing of charges in the areas of Car Parking and Garden Waste Collection.

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

The policy attached to the report remains substantively unchanged and it is considered that it remains fit for purpose (at least in the short term) and it adequately covers Cabinet's budget proposals. As such, no options are presented and Cabinet is simply requested to endorse the policy, with a review being undertaken next year.

With regard to car parking charges and garden waste charges, Members have proposed to freeze charges for the forthcoming financial year. Should inflation be applied, further work to determine charging levels would need to take place and be fed into the budget setting process as appropriate.

Councillor Whitehead proposed, seconded by Councillor Reynolds:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet endorses the Fees and Charges Policy as set out at Appendix A to the report, and during 2020/21 as part of the mid-year budget strategy review determines whether any other areas of income generation be explored further for 2021/22 onwards.
- (2) That Cabinet endorses the freezing of car parking charges, as reported as part of the current 2020/21 budget setting process.

Officers responsible for effecting the decision:

Director of Communities and the Environment

Director of Corporate Services
Head of Financial Services

Reasons for making the decision:

Fees and charges form an integral part of the budget setting process, which in turn relates to the Council's priorities. Under the Medium Term Financial Strategy (MTFS) income generation is a specific initiative for helping to balance the budget. The proposed increases are considered to be fair and reasonable.

Having declared a personal interest in the following report Councillor Hanson left the room at this point.

64 HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME

(Cabinet Member with Special Responsibility Councillor Caroline Jackson)

Cabinet received a report from the Director of Communities and the Environment, which provided an update on the council housing budgetary position and sought Cabinet's decisions on council housing rent levels for 2020/21 and targets for future years. It also sought approval of Cabinet's supporting revenue budget and capital programme proposals for referral on to Budget Council, in order to complete the HRA budget setting process for 2020/21.

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

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

In relation to garage rents, the previous decision was to increase using CPI from 2020/21. Occupancy levels suggest that this is not sustainable in the short term, therefore it is recommended to freeze rent levels for a 12-month period in order to protect the current income levels achieved, reverting to a CPI increase thereafter.

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

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

With regards to the savings and growth proposals as set out in section 7 of the report, Cabinet should consider the costs and benefits of the proposals and whether they are

affordable, in particular over the medium to longer term.

The options available in respect of the Capital Programme are:

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

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

Option 1: Set housing and garage rent levels as set out in this report and approve the provisions, reserves and balances position (and their use); the revenue budgets and capital programme; and all growth proposals as set out
Advantages: Increased rental income allows the Council to deliver towards its climate ambitions and provide an ambitious housing service which places people and place at the heart of its offer.
Disadvantages: Increased rent levels for tenants.
Risks: Proposed areas of growth, though sustainable in the long term, may increase the need for borrowing to deliver on new build ambitions
Option 2: Set housing and garage rent levels as detailed in this report and approve the provisions, reserves and balances position (and their use) as set out, and the revenue budgets and capital programme, but allowing for Cabinet's recommendations regarding specific savings and growth proposals.
Advantages: Increased rental income allows the council to deliver towards its ambitions. Non-approval of growth items would lead to greater HRA surpluses over the life of the 30-year business plan.
Disadvantages: Non-approval of growth items would cause a scaling back of ambitions.
Risks: Inability to maximise service provision and deliver on Council, and housing related ambitions.
Option 3: To propose alternatives to those outlined in Section 11 above.
Advantages: Unknown
Disadvantages: Would require further options analysis

Risks: Impact on housing service and council housing tenants unknown.
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The officer preferred option is Option 1: Set housing and garage rent levels as set out in this report and approve the provisions, reserves and balances position (and their use); the revenue budgets and capital programme; and all growth proposals as set out.

Councillor Jackson proposed, seconded by Councillor Parr:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the Housing Revenue Account Budget for 2020-21, as set out at Appendix A to the report, be referred on to Council for approval.
- (2) That the minimum level of HRA unallocated balances be retained at £500,000 from 01 April 2020, and that the full Statement on Reserves and Balances as set out at Appendix F to the report be endorsed and referred on to Budget Council for approval.
- (3) That council housing rents be set in accordance with statutory requirements as follows:
 - for general properties let as at 01 April 2020, average rent be set at £73.54 for 2020/21;
 - for sheltered and supported housing properties let as at 01 April 2020, average rent be set at £68.64 for 2020/21;
 - for any relevant property becoming vacant the following policy be reaffirmed: that they be re-let at the higher ‘formula rent’.
- (4) That garage rents be frozen for a 12-month period (rather than increased by CPI, as per the rent setting policy established by Cabinet in January 2017) in the context of falling occupancy levels, and in order to protect income levels currently achieved.
- (5) That the growth proposals as set out at Appendix E to the report, be included in Cabinet’s budget proposals for referral on to Council, noting that any approvals be met from unallocated balances.
- (6) That subject to the above, the resulting Housing Revenue Account budget for 2020/21 onwards, as set out at Appendix A to the report, together with the resulting Capital Programme as set out at Appendix C to the report, be referred on to Budget Council for approval.

Officers responsible for effecting the decision:

Director of Corporate Services
 Director of Communities and the Environment

Reasons for making the decision:

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

Councillor Hanson returned to the meeting at this point.

65 DIRECTION UNDER ARTICLE 4 OF THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 2015 AND A REGULATION 7 DIRECTION UNDER THE TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND) REGULATIONS 2007

(Cabinet Member with Special Responsibility Councillor Reynolds)

Cabinet received a report from the Director for Economic Growth and Regeneration to consider the designation of a Direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015 and a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. An Article 4 Direction would remove the permitted development, which allows the conversion of dwellings to Houses in Multiple Occupation (HMO). A Regulation 7 Direction would restrict the display of To Let boards. The report also sought approval for progression of the Directions through an informal consultation process and then the statutory processes necessary for the Directions to be made.

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

<p>Option 1: Designate an Article 4 under the Town and Country Planning (General Permitted Development) Order 2015.</p>
<p>Advantages: The Article 4 Direction will allow the concentration of HMOs in Lancaster to be managed to better protect the amenity of residents and of the areas and to enable policy DM13 of the emerging Development Management DPD to be effective in managing all sizes of HMO.</p>
<p>Disadvantages: An Article 4 Direction will increase the number of change of use applications to be processed and the enforcement necessary to</p>

ensure that it is effectively implemented.
<p>Risks: If an Article 4 Direction is not implemented in accordance with the statutory procedures and adequate time provided between the Direction being 'made' and it coming into force, there is a risk of legal challenge and compensation claims.</p>
<p>Option 2: Do not designate an Article 4 under the Town and Country Planning (General Permitted Development) Order 2015.</p>
<p>Advantages: None</p>
<p>Disadvantages: Not introducing an Article 4 Direction will allow the concentration of small HMOs in Lancaster to increase and undermine the effectiveness of policy DM13 of the emerging Development Management Development Plan Document.</p>
<p>Risks: The number and concentration of HMOs will increase adversely affecting the amenity or residents and of area.</p>
<p>Option 3: Designate a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.</p>
<p>Advantages: A Regulation 7 Direction will allow management of the number of To Let boards displayed. This will reduce the proliferation and clutter arising from the excessive display of boards within terraced streets and improve the visual amenity of the areas designated.</p>
<p>Disadvantages: A Regulation 7 Direction may increase the enforcement necessary to ensure that it is effectively implemented.</p>
<p>Risks: If a Regulation 7 Direction is not implemented in accordance with the statutory procedures, there is a risk of legal challenge and compensation claims.</p>
<p>Option 4: Do not introduce a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.</p>

<p>Advantages: None</p>
<p>Disadvantages: The proliferation and clutter of To Let signs will continue to adversely affect the visual amenity of the areas.</p>
<p>Risks: None</p>

The officer preferred option was Option 1, in regard to the designation of an Article 4 under the Town and Country Planning (General Permitted Development) Order 2015 and Option 3 with regard to introducing a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. These actions would ensure that the concentration of HMOs and associated To Let boards could be managed to better protect the amenity of residents and the character and appearance of the areas proposed to the designated.

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

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

Councillors then voted:-

Resolved unanimously:

- (1) That a Direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015, to control the conversion of dwelling houses to HMOs (Use Class C4) in the City of Lancaster and Galgate, is progressed through informal consultation and the statutory processes necessary for the Article 4 Direction to be made.
- (2) That a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, to control the display of To Let boards in the wards of Bulk, Castle, John O’Gaunt and Scotforth West, is progressed through informal consultation and the statutory processes necessary for the Regulation 7 Direction to be made.

Officer responsible for effecting the decision:

Director for Economic Growth and Regeneration

Reasons for making the decision:

The Council Plan includes ambitions to enhance community cohesion. The emerging Lancaster District Local Plan includes policies that seek to improve the amenity of residents in Lancaster and to protect the character and appearance.

The proposals will address the twin detrimental impacts of concentration of HMOs and associated letting boards in accordance with the ambitions of the Council Plan and the Local Plan.

66 EXCLUSION OF THE PRESS AND PUBLIC

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

“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 paragraphs 1, 2 or 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 paragraphs 1, 2 or 3 of Schedule 12A of that Act.

67 EDEN PROJECT NORTH

(Cabinet Member with Special Responsibility Councillor Lewis)

Cabinet received a report from the Chief Executive to consider the City Council's proposed agreement with Eden Project International Ltd. 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:

Members asked a number of questions and it was agreed to defer further consideration of the item until the meeting reconvened on 18 February 2020 in order that officers could provide clarification on various issues.

Resolved unanimously:

- (1) That further consideration of the item be deferred to the adjourned meeting on 18 February 2020.

68 FUTURE HIGH STREETS (Pages 15 - 16)

(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)

Cabinet received a report from the Director for Economic Growth and Regeneration to support the development of the Morecambe High Streets bid. 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 report as follows:

It was proposed by Councillor Hamilton-Cox, seconded by Councillor Parr and resolved unanimously:

Resolved unanimously:

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

Officer responsible for effecting the decision:

Director for Economic Growth and Regeneration

Reasons for making the decision:

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

Cabinet adjourned at 8.40pm on 11 February 2020. Cabinet reconvened at 5pm on 18 February 2020 to consider the three deferred items: Budget and Policy Framework, Job Evaluation Project and Eden Project North.

On reconvening the Chair reminded Cabinet that it was still in private session and confirmed that Eden Project North would be considered first.

69 EDEN PROJECT NORTH - RECONVENED ITEM (Pages 17 - 19)

Following clarification on a number of issues it was proposed by Councillor Lewis, seconded by Councillor Hanson and resolved unanimously by those taking part in the vote:

Resolved unanimously:

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

Officer responsible for effecting the decision:

Chief Executive

Reason for making the decision:

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

The press and public were re-admitted to the meeting at this point. Councillor Reynolds joined the meeting whilst the following item was being introduced.

70 BUDGET & POLICY FRAMEWORK UPDATE 2020/21 TO 2024 (INCLUDING TREASURY MANAGEMENT AND CAPITAL STRATEGY) (To Follow)**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a report from the Chief Finance Officer which set out the latest position in respect of the Budget and Policy Framework including Cabinet's proposed revenue budget for 2020/21 and Capital Programme for 2020/21 to 2023/24. The report also set out the Treasury Management Framework for Cabinet adoption and provided an update on the revision of the Medium Term Financial Strategy.

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

Revenue Budget

Cabinet may adjust its revenue budget proposals, as long as the overall budget for 2019/20 balances and fits with the proposed council tax level.

Capital Programme

Cabinet may adjust its capital investment and financing proposals to reflect spending commitments and priorities but in deciding its final proposals should have regard to the prudential code requirements that all capital expenditure should be prudent, affordable and sustainable.

Treasury Management Framework

Cabinet may put forward alternative proposals or amendments to the proposed Strategy in Appendix H to the report, but these would have to be considered in light of legislative, professional and economic factors, and importantly, any alternative views regarding the Council's risk appetite. As such no further options analysis is available at this time.

Furthermore, the Strategy must fit with other aspects of Cabinet's budget proposals, such as commercial investments together with traditional deposit interest estimates and underlying prudential borrowing assumptions, feeding into Prudential and Treasury Management Indicators. There are no options available regarding other components of the overall framework,

Officer Preferred Option (and comments)**Revenue Budget, Capital Programme and Reserves Position**

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

Treasury Management Strategy

To approve the framework as attached to the report, allowing for any amendments being made under delegated authority prior to referral to Council. This is based on the

Council continuing to have a comparatively low risk appetite regarding the security and liquidity of investments particularly, but recognising that some flexibility should help improve returns, whilst still effectively mitigating risk. It is stressed that in terms of treasury activity, there is no risk free approach. It is felt, however, that the measures set out above provide a fit for purpose framework within which to work, pending any update during the course of next year.

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

In view of questions regarding differentiating between approved and pre-approved Reserves Councillor Whitehead proposed, seconded by Councillor Sinclair-

"That the recommendations, as set out in the report, be approved with the following insertion at the end of recommendation (1) "subject to the refinement of any technical and material errors that may be identified."

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet recommend the following for approval to Budget Council, subject to the refinement of any technical and material errors that may be identified:
 - The 2020/21 General Fund Net Revenue Budget and resulting Council Tax Requirement excluding parish precepts (Appendix A to the report) and supporting budget proposals (Appendix B to the report).
 - The Section 151 Officer's statement on the adequacy of reserves and advice that the minimum level of balances be increased to £2.5m, subject to annual review.
 - the resulting position on provisions and reserves (Appendix C to the report).
 - the updated Reserves Strategy (Appendix D to the report).
 - the updated four year Capital Programme covering financial years 2020/21 to 2023/24 (Appendix E to the report).
- 2) That the Finance Portfolio Holder be given delegated authority to agree the Treasury Management Framework, as updated for Cabinet's final budget proposals, for referral on to Council.
- 3) That the Finance Portfolio Holder be given delegated authority to agree the revision of the Medium Term Financial Strategy, as updated for Cabinet's final budget proposals, for referral on to Council.

Officers responsible for effecting the decision:

Director of Corporate Services
Chief Officer Finance

Reasons for making the decision:

The decision enables Cabinet to make recommendations back to Full Council in order to complete the budget setting process for 2020/21.

71 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Hanson and seconded by Councillor Brookes:-

“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 1 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 1 of Schedule 12A of that Act.

72 JOB EVALUATION PROJECT - BRIEFING & IMPLEMENTATION OF OUTCOME

(Pages 20 - 21)

(Cabinet Member with Special Responsibility Councillor Hanson)

Cabinet received a report from the Director of Corporate Services to enable consideration of the financial implications of a new pay and grading structure following an evaluation of all job roles and recommend Council to approve the new structure. The report was exempt from publication by virtue of paragraph 1 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.

It was proposed by Councillor Hanson, seconded by Councillor Brookes and resolved unanimously:-

Resolved unanimously:

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

Officer responsible for effecting the decision:

Director of Corporate Services

Reasons for making the decision:

The Council is committed to high standards of employment practice and to the principles of equality. The decision enables Cabinet to make recommendations to Full Council to complete the budget setting process for 2020/21.

Chair

(The reconvened meeting ended at 6.07pm on Tuesday 18 February 2020)

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

MINUTES PUBLISHED ON MONDAY 24 FEBRUARY 2020.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
TUESDAY 3 MARCH 2020.**