



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **COUNCIL MEETING**

**Wednesday, 24 June 2020**  
**6.00 p.m.**

**Please note – this will be a ‘remote meeting’, a link to which will be available on Lancaster City Council’s Website at least 24 hours before the meeting. Access is through Microsoft ‘Teams’.**

**Anyone wishing to make an address or ask a question of Council should register by contacting [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk) with their question or speech no later than 12:00pm on Friday 19 June 2020.**

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 virtually using Teams Live Events on Wednesday, 24 June 2020 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 18 May 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, PETITIONS AND ADDRESSES (Pages 7 - 8)**

To receive an address and a question from Ms Geraldine Onek, in accordance with the Council's Constitution. The address and question are set out in the agenda papers.

To receive any further questions, petitions or addresses which may be submitted in accordance with the Council's Constitution and notice requirements.

7. **LEADER'S REPORT** (Pages 9 - 12)

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

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

8. **CONSTITUTION - JOINT COMMITTEE WITH BARROW BOROUGH AND SOUTH LAKELAND DISTRICT COUNCILS** (Pages 13 - 14)

Report of Cabinet.

**MOTIONS ON NOTICE**

9. **MOTION ON NOTICE - AREA-WIDE DEFAULT 20MPH SPEED LIMIT FOR LANCASTER** (Pages 15 - 17)

To consider the following motion submitted by Councillor Paul Stubbins and Councillors Dant, Dowding, Frea and Young:-

*Full Council notes that:*

1. *In the light of the current Covid-19 situation, local authorities including Lancashire County Council have been asked by Government to act swiftly to reallocate road space to encourage cycling and walking and to enable social distancing*
2. *Specifically, the Transport Traffic Management Act 2004: network management in response to COVID-19, published 9 May 2020 requires local authorities to make 'significant changes to their road layouts to give more space for cyclists and pedestrians' and includes adopting 20mph speed limits in built up areas as a measure to be considered.*
3. *The Secretary of State for Transport has made available a £2billion fund and fast tracked statutory guidance that would enable Lancashire County Council to change the regulation of sections of its road system quickly.*
4. *The Covid-19 crisis has led to a significant reduction in the volume of traffic through and around the City of Lancaster. The effect has been to produce a noticeable improvement in air quality and on many roads a more pleasant environment for pedestrians and cyclists.*
5. *With reduced motor traffic however, there has also been higher speeds than usual seen on the A6 and it has been widely reported that the number of speeding drivers caught by traffic police has risen sharply. Cyclist fatalities since 23 March have been revealed to be running at more than double the average for the time of year, with 14 cyclists in Great Britain and one in Northern Ireland losing their lives in road traffic incidents in the month that followed lockdown.*
6. *The A6 through Lancaster is constantly near the top of the table for serious accidents, according to the Road Safety Foundation, and monitoring of data every year from 2014 to 2019 has shown a consistent high level of killed or seriously injured cyclists to maintain that position.*

7. *The improvements in safety for pedestrians and cyclists of reducing motor vehicle speeds from 30mph to 20mph, in terms of risk of serious injury, is widely accepted. Already more than 20 urban authorities in the UK have a policy of setting 20mph as the default for all their streets. Since 2011, Lancashire County Council has implemented a 20mph speed limit on many residential streets and outside schools, with a significant number of 20 mph zones created within Lancaster, however A roads have previously been excluded.*
8. *A consistent level of support for 20mph limits has been shown by the British Social Attitudes Survey, who further point to evidence that support for 20mph limits increases after they have been implemented.*
9. *Evidence of the impact of 20mph Speed Limits produced for the Scottish Government shows that (i) on urban streets in the UK, a 1mph reduction in vehicle speeds typically produces a 5% reduction in collisions (ii) that the profile of car speeds on roads with a 20mph speed limit and roads with a 30mph limit are quite different, e.g. 49% of cars using roads with a 20mph speed limit in free flow conditions travel at 24mph or less, compared with 12% of cars using roads with a 30mph limit; (iii) that City-wide 20mph speed limits generally reduce road collision casualties, although some smaller schemes have not reduced casualty numbers, (iv) that the imposition of 20mph speed limits on roads previously subject to a 30mph limit can produce small increases in modal share for walking and cycling and (v) that 20mph speed limits generally have no significant impact on journey times.*
10. *According to the National Travel Survey, in 2017-18 over 40% of urban journeys were under 2 miles – perfectly suited to walking and cycling, which corresponds with the occurrence of severe congestion in Lancaster being in the city centre and the key radial approaches of up to 2 miles in both peak periods, as reported in the Local Plan Transport Assessment December 2018.*
11. *This latest government advice follows immediately after Decarbonising Transport: Setting the Challenge in March 2020, which calls for bold and ambitious policies and plans to achieve net zero emissions across every single mode of transport by 2050. Accelerating modal shift to public and active transport and local management of transport solutions to reduce vehicle emissions are key parts of this strategy.*
12. *An Air Quality Management Area was declared in central Lancaster in 2007, due primarily to exhaust emissions from road traffic, with pollution levels well above air quality objective levels at certain positions around the gyratory system. Reduced speeds in the city centre could help traffic to flow smoothly at peak times, reducing acceleration, deceleration, and braking, all of which have been shown to increase air pollution.*
13. *A potential scope for an area wide 20mph speed limit in Lancaster has been already been provided to Lancashire County Council. This defines limits which include all of the gyratory and the key radial approaches of up to 2 miles. In consideration of implementation, the area minimises the number of points of entry to just 12, using the natural boundaries of canal and railway crossings and the motorway, and was designed to avoid opportunity for rat runs outside of its boundaries.*

*Full Council Believes that:*

1. *There is clear evidence that reducing speeds where vulnerable road users and vehicles mix is vital to reduce road traffic deaths and injuries, as well as having a*

*beneficial impact on air quality and climate change.*

2. *The A6 through Lancaster consistently records a high level of killed or seriously injured cyclists and therefore the focus on reducing speeds must be on a 20mph default which includes these A roads.*
3. *The adoption of an area wide 20mph speed limit, together with giving more space to cyclists and pedestrians, will help to enable social distancing, prevent the overwhelming of public transport in Lancaster and make for a safer and more pleasant environment for pedestrians and cyclists.*
4. *A 20mph speed limit in Lancaster City will also discourage drivers from simply passing through the City to somewhere else, will show local car drivers that cycling is as quick and will encourage more people to walk and cycle around the City. An area wide speed limit also presents a significant opportunity for marketing Lancaster as a destination that is a safe place for walking and cycling across the city.*
5. *Consideration should also be given to how the urban centres of Heysham, Morecambe and Carnforth, as well as rural locations, could also benefit from reduced speed limits. This resolution does not preclude schemes also being requested in these areas.*
6. *Lancashire County Council has previously shown leadership as an early adapter of the 20mph road safety strategy on residential streets. It should now respond positively to the challenges and opportunities of the current Covid-19 situation.*

*Full Council Resolves that:*

1. *Lancaster City Council calls on Lancashire County Council, through its Leader and Officers, to introduce an area wide 20mph speed limit in Lancaster which includes the A roads through the centre of our city.*
2. *The CEO write to the Leader of Lancashire County Council and Deputy Leader and Cabinet Member for Highways and Transport to urge them to act swiftly and to offer them any support that is needed.*
3. *City Council officer time is made available to give the necessary technical support to County officers in identifying the details of the scope and boundaries of the 20 mph area, to include the gyratory system and the A roads through the centre of our city.*

An officer briefing note is enclosed.

## **OTHER BUSINESS**

10. **APPOINTMENT TO THE LANCASHIRE POLICE AND CRIME PANEL** (Pages 18 - 19)  
Report of the Democratic Services Manager.
11. **EXECUTIVE ARRANGEMENTS** (Pages 20 - 25)  
Report of the Director of Corporate Services.
12. **APPOINTMENT TO PATROL (PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON) ADJUDICATION JOINT COMMITTEE** (Pages 26 - 35)  
Report of the Democratic Services Manager.

13. **APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP**

Group Administrators to report any changes to Committee Membership.

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

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

15. **MINUTES OF CABINET** (Pages 36 - 57)

To receive the Minutes of Meetings of Cabinet held on 11 February and 30 April 2020.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Tuesday 16 June, 2020.

Question to Lancaster City Council

9<sup>th</sup> June 2020

Geraldine Onek

The recent wave of anti-racism protests around the world, in support of black lives, has been an encouraging and welcome sign that communities are ready and willing to address the racial injustices that permeate every aspect of British society.

I came to Lancaster in 1988. My parents brought us here from South Sudan after my father, Leonzio Onek, won a scholarship to study bio-medical science at Lancaster University. I grew up here and have worked as a Primary School Teacher in some of the local schools. I love Lancaster and I am proud to raise my family here.

It must be stated, however, that Lancaster has historically had a key role in the suffering, oppression and murder of thousands of black men, women and children. In the 18<sup>th</sup> Century, Lancaster was the fourth largest slave-trading port in England. Historian, Melinda Elder writes about how young men from Lancaster worked as agents across the West-Indies and became wealthy slave owners. Lancaster born, Miles Barber, created one of the most significant commercial slaving hubs in British history, off the African coast of Guinea. Slave traders dominated political life in Lancaster for decades as aldermen, mayors and notably, as councillors.

We honour the names of the slave owners and the economic wealth they brought Lancaster throughout this city. Lindow Square is named after William Lindow; the Robert Gillow Pub, cotton court, Africa drive, the sugar house. All these pubs and street names speak to the financial benefits of slavery and speak nothing of the lives on which this financial wealth was built.

But we mustn't neglect to tell the stories of those lives and what they experienced. We need to tell the story of the 'Other Lancaster'. The 'Other Lancaster' was a cotton plantation in Guyana Lancaster, owned by Lancaster Mayor, John Bond, which was distinguished by its 'inhumane treatment of the slaves'. And in case you need any reminder of what that treatment would look like, the slaver Thomas Thistlewood, kept a diary recording the 3,852 acts of sexual intercourse he had with 136 enslaved women in his 37 years in Jamaica. He also described punishing a slave in the following manner: "Gave him a moderate whipping, pickled him well, made Hector defecate in his mouth, immediately put a gag in it whilst his mouth was full and made him wear it four or five hours."

Lancastrians and others were instrumental in the legacy of humans being sold as financial assets; they were the cause of Mothers being separated from children, husbands being separated from wives; people being raped, lynched, branded and mutilated.

And what is so upsetting is that the majority of Lancastrians today know little of this history. We talk of merchants and assets of gold, sugar and rum. But we absolutely must tell the full story. We cannot undo the human atrocities that have occurred. But we can start to acknowledge it. Acknowledgement is the first step to healing. We have to acknowledge the human rights abuses that took place on these streets. Abuses that were so enormous, British taxpayers were still paying for them through slavery reparations up until 2015. A lack of awareness of our history directly feeds into racism experienced today; ignorance is a key element of racism. Maybe if people in Lancaster were more aware of what Lancaster's role was in the suppression of black people, some members would recognize that their 'harmless racist jokes' aren't 'harmless' at all. Maybe people would begin to understand the contemporary impacts of historical injustices. Acknowledgement of racism, is the first step in being anti-racist.

I would like to ask the question: ***What steps will Lancaster City Council take to ensure the atrocities committed here in our district are brought to light and how will they honour those who lost their lives?***





## Leader's Report

24 June 2020

### 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 30 April 2020. The minutes of the Cabinet meeting held on 9 June 2020 were not available at the time of publication of the agenda/are still subject to call-in and will be tabled at the July Council meeting.

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

As required by the Access to Information Procedure Rule 14, General Exception – Urgent Business an Individual Cabinet Member Key Decision was taken by the Leader on 5 June 2020 and the Chair of the Overview & Scrutiny Committee agreed to waive call-in. Further information is provided in 4.0.

##### 3.0 Leader's Comments

Like many, it feels like the council and local government more broadly has been itching to get out of lock-down. Since the April council, and particularly since annual council there has been an increasing pace of activity that isn't solely focused on the pandemic response, although work focused on the pandemic response continues and grows.

## **COVID Response, Reopening & Reset**

As we transition from phase 1 of the pandemic 'lock-down' to phase 2 'reopening' it is important to note that unlike many emergencies that the council responds to much of the work of phase 1, will continue into phase 2. In addition to the work driven by the pandemic response, there are now attempts by both councillors & officers to return to some of the work & projects put aside to make capacity for the emergency response. I'd ask councillors to be mindful that routine work is still impacted by the COVID response.

Careful management of the reopening phase of the pandemic is vital. There will be Lancashire-wide public health messages underlining the importance of everyone playing their part in trying to minimise the risk of a second wave and I would ask all councillors to share those messages. Test and trace is still very much in development, so the best tools we have for controlling the pandemic remain physically distancing and handwashing.

Officers & cabinet members have been working closely with businesses and business organisations across the district to support reopening. We also continue to develop shared thinking about how best to support economic recovery in the district.

Through the pandemic response the city council has built new partnerships and networks and they will be crucial to how we understand what it means to build back better across the district. Councillors are central to this work. You are our key informants as to the priorities of the communities and neighbourhoods you represent. You each bring a unique lived experience and your own expertise to our policy and strategy discussions and I would encourage you to take advantage of the many opportunities that there are across the council to have your say and represent your residents and organisations.

The pandemic has had a significant impact on the financial outlook of the council. As foreshadowed at the last council meeting, I have amended my financial delegations to ensure that all work interrupted by the pandemic response, or work previously approved but not yet begun, will be carefully considered by officers and portfolio holders before progressing. The new delegation is included in the papers.

## **Black Lives Matter**

Like many cities across the world, Lancaster has had an outpouring of anti-racist campaigning, and a growing conversation about how the legacy of slavery is seen and named across our city. Tonight's council has been addressed by resident Geraldine Onek, and her questions must be heard and sincerely answered. The actions we take must not just be a fleeting response to the latest horrific incident of racism but a long-term commitment to doing the work to bring about change in ourselves, in our council, and in our district.

## **Pride**

June is world Pride month and would normally have seen Lancaster Pride celebrated in our streets and Morecambe's second Pride celebrated in July. Unfortunately this year, neither will be able to go ahead. I was pleased to be asked to be part of BBC Radio Lancashire's Virtual Pride celebrations at the beginning of June. Speaking at the same time as Lancaster was protesting, the intersection of Pride and the Black Lives Matter campaign was at the forefront of my thinking. Remember, Pride's origins lie in police harassment of the LGBTQ+ community, and the folk at the centre of the riot ensued were black trans women like Marsha P Johnson and Sylvia Rivera. I also noted, how our district's response to the pandemic had been rooted in caring for and supporting our neighbours, and that care and solidarity are also at the root of both Pride and Black Lives Matter.

## **Local government structures**

June has seen two key developments in how we, as a council, work with the councils around us. First, cabinet agreed to the formation of a joint committee with South Lakeland District Council and Barrow Borough Council to formalise some of our shared work and to bring greater transparency to that work. Second, the leaders of Lancashire's district councils, combined authorities and county council agreed to go forward in developing a model for a combined authority with a mayor. Neither piece of work precludes the other, and as a council we continue to pursue both in the hope of securing the best possible arrangements for our residents and our region.

## **Cabinet reshuffle**

As you are aware Cllr Whitehead stood down as the Cabinet Member for Finance after five years of service. It is in no small part due to her hard work and diligence, alongside that of the finance team, that as a council we can draw on our reserves to make some of our own decisions on how best to support vulnerable people and local businesses at this difficult time. I'm sure that all councillors will join me in thanking Cllr Whitehead for her service.

A detailed list of portfolio changes has been circulated to all councillors, but the headline changes are that we welcome Cllr John Reynolds to his first council meeting at the finance cabinet member, and welcome back Cllr Janice Hanson to the planning portfolio.

## **3.0 Key Decisions**

The following Key Decision was taken by Cabinet on 30 April 2020:

### **(1) Morecambe Future Hugh Streets**

The following Key Decisions were taken by Cabinet on 9 June 2020.

### **(1) Covid-19 Financial Impact**

### **(2) Lancaster District Plan 2030 – Beyond the Crisis**

- (3) Lancaster Canal Quarter: Strategic Regeneration Framework and Delivery Strategy**
- (4) Lancaster and South Cumbria Joint Committee**
- (5) Launch of a Rail Strategy for Lancaster District**
- (6) Procurement of a replacement Customer Relationship Management System**

The following Individual Cabinet Member (Key) Decision was taken on 5 June 2020.

**Covid 19 – Council Tax Hardship Fund 2020-21.**

- (1) That the Leader determined a spending plan in line with Option 2 and approves Option 3, for the residual balance to be placed in a reserve for future consideration by Cabinet.*

The decision enables the Council to provide financial assistance in excess of Government expectations in helping those most in need with their council tax liability for 2020-21. It also allows Cabinet to further assess the economic impact of Covid-19 in coming months and develop the next phase of funding in consultation with partner organisations. The Chair of Overview & Scrutiny agreed to waive the call-in period to reduce any delay in the Council being able to provide financial support to vulnerable households.

**Background Papers**

Cabinet agendas 30 April & 9 June 2020

**COUNCIL****Constitution – Joint Committee with Barrow Borough  
and South Lakeland District Councils****24 June 2020****Report of Cabinet****PURPOSE OF REPORT**

To enable Council to authorise the Monitoring Officer to amend the Constitution at Part 2 Section 6 to reflect the delegations and joint arrangement for the new Joint Committee with Barrow Borough and South Lakeland District Councils established by Cabinet on 9 June 2020.

This report is public.

**RECOMMENDATIONS**

- (1) **That Council authorises the Monitoring Officer to amend the Constitution at Part 2, Section 6 to reflect the delegations and joint arrangement for the new Joint Committee with Barrow Borough and South Lakeland District Councils.**

**1.0 Background**

- 1.1 At its meeting on 9 June 2020, Cabinet considered a report (copy attached) regarding a new Joint Committee with Barrow Borough and South Lakeland District council's and resolved:

- (1) That a Joint Committee with Barrow Borough and South Lakeland District Council covering all respective administrative areas to promote the economic, social and environmental wellbeing of the areas be established.
- (2) That the Executive Functions within the Terms of Reference be delegated to the Joint Committee and the Procedure Rules, as attached in Appendix 1 of the report and outlined in the report be adopted.
- (3) That it be agreed that Lancaster City Council act as the initial host authority for one year.
- (4) That the Leader and one other cabinet member (appointed from time to time by the Leader) be appointed to the Joint Committee.
- (5) That Council be requested to authorise the Monitoring Officer to amend the Constitution at Part 2 Section 6 to reflect the delegations and joint arrangement.

**2.0 Proposal**

2.1 Cabinet has resolved that the Joint Committee be established and this needs to be reflected in Lancaster City Council's Constitution.

**3.0 Conclusion**

3.1 This report is submitted to authorise the Monitoring Officer to make the necessary amendments to the Constitution.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b> None.	
<b>LEGAL IMPLICATIONS</b>  The new arrangements should be included within the Constitution.	
<b>FINANCIAL IMPLICATIONS</b>  There are no financial implications attached to making a change of wording in the Constitution.	
<b>OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; 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>  Attached.	<b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524 582057 <b>E-mail:</b> dchambers@lancaster.gov.uk <b>Ref:</b>

**NOTICE OF MOTION: AREA-WIDE DEFAULT 20MPH SPEED LIMIT FOR LANCASTER**

To be proposed by Cllr Stubbins and seconded by Cllrs Dant, Dowding, Frea and Young.

*“Full Council Notes that:*

- 1. In the light of the current Covid-19 situation, local authorities including Lancashire County Council have been asked by Government to act swiftly to reallocate road space to encourage cycling and walking and to enable social distancing*
- 2. Specifically, the Transport Traffic Management Act 2004: network management in response to COVID-19, published 9 May 2020 requires local authorities to make ‘significant changes to their road layouts to give more space for cyclists and pedestrians’ and includes adopting 20mph speed limits in built up areas as a measure to be considered.*
- 3. The Secretary of State for Transport has made available a £2billion fund and fast tracked statutory guidance that would enable Lancashire County Council to change the regulation of sections of its road system quickly.*
- 4. The Covid-19 crisis has led to a significant reduction in the volume of traffic through and around the City of Lancaster. The effect has been to produce a noticeable improvement in air quality and on many roads a more pleasant environment for pedestrians and cyclists.*
- 5. With reduced motor traffic however, there has also been higher speeds than usual seen on the A6 and it has been widely reported that the number of speeding drivers caught by traffic police has risen sharply. Cyclist fatalities since 23 March have been revealed to be running at more than double the average for the time of year, with 14 cyclists in Great Britain and one in Northern Ireland losing their lives in road traffic incidents in the month that followed lockdown.*
- 6. The A6 through Lancaster is constantly near the top of the table for serious accidents, according to the Road Safety Foundation, and monitoring of data every year from 2014 to 2019 has shown a consistent high level of killed or seriously injured cyclists to maintain that position.*
- 7. The improvements in safety for pedestrians and cyclists of reducing motor vehicle speeds from 30mph to 20mph, in terms of risk of serious injury, is widely accepted. Already more than 20 urban authorities in the UK have a policy of setting 20mph as the default for all their streets. Since 2011, Lancashire County Council has implemented a 20mph speed limit on many residential streets and outside schools, with a significant number of 20 mph zones created within Lancaster, however A roads have previously been excluded.*
- 8. A consistent level of support for 20mph limits has been shown by the British Social Attitudes Survey, who further point to evidence that support for 20mph limits increases after they have been implemented.*
- 9. Evidence of the impact of 20mph Speed Limits produced for the Scottish Government shows that (i) on urban streets in the UK, a 1mph reduction in vehicle speeds typically produces a 5% reduction in collisions (ii) that the profile of car speeds on roads with a 20mph speed limit and roads with a 30mph limit are quite different, e.g. 49% of cars using roads with a 20mph speed limit in free flow conditions travel at 24mph or less, compared with 12% of cars using roads with a 30mph limit; (iii) that City-wide 20mph speed limits generally reduce road collision casualties, although some smaller schemes have not reduced casualty numbers, (iv) that the imposition of 20mph speed limits on roads previously subject to a 30mph limit can produce small increases in modal share for walking and cycling and (v) that 20mph speed limits generally have no significant impact on journey times*
- 10. According to the National Travel Survey, in 2017-18 over 40% of urban journeys were under 2 miles – perfectly suited to walking and cycling, which corresponds with the occurrence of*

*severe congestion in Lancaster being in the city centre and the key radial approaches of up to 2 miles in both peak periods, as reported in the Local Plan Transport Assessment December 2018.*

- 11. This latest government advice follows immediately after Decarbonising Transport: Setting the Challenge in March 2020, which calls for bold and ambitious policies and plans to achieve net zero emissions across every single mode of transport by 2050. Accelerating modal shift to public and active transport and local management of transport solutions to reduce vehicle emissions are key parts of this strategy,*
- 12. An Air Quality Management Area was declared in central Lancaster in 2007, due primarily to exhaust emissions from road traffic, with pollution levels well above air quality objective levels at certain positions around the gyratory system. Reduced speeds in the city centre could help traffic to flow smoothly at peak times, reducing acceleration, deceleration, and braking, all of which have been shown to increase air pollution.*
- 13. A potential scope for an area wide 20mph speed limit in Lancaster has been already been provided to Lancashire County Council. This defines limits which include all of the gyratory and the key radial approaches of up to 2 miles. In consideration of implementation, the area minimises the number of points of entry to just 12, using the natural boundaries of canal and railway crossings and the motorway, and was designed to avoid opportunity for rat runs outside of its boundaries.*

*Full Council Believes that:*

- 1. There is clear evidence that reducing speeds where vulnerable road users and vehicles mix is vital to reduce road traffic deaths and injuries, as well as having a beneficial impact on air quality and climate change.*
- 2. The A6 through Lancaster consistently records a high level of killed or seriously injured cyclists and therefore the focus on reducing speeds must be on a 20mph default which includes these A roads.*
- 3. The adoption of an area wide 20mph speed limit, together with giving more space to cyclists and pedestrians, will help to enable social distancing, prevent the overwhelming of public transport in Lancaster and make for a safer and more pleasant environment for pedestrians and cyclists.*
- 4. A 20mph speed limit in Lancaster City will also discourage drivers from simply passing through the City to somewhere else, will show local car drivers that cycling is as quick and will encourage more people to walk and cycle around the City. An area wide speed limit also presents a significant opportunity for marketing Lancaster as a destination that is a safe place for walking and cycling across the city.*
- 5. Consideration should also be given to how the urban centres of Heysham, Morecambe and Carnforth, as well as rural locations, could also benefit from reduced speed limits. This resolution does not preclude schemes also being requested in these areas.*
- 6. Lancashire County Council has previously shown leadership as an early adapter of the 20mph road safety strategy on residential streets. It should now respond positively to the challenges and opportunities of the current Covid-19 situation.*

*Full Council Resolves that:*

- 1. Lancaster City Council calls on Lancashire County Council, through its Leader and Officers, to introduce an area wide 20mph speed limit in Lancaster which includes the A roads through the centre of our city.*
- 2. The CEO write to the Leader of Lancashire County Council and Deputy Leader and Cabinet Member for Highways and Transport to urge them to act swiftly and to offer them any support that is needed.*



- 3. City Council officer time is made available to give the necessary technical support to County officers in identifying the details of the scope and boundaries of the 20 mph area, to include the gyratory system and the A roads through the centre of our city.”*

**OFFICER BRIEFING NOTE**

City Council Officers have recently raised the issue of the introduction of a proposed 20mph speed limit with the local highway authority, Lancashire County Council. The County Council is responsible for managing the highway network under the Traffic Management Act 2004 and, as a consequence of this duty, it is they that will assess the potential for any proposed changes to the road network, including any possible changes to the speed limit.

**MONITORING OFFICER COMMENTS**

The Monitoring Officer has been consulted and has no comments.

**SECTION 151 OFFICER COMMENTS**

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

**COUNCIL****Appointment to the Lancashire  
Police and Crime Panel  
24 June 2020****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To enable Council to make an appropriate nomination for a member, and substitute member, of the Lancashire Police and Crime Panel.

**This report is public**

**RECOMMENDATION**

- (1) **That Council nominates Councillor Sinclair, portfolio holder for Communities and Social Justice, for the Lancaster District seat on the Lancashire Police and Crime Panel for the Municipal Year 2020/21.**
- (2) **That a named substitute is also nominated.**

**1.0 Introduction**

- 1.1 A Police and Crime Panel (PCP) for Lancaster was established as a formal Joint Committee of the 15 local authorities for the Lancashire Police force area in 2012. The arrangements, procedural rules and terms of reference of the Panel, put forward by the County Council as Panel co-ordinators, were agreed by Lancaster City Council on 14 May 2012.
- 1.2 PCPs were established in accordance with the Police Reform and Social Responsibility Act 2011. The legislation provides that a 'balanced appointment objective' must be met, as far as is reasonably practicable. This means that the members of the Panel, when taken together, should represent the political make up and represent all parts of the relevant local authorities for the police area. Blackburn with Darwen, as the host authority, effect the political balance and have asked Councils to put forward their nominations as soon as possible.

**2.0 Proposal**

- 2.1 In the past, where one nomination has been requested the Cabinet Member whose portfolio includes community safety has been put forward. Last year Councillor Sinclair, the Cabinet member for Communities and Social Justice, was appointed and he would appear to be the appropriate nomination again this municipal year. It is also prudent to nominate a substitute member for the Panel and all Councils have been asked to do

so.

**3.0 Conclusion**

3.1 The Panel's next meeting will be held on 6 July 2020. Making a nomination at this meeting will enable Lancaster City Council to be represented at that meeting.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
<b>LEGAL IMPLICATIONS</b> There are no legal implications arising directly from this report.	
<b>FINANCIAL IMPLICATIONS</b>  There are no financial implications for the authority. The administration costs of the panel are paid by the Home Office to Blackburn-with-Darwen Council as the host authority and reimbursement for travel expenses can be claimed from Blackburn-with-Darwen.	
<b>OTHER RESOURCE IMPLICATIONS</b>  Human Resources; Information Services; Property; Open Spaces: None.	
<b>SECTION 151 OFFICER'S COMMENTS</b>  The Section 151 Officer has been consulted and has no comments.	
<b>MONITORING OFFICER'S COMMENTS</b>  The Monitoring Officer has been consulted and has no comments.	
<b>BACKGROUND PAPERS</b> None.	<b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524 582057 <b>E-mail:</b> dchambers@lancaster.gov.uk <b>Ref:</b>

**COUNCIL****Executive Arrangements****24 June 2020****Director of Corporate Services****PURPOSE OF REPORT**

To inform Council of changes made by the Leader relating to Cabinet Portfolios and a Covid Policy for Spending Delegations, as detailed in the report.

This report is public.

**RECOMMENDATIONS**

(1) **That the report be noted.**

**1.0 Background**

1.1 Amendments to the Scheme of delegation relating to Executive functions may be made by the Leader in accordance with Paragraph 4(b) of section 2 of Part 3 of the Constitution. Any amendments that are made by the Leader are reported to the Director of Corporate Services, and any other officers concerned. The Director of Corporate Services then presents a report to the next ordinary meeting of Council setting out the changes made by the Leader.

**2.0 Cabinet Portfolios**

2.1 Councillor Whitehead recently stood down as the Cabinet Member for Finance. Following this, the Leader undertook a review of Cabinet responsibilities and informed all Councillors of the new portfolios and portfolio holders by email on 10 June 2020.

2.2 The new list of responsibilities in each portfolio area is appended to this report (**Appendix A**).

**3.0 Covid Policy Spending Delegations**

3.1 On 9 June 2020, the Leader approved a policy for decision-making and spending delegations within the Budget and Policy Framework (that policy is appended, see **Appendix B**). The Monitoring Officer will update the Constitution to reflect this change.

**4.0 Conclusion**

4.1 This report is submitted in accordance with Rule 4 (b) of the Cabinet 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 Paragraph 4(b) of section 2 of Part 3 of the Constitution.

**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 comments.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer shall update the Council's Scheme of Delegation in the Constitution to reflect the changes.

**BACKGROUND PAPERS**

None.

**Contact Officer:** Debbie Chambers

**Telephone:** 01524 582057

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

**Ref:**

Reflecting new ways of working across the council, cabinet members will increasingly work in partnership to deliver outcomes shared across portfolios.

### **Leader (Erica Lewis)**

- Principal spokesperson for the council
  - Communications & Press Office
- Appoint, chair and lead cabinet
- In conjunction with all cabinet members
  - lead on establishment & achievement of council strategy & priorities
  - represent the council at a local, national & international level
- Human Resources
- Governance
- Overall co-ordination of new municipalism agenda, including community wealth building

### **Communities & Social Justice (Alistair Sinclair)**

- Community engagement & development
- Community health & wellbeing
- Community safety & emergency planning
- Community support & resilience
- Council owned community facilities
- Voluntary Sector & Trade Unions
- Equalities & social justice initiatives including age; disability; race; religion or belief; sex, gender or gender identity.

### **Sustainable economic prosperity (Tim Hamilton-Cox)**

- Sustainable economic prosperity
- Asset & property management
- Skills
- Digital strategy
- Markets

### **Environmental Services (Dave Brooks)**

- Environmental health & enforcement including air quality
- Waste & recycling
- Street cleansing
- Parks & green spaces

### **Arts, Culture, Leisure & Tourism (Jean Parr)**

- Arts, Culture, Festivals & Events
- Museums
- Tourism & Marketing
- Visitor Information Centres
- Sport & Leisure

### **Deputy (Kevin Frea)**

- Overall co-ordination for climate emergency response including modal shift
- AONB, commons, reserves, open spaces, allotments
- Water including rivers, coast, & flooding
- Nature conservation
- Rural communities
- Democratic, civic & mayoral support
- Elections
- Customer & Advice Services
- ICT
- Facilities Management
- Legal services

### **Housing (Caroline Jackson)**

- Council Housing
- Homelessness
- Private sector housing
- Social Housing
- Caravan sites
- Traveller sites
- Refugee housing
- Household support & resilience

### **Finance (John Reynolds)**

- Strategic control of financial resources
- Treasury management
- Procurement & Fair Trade
- Audit
- Financial Services
- Revenues & Benefits

### **Planning Policy (Janice Hanson)**

- Planning including local plan
- Conservation & urban design
- Development & building control
- Compulsory purchase
- Transport policy
- Climate change resilience
- Neighbourhood plans
- Parking

**Covid-19 Pandemic - Policy for decision making and spending delegations within the Budget & Policy Framework**

**Background**

The increased costs and loss of income facing the city council as a result of the COVID pandemic is both dramatic and uncertain. We are also aware that we expect the impact of the pandemic to continue for months if not years in terms of changing how we work, how people interact, and the services that may be needed from the council.

The Budget Framework set by Full Council in February 2020 sets a ceiling on what can be spent. However, given the context outlined above it may now be that it is no longer appropriate to spend in-line with the agreed budget. The situation is also not yet certain enough to make a full-scale budget review sensible. Therefore, we need a flexible solution to support a broad, ongoing and swift review of spending decisions, amending the Leaders' financial delegations provides a mechanism to do that.

Executive decisions can be taken that are in accordance with the Budget Framework. Those that fall outside must be made by Full Council.

The Leader has delegated decisions to Cabinet Members and officers of the Council under a scheme of delegation that can be found at Part 2 Section 7 (pg 48) of the Constitution. In addition to this delegations for financial limits for spending are detailed at Part 3 Section 2 (pg 94) of the Constitution.

**Temporary Financial Restrictions**

Subject to the exceptions below, there should be no expenditure or commitment to make expenditure on any project/programme of work/activity without first obtaining written approval as set out below.

The exceptions to the above include:

- Expenditure initiated as part of the COVID response
- Operational expenditure including purely administrative expenditure (eg. stationary) and on those essential services which have continued throughout the pandemic (eg. refuse collection and customer services)
- Any expenditure that is contractually/statutorily/legally required (eg. salaries)
- Any expenditure that was committed prior to 23 March where it is not possible or necessary to cancel or delay that commitment

For the avoidance of doubt, these temporary financial restrictions cover all revenue, reserves and capital expenditure that was agreed as part of the Budget Framework in February 2020.

In simple terms, no new expenditures, other than those required to address the COVID pandemic, should be made without approval and operations which were halted or reduced at the start of the pandemic should not be restarted or increased without written approval.

## *Authorisation/Written Approval*

The following approval limits are set:

- Up to £5k – Director to authorise in consultation with cabinet member
- Over £5k – a simple majority from the Portfolio Holder, Director, Leader, Cabinet member for finance, and Chief Exec to authorise after consideration of advice from s151 officer
- Over £150k - Cabinet to authorise after consideration of advice from s151 officer

All authorisations will be in writing and signed and dated. A record will be maintained by the Section 151 Officer of all these authorisations.

All decisions on the use of reserves, the commencement of new capital projects or re-commencement of capital projects halted by the pandemic will require approval of cabinet irrespective of the financial level.

For the avoidance of doubt, the above limits extend to the full expenditure commitment so where that commitment is paid out in stages it is the value of the full commitment that should be considered.

### **Financial delegation Limits**

Financial delegations are as set out in the Part 3 Section 2 (pg 93) of the Constitution. These are considered appropriate at this time but will be kept under review.

### **Financial Procedure Rules**

Additionally, the Financial Procedure rules, specifically Section 4 (starting on pg 136) set out rules for 'Managing Income and Expenditure: Budgetary Control.' These mandate responsibility for budgetary control to Directors who designate Responsible Spending Officers for the authorisation of expenditure and monitoring of both expenditure and income. These rules still apply but should take account of the temporary financial restrictions set out above.

### **Monitoring expenditure and income**

During the period of the temporary financial restrictions, the Section 151 Officer will provide a monthly report to Cabinet on the Council's financial position including the expected impact of the COVID pandemic. The report will include:

- A schedule of such expenditures which have been halted and reduced during the pandemic and the estimated expenditure saving.
- Any additional expenditures, planned or emergency, arising as a consequence of the pandemic as authorised by the Director of Communities and the Environment.
- An assessment of the losses of incomes arising from the pandemic as reported to the Section 151 Officer by Responsible Spending Officers.

### **Operational decisions**

Operational decisions do not fall under this policy.



Operational decisions are defined as purely administrative decisions (such as those relating to the purchase of stationery) or those in relation to day-to-day delivery of services.

Operational decisions do not include any project or service that did not continue between 23 March 2020 and [one day after this rule is agreed] or returning any project to its pre-23 March 2020 capacity.

**Status**

This policy forms part of the Leader’s Scheme of Delegation of executive functions in the Constitution. If there is conflict between this policy and the scheme of delegation in the Constitution, then this policy takes precedence. Should any other financial delegation policy the Council has contradict this policy then the policy providing greater scrutiny at lower levels takes precedence.

**Review**

This policy is subject to review by the Leader, at any time, and no less than every month

Signed.....

Erica Lewis - Leader

Dated 9 JUNE 2020

**COUNCIL****Appointment to PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee****24 June 2020****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To consider making an appropriate nomination to the PATROL Adjudication Joint Committee.

**This report is public**

**RECOMMENDATION**

- (1) **That Council considers making a nomination to the PATROL Adjudication Joint Committee at this meeting.**

**1.0 Introduction**

- 1.1 Democratic Services have been contacted by the Joint Committee requesting a nomination from the City Council. The following information was provided in the email:
- 1.2 *For information, PATROL has been established to enable councils undertaking civil parking enforcement in England and Wales and civil bus lane and moving traffic enforcement in Wales to exercise their functions under:*
- a) *Section 81 of the Traffic Management Act 2004 (TMA) and Regulations 17 and 18 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (the English General Regulations);*
  - b) *Section 81 of the TMA and Regulations 16 and 17 of the Civil Enforcement of Road Traffic Contraventions (General Provisions) Wales Regulations 2013 (the Welsh General Provisions Regulations);*
- 1.3 *Please be aware that there is a statutory requirement for all councils undertaking civil parking or bus lane enforcement to make provision for independent adjudication and this is delivered through the Traffic Penalty Tribunal.*
- 1.4 *The PATROL Adjudication Joint Committee Agreement (to which your authority is party) requires nomination of a Councillor to the Joint Committee, even if that Councillor is unable to attend meetings. The attached PATROL Introduction*

document provides more information (**Appendix**). Joint Committee meetings are held annually in July in Westminster, London.

- 1.5 The next meeting is scheduled for July 2020 however this date is to be confirmed due to the current national social distancing measures. At the annual meeting, the Joint Committee establishes an Executive Sub Committee which meets in January and October. Your nominated representative will have the opportunity to serve on that sub-committee should they wish.
- 1.6 Local authorities are expected to meet the cost of travel to the annual meeting in July, however members of the executive sub-committee that attend meetings in January and October may have reasonable travel costs reimbursed on submission of travel tickets.

**2.0 Proposal**

- 2.1 There are no specific requirements for nominees except for being a Councillor, however they generally have an involvement in transport or environmental matters.

**3.0 Conclusion**

- 3.1 Council is asked to consider making a nomination for the PATROL Adjudication Joint Committee.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b>                  (including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)                  None directly arising from this report.</p>	
<p><b>LEGAL IMPLICATIONS</b>                  None directly arising from this report.</p>	
<p><b>FINANCIAL IMPLICATIONS</b>                  Members of outside bodies are entitled to travel expenses. The cost of attending the annual meeting in July would be met from existing democratic representation budgets.</p>	
<p><b>OTHER RESOURCE IMPLICATIONS (HR, INFORMATION SERVICES, PROPERTY, OPEN SPACES) – None.</b></p>	
<p><b>SECTION 151 OFFICER’S COMMENTS</b>                  The Section 151 Officer has been consulted and has no further comments.</p>	
<p><b>MONITORING OFFICER’S COMMENTS</b>                  The Monitoring Officer has been consulted and has no further comments.</p>	
<p><b>BACKGROUND PAPERS</b>                  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>

# PATROL

Parking and Traffic Regulations  
Outside London

## Introduction to PATROL 2020/21

## Welcome



Dear Member,

I am delighted to welcome you to the PATROL (Parking and Traffic Regulations Outside London) Joint Committee.

You have been nominated to this Joint Committee because your authority undertakes civil parking enforcement and there is a statutory requirement for civil enforcement authorities to make provision for independent adjudication for appeals against civil traffic penalties. This is exercised by your authority joining the PATROL Joint Committee which provides resources for the Traffic Penalty Tribunal.

PATROL has over 300 member authorities. This provides significant economies of scale which enables us to invest in state of the art digital appeal processes which benefit both the appellant and respondent authorities. Equally the size of the joint committee means that we can progress matters of mutual interest on behalf of member authorities with the added insight about motorists gained through the appeals process.

Civil traffic enforcement is a complex process and PATROL recognises that it is important that motorists understand its purpose. PATROL promotes best practice in local authority reporting through the PATROL Annual Parking Reports by Councils (PARC) Awards. These awards recognise those authorities who go beyond the mandatory reporting requirements and provide an accessible account of local traffic management objectives, issues raised by local residents and businesses and how these have been addressed.

The Joint Committee meets annually in July and delegates ongoing business throughout the year to an Executive Sub Committee, which in addition meets twice a year in January and October. I do hope that you will be able to join this Executive.

I trust this briefing note answers some of your question about PATROL and hope to have the opportunity to meet you at our annual meeting which is scheduled for 14 July 2020. In the light of the Coronavirus pandemic, this date may be subject to change. You will be kept updated on any changes.

A handwritten signature in blue ink, which appears to read 'Stuart Hughes'. The signature is stylized and includes a long horizontal flourish extending to the right.

Councillor Stuart Hughes (Devon County Council) PATROL Chair

## 1. Introduction

Local authorities who undertake civil parking enforcement are required by statute to make provision for independent adjudication. The relationship between the adjudicators and the Joint Committee is derived from and governed by the Traffic Management Act 2004 and, in the case of the Bus Lane Adjudication Service Joint Committee, the Transport Act 2000.

The main function of the Joint Committee is to provide resources to support independent adjudicators and their staff who together comprise the Traffic Penalty Tribunal. The tribunal's appeal streams include:

- Parking
- Bus Lanes
- Moving Traffic (Wales only)
- Road User Charging
- Littering from vehicles

Road User Charging appeals currently relate to the Dartford-Thurrock River Crossing where the Secretary of State is the Enforcement Authority and the Mersey Gateway bridges between Runcorn and Widnes in the North West of England, where Halton Borough Council is the charging authority. It is anticipated that there will be road user charging appeals relating to Charging Clean Air Zones commencing in the second half of 2020.

PATROL also undertakes initiatives to support its member authorities and raise awareness of the objectives of civil enforcement through:

- The promotion of local parking annual reports through the PARC (Parking Annual Reports by Councils) Award Scheme.
- Provision of information on civil enforcement through the PATROL web site - <https://www.patrol-uk.info/>
- Taking forward traffic management issues of mutual interest for member authorities whilst also taking into account the motorist's perspective evidenced through appeals to the Traffic Penalty Tribunal



<https://www.patrol-uk.info/pavement-parking-finding-a-solution/>

For example, PATROL has represented member authorities on pavement parking and the new powers that would help them manage the issue in a way that meets local needs.

The Joint Committee's standing orders provide for the Joint Committee to establish and appoint an Advisory Board is to assist and advise the Joint Committees on the overall policies and strategies for administering the tribunal. The diversity of membership including judicial and legal expertise and consumer representation strengthens the scrutiny function it performs which is of mutual benefit to the Adjudicators and the Joint Committee.

PATROL has appointed Cheshire East Council to perform the role of Host Authority. The expectation is that services provided to PATROL will replicate the arrangement with an arm's length body, with the Host Authority providing services and advice as required and underpinned by a service level agreement.



The PARC awards Shortlisted Councils at the House of Commons reception 2019

## 2. The Traffic Penalty Tribunal



The 26 adjudicators are not employees of the Joint Committees. Together they constitute an independent and impartial tribunal for the determination of appeals made to them, as required by Article 6 of the European Convention on Human Rights. The adjudicators and the administrative staff at our office in Wilmslow are, for convenience, described collectively as the Traffic Penalty Tribunal.

Neither the Chief Adjudicator nor any adjudicator is answerable to the Joint Committees in any way as regards to the performance of their judicial functions. The Joint Committee has no remit to consider or influence decisions of adjudicators and the function of the adjudication service as an independent tribunal.

The tribunal is coordinated from premises in Wilmslow, Cheshire and led by Chief Adjudicator, Caroline Sheppard OBE, and her Deputy, Stephen Knapp. The adjudicators handled some 34,639 penalties were appealed during 2018/19 using the Traffic Penalty Tribunal's online appeal system FOAM (Fast Online Appeal Management).

The adjudicators decide the majority of cases on line. The tribunal also arranges telephone and video hearings where a hearing is required.

PATROL recognises the effectiveness and efficiency of handling appeals digitally and has invested in this web based system. As well as streamlining the appeal system for appellants, FOAM has brought about significant savings for member authorities. This equates to in the region of £150 per case in terms of local authority time and resources.

FOAM and the work of PATROL and the Traffic Penalty Tribunal has been recognised in various forums and publications:

- International Forum on Online Courts (December 2018)
- Administrative Justice Council Academic Panel (February 2019)
- Professor Christopher Hodges, Delivering Dispute Resolution: A Holistic Review of Models in England and Wales
- Richard Susskind, Online Courts and the Future of Justice (November 2019)
- Zbynek Loebel, Designing Online Courts: The Future of Justice is Open to All (November 2019)

The adjudicators and the Joint Committee are committed to:

***“A fair adjudication service for appellants including visible independence of adjudicators from the authorities in whose areas they are working.”***

The Joint Committee has recognised the importance of providing an accessible and intuitive appeal system to increase the efficiency, effectiveness and transparency for all parties.



### 3. PATROL Joint Committee Meetings

The PATROL Joint Committee annual meeting takes place in July. Members may volunteer to sit on the PATROL Executive Sub Committee which meets in January and October.

Meetings take place at

Church House  
Great Smith St  
Westminster  
London SW1P 3NZ

<http://www.churchhouseconf.co.uk/location>.

Church House is located behind Westminster Abbey.

Meetings typically commence with a councillor briefing (at approximately 11.00am) followed by the PATROL meeting at 11.30am.

The PATROL meeting is followed by the Bus Lane Adjudication Service Joint Committee. There are two joint committees as bus lanes enforcement and appeals is underpinned by separate legislation. PATROL is underpinned by the Traffic Management Act 2004 and bus lanes by the Transport Act 2000.

Business and lunch is normally concluded by 2.00pm.

Typically, agenda items include:

1. Tribunal updates
2. Public Affairs updates
3. Matters of interest to member authorities
4. Financial reporting and agreeing charges
5. Governance arrangements
6. Service charges to member authorities

Agendas are published electronically however hard copies are posted to members who have confirmed their attendance. Past papers can be found at: <https://cpapers.patrol-uk.info/>.

Where members volunteer to sit on the Exec Sub Committee, reasonable travel expenses will be met for those meetings held in January and October.

## 4.PATROL Contacts

### **PATROL Adjudication Joint Committee Appointees**

**Chair:** Councillor Stuart Hughes, Devon County Council

[Stuart.hughes@devon.gov.uk](mailto:Stuart.hughes@devon.gov.uk)

Tel: 07837 785274

**Vice Chair:** Councillor Martin King, Wychavon District Council

**Assistant Chair:** Councillor Terry Douris, Dacorum District Council

**Assistant Chair (Wales):** Councillor John James, Carmarthenshire County Council

### **Bus Lane Adjudication Service Joint Committee (BLASJC) Appointees**

**Chair:** Councillor Tony Page, Reading Borough Council

**Vice Chair:** Councillor Graham Burgess, Hampshire County Council

### **PATROL Office Contacts**

PATROL Director: Louise Hutchinson

[lhutchinson@patrol-uk.info](mailto:lhutchinson@patrol-uk.info)

Tel: 01625 445566

Mobile: 07843 512658

PATROL JC Support Officer: Andy Diamond

[adiamond@patrol-uk.info](mailto:adiamond@patrol-uk.info)

Tel: 01625 445571

PATROL  
Springfield House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5BG

[www.patrol-uk.info](http://www.patrol-uk.info)

[www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk)

## 5.Executive Sub-Committees 2020/21

PATROL and the Bus Lane Adjudication Service Joint Committees appoint Executive Sub-Committees to act between annual meetings. Members are detailed below (those authorities highlighted in blue operate both civil parking enforcement and civil bus lane enforcement):

Local Authority	Representative	Substitute Representative
Bath & North East Somerset Council	Neil Butters	Joanna Wright
Blackpool Council	Mark Smith	
Bolton Council	Anne Galloway	
Bracknell Forest Borough Council	Chris Turrell	Mike Brossard
City of Bradford Metropolitan District Council	Carol Thirkill	
Brighton & Hove City Council	Anne Pissaridou	Gary Wilkinson
Bristol City Council	Kye Dudd	Tom Brooke
Calderdale MBC	Colin Hutchinson	Steve Sweeney
Carmarthenshire County Council	John James	
Charnwood Borough Council	Margaret Smidowicz	
Cheshire East Council	Laura Crane	
Chichester District Council	Eileen Lintill	
City and County of Swansea Council	Mark Thomas	
Coventry City Council	Abdul Khan	Patricia Hetherton
Dacorum Borough Council	Terry Douris	
Dartford Borough Council	Marilyn Peters	Brian Garden
Devon County Council	Stuart Hughes	
Dudley Metropolitan Borough Council	Ian Kettle	
Durham County Council	Jeanette Stephenson	
East Hertfordshire District Council	Graham McAndrew	
Eden District Council	Mike Eyles	
Gedling Borough Council	Marje Paling	
Hambleton District Council	Nigel Knaption	
Hampshire County Council	Graham Burgess	
Havant Borough Council	Gary Robinson	
Hertfordshire County Council	Phil Bibby	
Isle of Wight Council	Ian Ward	Vanessa Churchman
Knowsley Metropolitan Borough Council	Tony Brennan	David Lonergan
Lincolnshire County Council	Bob Adams	
Liverpool City Council	Sharon Connor	
Newport City Council	Roger Jeavons	
Nottingham City Council	Adele Williams	Dave Liversidge
Oldham Metropolitan Borough Council	Peter Davis	
Reading Borough Council	Tony Page	Debs Absolom
Sevenoaks District Council	Margot McArthur	
Somerset County Council	John Woodman	
South Hams District Council	Dan Brown	
South Tyneside Council	Alan Kerr	
Stockton-On-Tees Borough Council	Mike Smith	
Stoke-on-Trent City Council	Lee Wanger	
Sunderland City Council	Amy Wilson	Debra Waller
Stratford District Council	Ian Shenton	
Tameside Metropolitan Borough Council	Warren Bray	Peter Robinson
Uttlesford District Council	Geof Driscoll	
Walsall Council	Adrian Andrew/Vera Waters (BLASJC)	Richard Worrall (BLASJC)
West Berkshire Council	Richard Somner	Alan Macro
Wigan Metropolitan Borough Council	Kevin Anderson	
Wirral Council	Julie McManus	
Worcester City Council	Simon Cronin	
Wychavon District Council	Martin King	
City of York Council	Andy D'Agorne	Andrew Waller

## 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 <sup>th</sup> 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.

<b>Option 1:</b> 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
<b>Advantages:</b> 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.
<b>Disadvantages:</b> Increased rent levels for tenants.
<b>Risks:</b> Proposed areas of growth, though sustainable in the long term, may increase the need for borrowing to deliver on new build ambitions
<b>Option 2:</b> 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.
<b>Advantages:</b> 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.
<b>Disadvantages:</b> Non-approval of growth items would cause a scaling back of ambitions.
<b>Risks:</b> Inability to maximise service provision and deliver on Council, and housing related ambitions.
<b>Option 3:</b> To propose alternatives to those outlined in Section 11 above.
<b>Advantages:</b> Unknown
<b>Disadvantages:</b> Would require further options analysis

<b>Risks:</b> Impact on housing service and council housing tenants unknown.
--

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><b>Option 1:</b>          Designate an Article 4 under the Town and Country Planning (General Permitted Development) Order 2015.</p>
<p><b>Advantages:</b>          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><b>Disadvantages:</b>          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><b>Risks:</b> 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><b>Option 2:</b> Do not designate an Article 4 under the Town and Country Planning (General Permitted Development) Order 2015.</p>
<p><b>Advantages:</b> None</p>
<p><b>Disadvantages:</b> 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><b>Risks:</b> The number and concentration of HMOs will increase adversely affecting the amenity or residents and of area.</p>
<p><b>Option 3:</b> Designate a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.</p>
<p><b>Advantages:</b> 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><b>Disadvantages:</b> A Regulation 7 Direction may increase the enforcement necessary to ensure that it is effectively implemented.</p>
<p><b>Risks:</b> 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><b>Option 4:</b> Do not introduce a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.</p>

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

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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.**

**CABINET****6.00 P.M.****30TH APRIL 2020**

A remote public meeting of the Lancaster City Council Cabinet was held via Teams Live Events at 6pm on Thursday 30 April 2020, when the following Members were present:-

**PRESENT:-** Councillors Erica Lewis (Chair), Kevin Frea (Vice-Chair), Dave Brookes, Tim Hamilton-Cox, Janice Hanson, Caroline Jackson, Jean Parr, John Reynolds, Alistair Sinclair and Anne Whitehead

Officers in attendance:

Kieran Keane	Chief Executive
Daniel Bates	Director of Corporate Services
Mark Davies	Director for Communities and the Environment
Jason Syers	Director for Economic Growth and Regeneration
Luke Gorst	Head of Legal Services and Monitoring Officer
Anne Marie Harrison	Economic Development Manager
Debbie Chambers	Democratic Services Manager and Deputy Monitoring Officer
Jenny Kay	Civic & Ceremonial Democratic Support Officer
Liz Bateson	Principal Democratic Support Officer, Democratic Services

**73 MINUTES**

The minutes of the meeting held on Tuesday 11 February 2020 were approved as a correct record.

**74 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER**

The Chair advised that there were two items of urgent business. The first was an item regarding Coronavirus Business Support (Minute 77 refers) and the second was a report regarding Funding for Vulnerable People (Minute 78 refers).

**75 DECLARATIONS OF INTEREST**

Councillor Reynolds declared an interest in the Coronavirus Business Support report in view of his wife operating a small business within the district (Minute 77 refers).

**76 PUBLIC SPEAKING**

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

**77 ITEM OF URGENT BUSINESS - CORONAVIRUS BUSINESS SUPPORT****(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)**

Cabinet received a report from the Director of Economic Growth and Regeneration which proposed a package of business support measures to help local businesses

recover from the impact of the coronavirus crisis and initiate rebuilding of the local economy.

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

<b>Option 1: Approve the proposed business support measures</b>
Advantages: This will allow business support services to be provided quickly and flexibly in line with business needs Short, medium and long term positive impact on the local economy. Opportunities to deliver CWB, green and social value outcomes
Disadvantages: The council's resources would be under less pressure. Other than that, no obvious disadvantages as the overall approach is designed to adapt to needs
Risks: No obvious risks
<b>Option 2: Do not approve the proposed business support measures</b>
Advantages: The council will save on the costs of providing business measures
Disadvantages: Loss of opportunity to protect the local economy. Council resources will be less under pressure
Risks: Risks to businesses in the district will not be reduced

The Officer preferred option is Option 1 on the basis that the business support programme can be in place very quickly and is flexible enough to adapt to business needs going forwards.

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

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

Councillors then voted:-

**Resolved unanimously:**

- (1) That the broad framework for the Council's support measures is approved in order to help local businesses survive the coronavirus crisis and assist as many as possible to go on to recovery and increased resilience.
- (2) That the initial financial allocations are approved but that a review of these is undertaken later in 2020 to take account of emerging business needs.
- (3) That, to enable progress and ensure help is available to businesses quickly, delegations for distribution of the funds are approved as follows:

- Up to £50k – Director for Economic Growth and Regeneration to decide after consulting with relevant portfolio holder or most suitable Cabinet member
- £50 - £150k – Individual Cabinet Member
- Over £150k – Cabinet.

**Officer responsible for effecting the decision:**

Director for Economic Growth and Regeneration

**Reasons for making the decision:**

The approach is focused on helping business to survive now but also to adapt and develop in order to recover from the crisis and remain resilient in the future. Some grant funding is included for those businesses that have been unable to access other funding support at all and linked to business recovery and resilience, research and development and to projects that benefit a number of local businesses, such as digital and workspace. The intention is that it will be clear what the Council's funds will achieve.

The decision is consistent with the Council Plan:

**Ambitions**

- **A Thriving and Prosperous Economy**

Create strong conditions for growth so that businesses thrive and jobs are created  
 With our partners, deliver major regeneration and infrastructure projects  
 Support development of new skills and improved prospects for our residents  
 Ensure that growth is good for all, and increased wealth benefits our local communities

- **Clean, Green and Safe Neighbourhoods**

Use innovation, technology and partnership with others to help improve the efficiency of services, improve customer satisfaction and reduce our impact on the environment

**Corporate priorities**

**Climate Action**

Taking action to reduce the effects of climate change on our district Community **Wealth-Building**

Building a sustainable and just local economy that benefits people and organisations

**Community Engagement**

Drawing on the wealth of skills and knowledge in the community and working in partnership

**78 ITEM OF URGENT BUSINESS - VULNERABLE PEOPLE**

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

Cabinet received a report from the Director of Communities and Environment which sought agreement of the principles for allocating funding to support vulnerable people agreed by Council on 18 March 2020 as part of the Council's Covid-19 pandemic response.

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

<b>Option 1: Agree the principles and outline proposals for allocation set out in the report</b>
Advantages: Based on the most up to date knowledge, government guidance and developed following extensive consultation.
Disadvantages: None specifically at this time
Risks: No specific risks at this time.
<b>Option 2: Recommend different principles and outline proposals for allocation</b>
Advantages: None identified
Disadvantages: Deviation from current strategy, government guidance and consultation
Risks: Officer time allocated to dealing with the emergency is used developing further proposals.

The officer-preferred option is Option 1.

Councillor Lewis proposed, seconded by Councillor Jackson:-

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

By way of an amendment, which was accepted as a friendly amendment by the proposer, Councillor Hamilton-Cox proposed and Councillor Reynolds seconded:

“That the recommendation be revised to include the same delegation framework as that agreed in the Coronavirus Business Support recommendation but with the Director of Communities and the Environment replacing the Director for Economic Growth and Regeneration.”

Councillors then voted on the amended proposals:-

***Resolved unanimously:***

- (1) That the principles for allocation of the funding as set out in the report are agreed.
- (2) That to enable progress and ensure help is available quickly, delegations for distribution of the funds are approved as follows:
  - Up to £50k – Director of Communities and the Environment to decide

after consulting with relevant portfolio holder or most suitable Cabinet member

- £50 - £150k – Individual Cabinet Member
- Over £150k – Cabinet.

**Officer responsible for effecting the decision:**

Director of Communities and the Environment

**Reasons for making the decision:**

As the pandemic has developed it is clear that without significant and sustained intervention the impacts on the most vulnerable will be severe, and result in a widening of inequality. The decision is consistent with the Council's Ambitions:

**An Inclusive and Prosperous Local Economy**

- Using our finance to benefit local communities

**Health and Happy Communities**

- Supporting wellbeing and ensuring local communities are engaged, involved and connected
- Addressing health and income inequality, food and fuel poverty, mental health needs, and loneliness
- Focused on early-intervention approaches and involving our communities in service design and delivery

**79 MORECAMBE FUTURE HIGH STREETS**

**Cabinet Member with Special Responsibility Councillor Hamilton-Cox )**

Cabinet received a report from the Director for Economic Growth and Regeneration which sought approval to make a bid to the MHCLG for access to the Future High Street Fund.

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

<b>Option 1: Submission of the FHSF for Morecambe Bid to MHCLG</b>
Advantages: In submitting the bid Lancaster City Council can compete for Government funding of up to £25m to support the transformation of Morecambe over a number of years.
Promotes a positive approach to Morecambe's development and viability over the next few years, with the potential to help rebuild the economy following the coronavirus crisis.
Disadvantages: None specifically at this time as all proposals will be subject to further

detailed development and assessment.
Risks: No specific risks at this time. Consideration of all risks will be required as part of decision making on detailed proposals.
<b>Option 2: Not to submit</b>
Advantages: Resources to develop and deliver the programme will not be required.
Disadvantages: Lost opportunity to secure major infrastructure funding from Government for beneficial regeneration and change.
Potential for the government to request repayment of the £150k funding provided for development of the FHS proposals
Risks: Significant risk to deliverability of regeneration opportunities, ability to better integrate the town, to create economic, social and environmental impact and reap the full benefits of investment by Eden North.

The officer-preferred option is Option 1 on the basis that the Council can bid for £25m of external funding to act as a catalyst for further investment and development in Morecambe.

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

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

Councillors then voted:-

***During consideration of this item Councillor Jackson experienced connectivity issues which precluded her from voting.***

***Resolved unanimously:***

- (1) That in accordance with Rule 6.15 of the Financial Procedure Rules Cabinet approval be given for the Director for Economic Growth & Regeneration to make a bid to the MHCLG for access to the Future High Street Fund.
- (2) The fund provides an opportunity for the Council to access for external Government funding of up to £25m for Morecambe and should the bid be successful a report will be brought back to Cabinet to seek acceptance of the offer of funding.
- (3) That should any successful bid for access to the FHS funding be accepted, the Council takes the role of Accountable Body for the FHS funding and spending programme.

- (4) That any future projects wishing to access the funding will be subject to the Council's executive governance procedures

**Officer responsible for effecting the decision:**

Director for Economic Growth and Regeneration

**Reasons for making the decision:**

The Future High Streets Funding is about delivering structural change fitting to the Morecambe Area Action Plan to make central Morecambe better as a place for people to enjoy and as a place for business and trade. It is about making places, driving footfall and transforming the conditions for investment. The decision is consistent with the Lancaster District Local Plan, the Morecambe Area Action Plan, the Council Ambitions and Corporate priorities:

**Council Ambitions**

- **A Thriving and Prosperous Economy**

Create strong conditions for growth so that businesses thrive and jobs are created

With our partners, deliver major regeneration and infrastructure projects Support development of new skills and improved prospects for our residents Ensure that growth is good for all, and increased wealth benefits our local communities

- **Clean, Green and Safe Neighbourhoods**

Deliver, work in partnership and influence to make our district's neighbourhoods, parks, beaches and open space clean, well-maintained and safe

Work towards key parks and public spaces becoming financially self-sustaining

Use innovation, technology and partnership with others to help improve the efficiency of services, improve customer satisfaction and reduce our impact on the environment

- **Healthy and Happy Communities**

Work with others to address health inequality, food and fuel poverty, mental health, loneliness

Enhance community cohesion Improve access to arts and leisure, meaningful work, public open space, quality housing

Protect and improve health focussing on early intervention and involving our communities in service design and delivery

**Corporate priorities**

**Climate Action**

Taking action to reduce the effects of climate change on our district

**Community Wealth-Building**



Building a sustainable and just local economy that benefits people and organisations

**Community Engagement**

Drawing on the wealth of skills and knowledge in the community and working in partnership.

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Chair

(The meeting ended at 6.45 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 TUESDAY 5 MAY 2020.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
THURSDAY 14 MAY 2020.**