



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# COUNCIL MEETING

**Wednesday, 25 March 2026 - 6.00**

**p.m.**

**Morecambe Town Hall**

*Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. Meetings are livestreamed please click [HERE](#) to watch using MS Teams. Please contact Democratic Support via email [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk) if you wish to register to speak or ask a question at this meeting. The deadline to register is 12pm on Friday 20 March*

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



# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 25 March 2026 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES** (Pages 5 - 19)

To receive as a correct record the Minutes of the Ordinary Meeting of the City Council held on 25 February 2026 and the Special Meeting of the City Council held on 5 March 2026 (previously circulated).

3. **DECLARATIONS OF INTEREST**

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

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

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

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

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

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

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

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

questions to a Member of Cabinet or Committee Chairman.

**7. PETITIONS AND ADDRESSES**

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

**8. LEADER'S REPORT (Pages 20 - 23)**

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

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

**9. PAY POLICY STATEMENT 2026/2027 (Pages 24 - 47)**

Report of People and Organisational Development Committee.

**MOTIONS ON NOTICE**

**10. INCLUSIVE ACCESS VERIFICATION FOR DISABLED PEOPLE AT COUNCIL-OWNED AND COUNCIL-SUPPORTED VENUES (Pages 48 - 50)**

To consider a motion on notice submitted by Councillor Louise Belcher and seconded by Councillors Joanne Ainscough, Matt Black, Phil Black, Clair Colbridge Claire Cozler, Margaret Pattison, Robert Redfern, Jackson Stubbs, Sandra Thornberry and David Whitaker.

**OTHER BUSINESS**

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

Group Administrators to report any changes to Committee Membership.

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

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

**13. MINUTES OF CABINET (Pages 51 - 63)**

To receive the Minutes of Meeting of Cabinet held 10 February 2026.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,

LA1 1PJ

Published on, 17 March 2026.

**PROCEEDINGS**

A meeting of the Lancaster City Council was held in the Town Hall, Morecambe, at 6.00 p.m. on Wednesday, 25 February 2026, when the following Members were present:-

Margaret Pattison (Mayor)	John Hanson (Deputy Mayor)
Joanne Ainscough	Catherine Armistead
Mandy Bannon	Matthew Black
Phillip Black	Martin Bottoms
Louise Belcher	Gerry Blaikie
Phil Bradley	Dave Brookes
Keith Budden	Roger Cleet
Ruth Colbridge	Wilson Colley
Brett Cooper	Claire Cozler
Maria Deery	Roger Dennison
Gina Dowding	Tom Fish
Andrew Gardiner	Martin Gawith
Alan Greenwell	Tim Hamilton-Cox
Chris Hanna	Prof Chris Harris
Paul Hart	Colin Hartley
Ross Hunter	Caroline Jackson
Peter Jackson	Jack Lenox
John Livermore	Sally Maddocks
Sarah McGowan	Abi Mills
Hamish Mills	Paul Newton
Andrew Otway	Sue Penney
Catherine Potter	Joyce Pritchard
Sarah Punshon	Robert Redfern
Sam Riches	James Sommerville
Jackson Stubbs	Paul Stubbins
Sue Tyldesley	Paul Tynan
David Whitaker	John Wild
Nick Wilkinson	Jason Wood

**110 APOLOGIES**

Apologies for absence were received from Councillors Suhir Abuhajar, Kate Knight, Izzy Metcalf-Riener, Jean Parr and Sandra Thornberry.

**111 MINUTES**

The minutes of the meeting held on 28 January 2026 were signed by the Mayor as a correct record.

**112 DECLARATIONS OF INTEREST**

Members were advised that the Monitoring Officer had granted a dispensation under the Localism Act 2011 to Councillor Bannon to allow her to participate and vote in the Budget despite having a DPI by virtue of her employment by Citizens Advice.

**113 ANNOUNCEMENT - HONORARY ALDERMAN MIKE GREENALL**

The Mayor reported the sad death of Honorary Alderman Mike Greenall on 12<sup>th</sup> February 2026. Mike was elected in 1999 and was Mayor in 2021-22. Mike's funeral would be held on 2<sup>nd</sup> March at 2.30pm at Lancaster and Morecambe Crematorium.

**114 ANNOUNCEMENT - HONORARY ALDERMAN JEAN YATES**

The Mayor asked Councillors to remember Honorary Alderman Jean Yates who passed away on 20<sup>th</sup> February 2026. Jean was both a City and County Councillor who served as Mayor in 1994-95 and was awarded an MBE in the Queen's New Year's Honours list in 2016. Her funeral was being held on 13<sup>th</sup> March at 2.30pm at Lancaster and Morecambe crematorium.

**115 ANNOUNCEMENT - FORMER COUNCILLOR RICHARD ROLLINS**

The Mayor informed the Councillors of the passing of former Councillor Richard Rollins who was a City Councillor for four years from 2011.

**Members stood in a minute's silence in their memory.**

**116 ANNOUNCEMENT - MAYOR'S CABARET EVENING**

The Mayor advised the meeting that tickets were still available for the Cabaret Evening at the Mazuma Stadium on 7<sup>th</sup> March at 7pm.

**117 ANNOUNCEMENT - RECORDED VOTE**

The Mayor announced that in compliance with the law and Council Procedure Rule 19.7 from the City Council Constitution a recorded vote would be taken on budget decisions.

**118 QUESTIONS FROM THE PUBLIC UNDER COUNCIL PROCEDURE RULE 11**

The Mayor advised that no questions had been received from members of the public in accordance with the provisions of Council Procedure Rule 11.

**119 PETITIONS AND ADDRESSES**

The Mayor informed Members that no petitions or requests to address Council had been received from members of the public.

**120 LEADER'S REPORT**

The Leader presented her report updating Members on various issues since her last report to Council. She then responded to a number of questions from Councillors.

***Resolved:***

That the report be noted.

**121 BUDGET AND POLICY FRAMEWORK 2026/27 - 2030/31**

The Mayor reminded Council that this item would require a recorded vote on the budget decisions and that, whilst the report itself was public, appendices C1 and C2 were exempt from publication. Any discussions on those appendices would require Council to consider excluding the press and public from the Chamber.

Councillor Hamilton-Cox, Cabinet Member with particular responsibility for Finance and Property, introduced a report presenting Cabinet's final budget proposals in order that the Council could complete its revenue budget setting for 2026/27. He thanked the Chief Finance Officer and his staff for the work put into the budget preparation.

Councillor Hamilton-Cox took questions from Councillors and advised he would provide a written response to Councillor Gardiner's question regarding commercial assets and any loans being paid on these.

Councillor Hamilton-Cox then proposed:

"That recommendations (1) to (3), as set out in the report, be moved."

Councillor Bottoms seconded the proposal with an amendment *'to reduce the amount being transferred to the internal LGR reserve of £460K by £35K to £425K to allow for a fund for small festivals with individual applications accepted capped at £5K . Allocation decisions would be delegated to the portfolio holder and officers in consultation with the Leader.'*

Councillor Phillip Black raised a point of order and questioned whether under the constitution any amendments could be brought to the budget during the meeting although if deemed necessary any variation could be brought to a subsequent meeting. The Monitoring officer confirmed that Councillor Black was correct and Councillor Bottoms withdrew the amendment.

Councillor Hamish Mills then seconded Councillor Hamilton-Cox's proposal.

It was noted that recommendations (1) to (3) were subject to a recorded vote. Recommendations (4) & (5) of the report were simply for noting.

A debate on the budget proposals followed before a recorded vote was taken on recommendations (1) to (3):

**For the proposition:** Councillors, Bannon, Blaikie, Bottoms, Brookes, Colley, Deery, Dennison, Dowding, Fish, Greenwell, Hamilton-Cox, Hart, Hunter, Jackson (Caroline), Jackson (Peter), Lenox, Livermore, Maddocks, McGowan, Mills (Abi), Mills (Hamish), Otway, Pritchard, Punshon, Riches, Sommerville, Stubbins, Tyldesley, Tynan and Wilkinson.(30).

**Against the proposition:** Councillors Budden, Gardiner, Newton and Wild. (4).

**Abstentions:** Councillors Ainscough, Armistead, Belcher, Black (Matthew)Black, (Phillip), Bradley, Cleet, Colbridge, Cozler, Gawith, Hanna, Hanson, Harris, Hartley, Pattison, Penney, Potter, Redfern, Stubbs, Whitaker and Wood (21).

**Resolved:**

- (1) That the General Fund Revenue Budget of £27.833M for 2026/27 be approved, resulting in a Council Tax Requirement of £11.931M, excluding parish precepts, and a Band D basic City Council Tax rate of £272.20
- (2) That the supporting General Fund Revenue Budget proposals be approved, as summarised at Appendices A, C, C1 and C2 to the report.
- (3) That the budget transfer (virements and carry forwards) limits be approved as set out in Appendix E to the report.
- (4) That Council notes Cabinets authorisation for the use of the General Fund Unallocated Reserve to fund the £0.831M contribution required to the Lancashire Local Government Reorganisation Transition Fund.
- (5) That Cabinet notes the Section 151 Officer's advice regarding robustness of budget estimates, the adequacy of reserves and balances, specifically the advice that the minimum level of balances be retained at £5.0M, to provide for added uncertainty.

## 122 HOUSING REVENUE ACCOUNT BUDGET FRAMEWORK 2026 TO 2031

Councillor Caroline Jackson, Leader of the Council and Cabinet Member with particular responsibility for Housing and Homelessness, advised the meeting that Councillor Hamilton-Cox would present the report for 2026/27 to 2031. Councillor Hamilton-Cox confirmed that Councillor Caroline Jackson would respond to any qualitative questions. The report presented Cabinet's final budget proposals in relation to the Housing Revenue Account to allow the Council to complete its budget setting for 2026/27 and update its financial strategy to 2031.

Councillor Hamilton-Cox responded to questions and confirmed that written responses would be provided to Councillor Maddocks's question on depreciation and to Councillor Gardiner's question on formula rents and these answers would be circulated to all members.

Councillor Hamilton-Cox proposed, seconded by Councillor Caroline Jackson:

"That recommendation (2) to (4) as set out in the report, be approved."

Recommendations (1) and (5) of the report were simply for noting.

Following an animated debate a recorded vote was taken in relation to recommendations

(2) to (4), in accordance with regulations and the Council's Constitution.

**For the proposition:** Councillors Bannon, Blaikie, Bottoms, Brookes, Budden, Colley, Cooper, Deery, Dennison, Dowding, Fish, Gardiner, Greenwell, Hamilton-Cox, Hart, Hunter, Jackson (Caroline), Jackson (Peter), Lenox, Livermore, Maddocks, McGowan, Mills (Abi), Mills (Hamish), Newton, Otway, Pritchard, Punshon, Riches, Sommerville, Stubbins, Tyldesley, Tynan, Wild and Wilkinson.(35).

**Against the proposition:** None.

**Abstentions:** Councillors Ainscough, Armistead, Belcher, Black (Matthew) Black (Phillip), Bradley, Cleet, Colbridge, Cozler, Gawith, Hanna, Hanson, Harris, Hartley, Pattison, Penney, Potter, Redfern, Stubbs, Whitaker and Wood. (21).

***Resolved unanimously:***

- (1) That Cabinet's recommendation to approve the council housing rent levels for 2026/27, as set out in accordance with statutory requirements, be noted.
- (2) That the Housing Revenue Account budgets and future years' projections be approved, as set out in Appendix A to the report.
- (3) That the Council Housing Capital Programme be approved, as set out in Appendix B to the report.
- (4) That the minimum level of HRA unallocated balances be retained at £750,000 from 01 April 2026, and that the full Statement on Reserves and Balances as set out at Appendix C to the report be approved.
- (5) That Council notes the Section 151 Officer's advice regarding robustness of budget estimates, the adequacy of reserves and balances and the affordability of borrowing.

*At this point the Mayor advised the meeting of a revision to the order of the agenda and that the MTFS item would now be tabled after the Treasury Management report.*

## **123 FLEXIBLE USE OF CAPITAL RECEIPTS 2026 - 27**

Councillor Hamilton-Cox presented a report of Cabinet, explaining that statutory guidance from the Department for Levelling Up, Homes and Communities (DLUHC) and the Chartered Institute of Public Finance and Accountancy (CIPFA) had enabled local authorities to make flexible use of capital receipts to fund projects which were likely to generate savings to the authority and / or other public bodies.

To make use of this provision, authorities had to submit a Flexible Use of Capital Receipts Strategy to the Secretary of State, setting out how the provision would be applied in the next financial year.

The report proposed a Flexible Use of Capital Receipts Strategy for 2026-27 to complement the ongoing Council's Outcomes-Based Resourcing programme – Fit for the Future.

Councillor Hamilton-Cox responded to questions and confirmed that a written response would be provided to Councillor Phillip Black's question on how the fund had been used in previous years.

Councillor Hamilton-Cox proposed the recommendation as set out in the report:

Councillor Bottoms seconded the proposition. A short debate followed before a vote was taken and the proposition was carried unanimously.

***Resolved unanimously:***

That Full Council approves the Flexible Use of Capital Receipts Strategy 2026/27 set out in the report, in accordance with the relevant statutory guidance.

**124 CAPITAL PROGRAMME 2026/27 - 2035/36 & CAPITAL STRATEGY (INVESTED IN THE FUTURE)**

Councillor Hamilton-Cox presented the General Fund Capital Programme report for 2026/27 - 2035/36. The report presented Cabinet's final budget proposals to allow Council to approve a General Fund Capital Programme for 2026/27 to 2035/36 and a Capital Strategy as required by regulations.

Councillor Hamilton-Cox responded to questions from Councillors.

Councillor Hamilton-Cox, seconded by Councillor Bottoms, proposed the recommendations as set out in the report.

There was no debate and the proposition was clearly carried when put to the vote.

***Resolved unanimously:***

That Council notes the report and approves the following:

- (1) That the General Fund Capital Programme as set out at Appendix A, be approved subject to recommendation 2 below
- (2) That the Capital Strategy (Incorporating the Capital Investment Strategy: Investing in the Future) as set out at Appendix B, be approved

***The meeting adjourned at 8pm for a comfort break and reconvened at 8.09pm.***

**125 TREASURY MANAGEMENT STRATEGY 2026/27**

The Treasury Management Strategy was presented to Council by Councillor Hamilton-Cox. The report set out the 2026/27 framework for Council's approval.

There were no questions. Councillor Hamilton-Cox proposed the recommendations set out in the report, seconded by Councillor Bottoms.

There was a short debate on the proposition, which was clearly carried when put to the vote.

***Resolved:***

That the Council notes the report and approves:

- (1) The Treasury Management Strategy 2026/27, Appendices A to C specifically the Council's The Authorised Limit for External Debt (section 4.7)

**126 MEDIUM TERM FINANCIAL STRATEGY 2025/26 - 2029/30**

Councillor Hamilton-Cox provided an update on the Council's Medium Term Financial Strategy (MTFS) forecasts for 2026/27 to 2030/31. There were no questions.

Councillor Hamilton-Cox proposed recommendation (2) of the report, seconded by Councillor Bottoms.

After a brief debate the proposition was put to the vote and agreed unanimously.

***Resolved unanimously:***

- (1) That the updated position regarding the production of the consolidated Medium Term Financial Strategy (MTFS) as set out in the report be noted.
- (2) That delegated authority be given to the Portfolio Holder and Chief Finance Officer to undertake any required amendments to reflect minor additional content and/ or presentational adjustments.

**127 COUNCIL TAX 2026/27**

Councillor considered a report of the council tax rates for the district for the year 2026/27. There were no questions.

Councillor Hamilton-Cox proposed the recommendations as set out in the report, seconded by Councillor Bottoms.

The item required a recorded vote:

**For the proposition:** Armistead, Bannon, Belcher, Black (Matthew), Black (Phillip), Blaikie, Bottoms, Brookes, Budden, Cleet, Colbridge, Colley, Cozler, Deery, Dowding, Fish, Gardiner, Gawith, Greenwell, Hamilton-Cox, Hanna, Hanson, Harris, Hart, Hartley, Jackson (Caroline), Jackson (Peter), Lenox, Livermore, Maddocks, McGowan, Mills (Abi), Mills (Hamish), Newton, Otway, Pattison, Penney, Potter, Pritchard, Riches, Sommerville, Stubbins, Stubbs, Tyldesley, Tynan, Whitaker, Wild, Wilkinson and Wood.(49).

**Against the proposition:** Bradley (1)

**Abstentions:** None.

***Resolved:***

- (1) That it be noted that, under delegated powers in accordance with section 84 of the Local Government Act 2003, the following amounts have been calculated for the year 2026/27, in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under section 33(5) of the Local Government Finance Act 1992 (the "Act"):
  - (a) 43,832.69 being the amount of its council tax base for the whole district [item T in the formula in section 31B of the Act];
  - (b) 18,007.60 being the amount of its council tax base for the non-parished part of

the district; and

(c)

<i>Parish</i>	<i>Tax Base</i>	<i>Parish</i>	<i>Tax Base</i>
Aldcliffe with Stodday	151.70	Nether Kellet	291.56
Arkholme-with-Cawood	175.80	Over Kellet	413.33
Bolton-le-Sands	1,704.93	Over Wyresdale	131.32
Borwick	94.29	Overton	385.53
Burrow-with-Burrow	116.20	Priest Hutton	96.60
Cantsfield	64.42	Quernmore	251.91
Carnforth	1,828.98	Roeburndale	21.33
Caton-with-Littledale	1,138.55	Scotforth	167.92
Cloughton	52.25	Silverdale	859.22
Cockerham	309.95	Slyne-with-Hest	1,332.66
Ellel	1,181.86	Tatham	214.35
Gressingham	84.54	Thurnham	248.62
Halton-with-Aughton	1,188.41	Tunstall	65.26
Heaton-with-Oxcliffe	663.64	Warton	909.41
Hornby-with-Farleton	358.15	Wennington	63.21
Ireby and Leck	115.81	Whittington	186.40
Melling-with-Wrayton	150.08	Wray-with-Botton	216.30
Middleton	239.61	The Yealands	271.57
Morecambe Town Council	10,079.42		

being the amounts of its council tax base for each parish within the district.

- (2) That in accordance with section 35 of the Local Government Finance Act 1992, it be noted that there are no expenses to be treated as the City Council's special expenses.
- (3) That the following amounts be now calculated by the City Council for the year 2026/27 in accordance with Sections 31 to 36 of the Act, as amended by the Localism Act 2011:
- (a) £139,350,849.82 being the aggregate of the amounts which the City Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by parish councils;
  - (b) £125,573,457.00 being the aggregate of the amounts which the City Council estimates for the items set out in Section 31A(3) of the Act;
  - (c) £13,777,392.82 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the City Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year. [Item R in the formula in Section 31B of the Act];
  - (d) All town and parish councils have notified Lancaster of their precept requirement for 2026-27. The resulting aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act is £1,846,049.82;
  - (e) £11,931,343.00 being the council tax requirement for the Council's own purposes for 2026/27 (excluding parish precepts);
  - (f) £314.32 being the amount at 3(c) above [Item R], all divided by the amount at 1(a) above [Item T], calculated by the City Council, in accordance with section

31B of the Act, as the basic amount of its council tax for the year (including parish precepts);

- (g) £272.20 being the amount at 3(f) above less the result given by dividing the amount at 3(d) above by the amount at 1(a) above, calculated by the City Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its district to which no parish precept relates.

(h)

<i>Parish</i>	<i>Tax Rate £</i>	<i>Parish</i>	<i>Tax Rate £</i>
Aldcliffe with Stodday	312.08	Nether Kellet	324.47
Arkholme-with-Cawood	295.49	Over Kellet	298.81
Bolton-le-Sands	302.22	Over Wyresdale	284.38
Borwick	285.46	Overton	302.02
Burrow-with-Burrow	291.13	Priest Hutton	303.26
Cantsfield	272.20	Quernmore	294.67
Carnforth	377.72	Roeburndale	272.20
Caton-with-Littledale	311.51	Scotforth	292.69
Cloughton	272.20	Silverdale	362.36
Cockerham	328.75	Slyne-with-Hest	328.52
Ellel	306.42	Tatham	300.95
Gressingham	321.29	Thurnham	299.15
Halton-with-Aughton	323.38	Tunstall	341.92
Heaton-with-Oxcliffe	292.04	Warton	298.00
Hornby-with-Farleton	325.93	Wennington	667.31
Ireby and Leck	346.32	Whittington	308.79
Melling-with-Wrayton	375.05	Wray-with-Botton	324.95
Middleton	342.84	The Yealands	310.50
Morecambe Town Council	376.25		

being the amounts given by adding to the amount at 3(g) above the amounts of the parish precepts relating to dwellings in those parts of the district mentioned above, divided in each case by the relevant amount at 1(c) above, calculated by the City Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of the district to which parish precepts relate.

(i) VALUATION BANDS

Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Non Parished Area	181.47	211.71	241.96	272.20	332.69	393.18	453.67	544.40
Aldcliffe-with-Stodday	208.05	242.73	277.40	312.08	381.43	450.78	520.13	624.16
Arkholme-with-Cawood	196.99	229.83	262.66	295.49	361.15	426.82	492.48	590.98
Bolton-le-Sands	201.48	235.06	268.64	302.22	369.38	436.54	503.70	604.44
Borwick	190.31	222.02	253.74	285.46	348.90	412.33	475.77	570.92
Burrow-with-Burrow	194.09	226.43	258.78	291.13	355.83	420.52	485.22	582.26
Cantsfield	181.47	211.71	241.96	272.20	332.69	393.18	453.67	544.40
Carnforth	251.81	293.78	335.75	377.72	461.66	545.60	629.53	755.44
Caton-with-Littledale	207.67	242.29	276.90	311.51	380.73	449.96	519.18	623.02
Cloughton	181.47	211.71	241.96	272.20	332.69	393.18	453.67	544.40
Cockerham	219.17	255.69	292.22	328.75	401.81	474.86	547.92	657.50
Ellel	204.28	238.33	272.37	306.42	374.51	442.61	510.70	612.84
Gressingham	214.19	249.89	285.59	321.29	392.69	464.09	535.48	642.58
Halton-with-Aughton	215.59	251.52	287.45	323.38	395.24	467.10	538.97	646.76
Heaton-with-Oxcliffe	194.69	227.14	259.59	292.04	356.94	421.84	486.73	584.08
Hornby-with-Farleton	217.29	253.50	289.72	325.93	398.36	470.79	543.22	651.86
Ireby and Leck	230.88	269.36	307.84	346.32	423.28	500.24	577.20	692.64
Melling-with-Wrayton	250.03	291.71	333.38	375.05	458.39	541.74	625.08	750.10
Middleton	228.56	266.65	304.75	342.84	419.03	495.21	571.40	685.68
Morecambe Town Council	250.83	292.64	334.44	376.25	459.86	543.47	627.08	752.50
Nether Kellet	216.31	252.37	288.42	324.47	396.57	468.68	540.78	648.94
Over Kellet	199.21	232.41	265.61	298.81	365.21	431.61	498.02	597.62
Over Wyresdale	189.59	221.18	252.78	284.38	347.58	410.77	473.97	568.76
Overton	201.35	234.90	268.46	302.02	369.14	436.25	503.37	604.04
Priest Hutton	202.17	235.87	269.56	303.26	370.65	438.04	505.43	606.52
Quernmore	196.45	229.19	261.93	294.67	360.15	425.63	491.12	589.34
Roeburndale	181.47	211.71	241.96	272.20	332.69	393.18	453.67	544.40
Scottforth	195.13	227.65	260.17	292.69	357.73	422.77	487.82	585.38
Silverdale	241.57	281.84	322.10	362.36	442.88	523.41	603.93	724.72
Slyne-with-Hest	219.01	255.52	292.02	328.52	401.52	474.53	547.53	657.04
Tatham	200.63	234.07	267.51	300.95	367.83	434.71	501.58	601.90
Thurnham	199.43	232.67	265.91	299.15	365.63	432.11	498.58	598.30
Tunstall	227.95	265.94	303.93	341.92	417.90	493.88	569.87	683.84
Warton	198.67	231.78	264.89	298.00	364.22	430.44	496.67	596.00
Wennington	444.87	519.02	593.16	667.31	815.60	963.89	1,112.18	1,334.62
Whittington	205.86	240.17	274.48	308.79	377.41	446.03	514.65	617.58
Wray-with-Botton	216.63	252.74	288.84	324.95	397.16	469.37	541.58	649.90
The Yealands	207.00	241.50	276.00	310.50	379.50	448.50	517.50	621.00

being the amounts given by multiplying the relevant amounts at 3(g) or 3(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the City Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (4) It is noted that Lancashire County Council, Police and Crime Commissioner for Lancashire and the Lancashire Fire Authority have issued precepts to the City Council in accordance with Section 40 of the Act, for each category of the dwellings in the Council's area as indicated in the following table for the year 2026/27.

<b>Valuation Band</b>	<b>Lancashire County Council</b>	<b>Police &amp; Crime Commissioner for Lancashire</b>	<b>Lancashire Fire Authority</b>
	<b>£</b>	<b>£</b>	<b>£</b>
A	1,201.17	194.93	63.15
B	1,401.36	227.42	73.68
C	1,601.56	259.91	84.20
D	1,801.75	292.40	94.73
E	2,202.14	357.38	115.78
F	2,602.53	422.36	136.83
G	3,002.92	487.33	157.88
H	3,603.50	584.80	189.46

- (5) That having calculated the aggregate in each case of the amounts at 3(i) and 4 above, the City Council, in accordance with Sections 30 and 36 of the Act, hereby sets the aggregate amounts shown in the tables below as the amounts of council tax for 2026/27 for each part of its area for each of the categories of dwellings.

<b>Area</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£</b>							
Non Parished Area	1,640.72	1,914.17	2,187.63	2,461.08	3,007.99	3,554.90	4,101.80	4,922.16
Aldcliffe-with-Stodday	1,667.30	1,945.19	2,223.07	2,500.96	3,056.73	3,612.50	4,168.26	5,001.92
Arkholme-with-Cawood	1,656.24	1,932.29	2,208.33	2,484.37	3,036.45	3,588.54	4,140.61	4,968.74
Bolton-le-Sands	1,660.73	1,937.52	2,214.31	2,491.10	3,044.68	3,598.26	4,151.83	4,982.20
Borwick	1,649.56	1,924.48	2,199.41	2,474.34	3,024.20	3,574.05	4,123.90	4,948.68
Burrow-with-Burrow	1,653.34	1,928.89	2,204.45	2,480.01	3,031.13	3,582.24	4,133.35	4,960.02
Cantsfield	1,640.72	1,914.17	2,187.63	2,461.08	3,007.99	3,554.90	4,101.80	4,922.16
Carnforth	1,711.06	1,996.24	2,281.42	2,566.60	3,136.96	3,707.32	4,277.66	5,133.20
Caton-with-Littledale	1,666.92	1,944.75	2,222.57	2,500.39	3,056.03	3,611.68	4,167.31	5,000.78
Claughton	1,640.72	1,914.17	2,187.63	2,461.08	3,007.99	3,554.90	4,101.80	4,922.16
Cockerham	1,678.42	1,958.15	2,237.89	2,517.63	3,077.11	3,636.58	4,196.05	5,035.26
Ellel	1,663.53	1,940.79	2,218.04	2,495.30	3,049.81	3,604.33	4,158.83	4,990.60
Gressingham	1,673.44	1,952.35	2,231.26	2,510.17	3,067.99	3,625.81	4,183.61	5,020.34
Halton-with-Aughton	1,674.84	1,953.98	2,233.12	2,512.26	3,070.54	3,628.82	4,187.10	5,024.52
Heaton-with-Oxcliffe	1,653.94	1,929.60	2,205.26	2,480.92	3,032.24	3,583.56	4,134.86	4,961.84
Hornby-with-Farleton	1,676.54	1,955.96	2,235.39	2,514.81	3,073.66	3,632.51	4,191.35	5,029.62
Ireby and Leck	1,690.13	1,971.82	2,253.51	2,535.20	3,098.58	3,661.96	4,225.33	5,070.40
Melling-with-Wrayton	1,709.28	1,994.17	2,279.05	2,563.93	3,133.69	3,703.46	4,273.21	5,127.86
Middleton	1,687.81	1,969.11	2,250.42	2,531.72	3,094.33	3,656.93	4,219.53	5,063.44
Morecambe Town Council	1,710.08	1,995.10	2,280.11	2,565.13	3,135.16	3,705.19	4,275.21	5,130.26
Nether Kellet	1,675.56	1,954.83	2,234.09	2,513.35	3,071.87	3,630.40	4,188.91	5,026.70
Over Kellet	1,658.46	1,934.87	2,211.28	2,487.69	3,040.51	3,593.33	4,146.15	4,975.38
Over Wyresdale	1,648.84	1,923.64	2,198.45	2,473.26	3,022.88	3,572.49	4,122.10	4,946.52
Overton	1,660.60	1,937.36	2,214.13	2,490.90	3,044.44	3,597.97	4,151.50	4,981.80
Priest Hutton	1,661.42	1,938.33	2,215.23	2,492.14	3,045.95	3,599.76	4,153.56	4,984.28
Quernmore	1,655.70	1,931.65	2,207.60	2,483.55	3,035.45	3,587.35	4,139.25	4,967.10
Roeburndale	1,640.72	1,914.17	2,187.63	2,461.08	3,007.99	3,554.90	4,101.80	4,922.16
Scotforth	1,654.38	1,930.11	2,205.84	2,481.57	3,033.03	3,584.49	4,135.95	4,963.14
Silverdale	1,700.82	1,984.30	2,267.77	2,551.24	3,118.18	3,685.13	4,252.06	5,102.48
Slyne-with-Hest	1,678.26	1,957.98	2,237.69	2,517.40	3,076.82	3,636.25	4,195.66	5,034.80
Tatham	1,659.88	1,936.53	2,213.18	2,489.83	3,043.13	3,596.43	4,149.71	4,979.66
Thurnham	1,658.68	1,935.13	2,211.58	2,488.03	3,040.93	3,593.83	4,146.71	4,976.06
Tunstall	1,687.20	1,968.40	2,249.60	2,530.80	3,093.20	3,655.60	4,218.00	5,061.60
Warton	1,657.92	1,934.24	2,210.56	2,486.88	3,039.52	3,592.16	4,144.80	4,973.76
Wennington	1,904.12	2,221.48	2,538.83	2,856.19	3,490.90	4,125.61	4,760.31	5,712.38
Whittington	1,665.11	1,942.63	2,220.15	2,497.67	3,052.71	3,607.75	4,162.78	4,995.34
Wray-with-Botton	1,675.88	1,955.20	2,234.51	2,513.83	3,072.46	3,631.09	4,189.71	5,027.66
The Yealands	1,666.25	1,943.96	2,221.67	2,499.38	3,054.80	3,610.22	4,165.63	4,998.76

- (6) That it be determined that the City Council's basic amount of council tax for 2026/27 is not excessive, when compared with the principles approved under Section 52ZB of

the Local Government Finance Act 1992 (as amended by the Localism Act 2011), and therefore the City Council is not required to hold a local referendum.

**128 APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP**

No changes to committee memberships were reported.

**129 QUESTIONS UNDER COUNCIL PROCEDURE RULE 12**

The Mayor advised that 2 questions had been received by the Chief Executive in accordance with Council Procedure Rules. Both questions had been raised by Councillor Wilkinson to Councillor Bottoms with regard to car parking.

Details of the question and answer together with any supplementary questions and responses are appended to the minutes.

**130 MINUTES OF CABINET**

Council considered the Cabinet minutes of the meeting held on 13 January 2026.

***Resolved:***

That the minutes be noted.

---

Mayor

(The meeting finished at 8.33 p.m.)

**Any queries regarding these Minutes,  
please contact Democratic Support - email [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk)**

**Questions from Councillor Nick Wilkinson to Councillor Martin Bottoms****Question 1**

*ANPR cameras are now installed in the Lancaster car parks. One of the key aims of the cameras was to reduce air pollution and congestion by giving real time data to people visiting the city so they could more easily find a parking space. What is the go live date for the public facing app/web page for the real time parking availability information?*

**Councillor Bottoms responded:**

Parking services are working closely with ICT and the ANPR contractor to provide this information as soon as possible. There are some IT technical matters to resolve before this can be done. At present we do not have a firm timescale for placing any occupancy data from the ANPR system onto the parking page or app. This is however a priority for the work of Parking Services, IT and the provider and we will provide an update on this when timeframes are firmed up.

**Supplementary question by Councillor Wilkinson:**

Could I ask for a firm go live date from officers in writing.

**Question 2**

*The parking data coupled with footfall data is an important economic indicator for Lancaster city centre and very useful for Lancaster bid to have access to. Please can this data be shared monthly with Lancaster bid?*

**Councillor Bottoms responded:**

Parking Service are meeting the BID on Friday this week to demonstrate the system and what its reporting capabilities are. We do need to be careful on sharing information and that any reporting is set at the right level to avoid any risks which come with data sharing. We must also ensure any data we provide is GDPR compliant. Updates will be required to the Privacy Notice on the Parking pages for the website and we must also update the Data Protection Impact Assessment and agree an Information Sharing Agreement with the BID. All of this is in hand.

**Supplementary question from Councillor Wilkinson**

This data will be publicly available to people via the web page. They will be able to see a snap shot at any point in time on the availability of parking information so GDPR really shouldn't come into this. Could I just have a hard go live date from officers please with regards to when we can get that shared on a regular basis. A written response is fine.

**PROCEEDINGS**

A meeting of the Lancaster City Council was held in the Town Hall, Morecambe, at 6.00 p.m. on Thursday, 5 March 2026, when the following Members were present:-

Margaret Pattison (Mayor)

Joanne Ainscough

Louise Belcher

Keith Budden

Wilson Colley

Claire Cozler

Gina Dowding

Tim Hamilton-Cox

Paul Hart

Peter Jackson

Sarah McGowan

Hamish Mills

Andrew Otway

Joyce Pritchard

Sam Riches

Jackson Stubbs

Sandra Thornberry

Nick Wilkinson

John Hanson (Deputy Mayor)

Mandy Bannon

Gerry Blaikie

Ruth Colbridge

Brett Cooper

Roger Dennison

Martin Gawith

Chris Hanna

Caroline Jackson

John Livermore

Abi Mills

Paul Newton

Catherine Potter

Robert Redfern

James Sommerville

Paul Stubbins

David Whitaker

Jason Wood

**131 APOLOGIES**

Apologies were received from Councillors Suhir Abuhajar, Catherine Armistead, Matthew Black, Phillip Black, Martin Bottoms, Phil Bradley, Dave Brookes, Roger Cleet, Maria Deery, Tom Fish, Andrew Gardiner, Alan Greenwell, Chris Harris, Colin Hartley, Ross Hunter, Jack Lenox, Sally Maddocks, Jean Parr, Sarah Punshon, James Somerville, Sue Tyldesley and Paul Tynan.

**132 HONORARY FREEDOM OF THE CITY OF LANCASTER**

The designation of Honorary Freeman is to be awarded to an individual of distinction who, as determined by the Council, has provided outstanding service to the City. At a Special Meeting of Council held on 17 December 2025, the Council unanimously approved the proposal to grant Mr. Richard Brock the status of Honorary Freeman in recognition of his exemplary service during World War II and his valuable contributions as a member of the Bay Veterans. It was further resolved that arrangements would be made to present this award to Mr. Brock in the new year, with this meeting convened specifically for that purpose.

The motion was moved by Councillor Dennison and seconded by Councillor Wood.

On being put to the vote, the Mayor declared the proposition unanimously carried.

Mr Brock was invited to subscribe to the Roll of Honorary Freeman and was presented with a scroll.

The Lord Lieutenant of Lancashire addressed the gathering, expressing appreciation for Mr Brock's service. In response, Mr Brock conveyed his gratitude upon receiving the award. Before concluding the meeting, the Mayor invited attendees to partake in refreshments.

***Resolved:***

That in pursuance of Section 249 of the Local Government Act 1972, the Freedom of the City of Lancaster be conferred on Mr Richard Brock in recognition of his service in World War II.

---

Mayor

(The meeting finished at 6.12 p.m.)

**Any queries regarding these Minutes,  
please contact Democratic Support - email [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk)**



## Leader's Report

25 March 2026

### 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

1.1 Information on Cabinet matters is provided in the minutes from the Cabinet meetings held 10 February 2026 later in this agenda.

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

2.1 No urgent Cabinet decisions have been taken since the last Leader's Report

##### 3.0 Leader's Comments

3.1 With the Budget complete, council activity has moved rapidly on to a reconsideration of the Council Plan and further work on strengthening and extending the partnerships which underpin the health, well-being and prosperity of our district. As a council we celebrated a special council giving Freedom of the City to World War II veteran Richard Brock, which was attended by the Lord Lieutenant and High Sheriff as well as many other veterans, friends and councillors.

##### 3.2 Council Plan Progress

Cabinet and the Senior Leadership team have met to finish their discussion of the current Council Plan, highlighting new achievements and reconsidering the

priorities set in 2023 in the light of the progress of Local Government Reorganisation. Overview and Scrutiny Committee were asked for their response and will meet this week having received a very rough draft of the Cabinet/SLT discussion. All Members are asked to consider in particular the priorities, in terms both of projects and of policies, that we should pursue until unitarisation occurs. The final redraft will come to next Full Council.

### 3.3 **Scrutiny**

I was pleased to attend Overview and Scrutiny sub committee for a detailed discussion of the Pre-Decision Scrutiny Protocol. The final plan looks to extend the opportunity for Scrutiny to consider key decisions and ensure Scrutiny comments are contained within the body of cabinet reports. The Chief Executive and I attended Lancashire Combined Authority Overview and Scrutiny Committee considering the Get Lancashire Working report.

### 3.4 **Local Government Re-organisation**

The LGR Working Party has made progress with considering the Governance Review of currently unparished areas. With the help of our Elections Officer and experience from elsewhere, we now have a suitable process to bring to Full Council for approval. District Leaders met to consider progress over LGR transition arrangements, Adult Services in new unitaries and district participation in future Joint Committees.

### 3.5 **Eden**

This month's development have included two new elements: firstly the Eden team have begun more detailed work on the two Realms and whilst understanding that most details will be a commercial secret until the opening, we have asked for some elements to be shared. The Platform has also hosted an Eden-related event for local supply chain businesses to present their services. The Eden Garden will be part of the Chelsea Flower Show in May this year so should be installed on the Eden site within three months.

### 3.6 **Housing**

There have been a number of meetings related to the Skerton site housing and the wider future Mainway development. Following the Pre Market Engagement a number of alternatives have been presented for building out the sites either separately or together. Further work has been done on the funding and officers have met several times with Homes England. Support has been gained from the LGA Council House building Support Service, designed to provide advice on over-coming the difficulties presented to HRA by new developments. CHoSS has produced a report and recommendations for further progress. Preparations for the Social Housing Regulator inspection in April are well under way. I have met with the Mainway Tenants Regeneration group to discuss their concerns.

### 3.7 **Partnership Work**

The work of the Civic Universities Agreement group has continued with a civic dinner. I was unable to attend but my deputy, on his first week back to work, was able to pick this one up for me. The Memorandum of Understanding is now drafted along with the future programme so the partnership will shortly begin on its collaborative work. This year's meeting of the Lancashire Climate Action

Network took place at Cumbria University and was very well organised by Lancaster city council. The event was well-attended and involved a number of sessions particularly featuring young people's involvement.

**3.8 District activity**

There were a number of interesting and challenging local events this month. North Lancashire Food Futures which is supported by Lancaster city, held a well-attended planning day at the Storey for their bid to gain a coveted Gold Award from Sustainable Food Places. Their themes of increasing food justice through improving access to healthy affordable food, tackling food waste, strengthening food supply chains and making food procurement more sustainable, all fit well within the policies and ambitions of the city council. The Eric Morecambe Motion group has continued to meet to co-ordinate council activities for the celebration weekend. Spark Lancaster organised the Electech group alongside our officers, had its first event at the Storey attracting over 400 visitors in two days. It promised to be a "hands on festival celebrating Science, Tech engineering, Arts and Maths" and definitely was full of energy, enthusiasm and excitement. Lit Fest launched its theme of "The Rights of Nature" and number of events took place this month bringing a powerful cultural slant onto the work of both the Climate Action Network and Food Futures.



*Spark Lancaster*

**4.0 Decisions**

The following decisions were scheduled to be considered by Cabinet on 10 March 2026

Rent and Service Charge Setting Policy
Projects and Performance Quarter 3 2025-26
Strategic Risk Management

Lancaster Canal Quarter Early Phase Housing Proposals - Procurement and Delivery Matters
--

There have been no Officer Delegated Key Decisions taken since the last Leader's Report

The following Individual Cabinet Member Decisions have been taken since the last Leader's report.

<b>ICMD 27</b>	Procurement of Six Refuse Collection Vehicles for Mixed Waste Collection	Published on: Cllr Paul Hart Taken By: 17.03.26
----------------	--	--

**Background Papers**

Cabinet agenda of the meeting held on 10 March 2026.

**COUNCIL****Pay Policy Statement 2026/2027  
Wednesday 25<sup>th</sup> March 2026****Referral from People and OD Committee****PURPOSE OF REPORT**

To ask that Council consider and agree the People and OD Committee's recommendation for the Pay Policy Statement for 2026-2027 as required by the Localism Act 2011

**This report is public**

**RECOMMENDATIONS**

- (1) **To consider and recommend to Full Council, on 25th March 2026, the Pay Policy Statement 2026-2027**

**1.0 Introduction**

1.1 Section 38 of the Localism Act 2011 places a requirement on local authorities to publish a Pay Policy Statement by the 31st March each year. This includes the remuneration of its Chief Officers. This Statement must be approved by resolution of Council, and this function may not be delegated.

1.2 The Statement sets out the Council's arrangements relating to:

- the remuneration of its Chief Officers;
- the remuneration of its lowest-paid employees, and
- the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

1.3 The Pay Policy Statement has been prepared in accordance with the requirements of the Localism Act 2011 and having regard to the guidance issued by the Department for Communities and Local Government (DCLG) under Section 40 of the Act.

**2.0 Proposal Details**

2.1 During the course of the year, if the Authority makes any determination relating to the remuneration or any other terms and conditions of a Chief Officer, it must comply with its Pay Policy Statement

2.2 Salary ranges are in-line with the most recent pay award. A further pay award is due wef 1<sup>st</sup> April 2026.

2.3 People and OD Committee noted that the statutory officer allowance, as per section 3.2 of the pay policy, has not increased since 2022-23, and therefore approved a

backdated increase in-line with the pay claims. For previous years this amounts to:

23/24	3.5% (£9,315)
24/25	2.5% (£9,548)
25/26	3.2% (£9,853)
26/27	tbc

- 2.5 Please note that as per the Hutton Report, the Pay Policy now also includes the use of Chief Executive pay compared to median earnings as a relevant measure of the relationship between pay rates across the workforce, and the data transparency code recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce. This can be found in section 14.5 of the Pay Policy.

### **3.0 Gender Pay Gap**

- 3.1 People and OD Committee would also like Council to note that the Gender Pay Gap has reduced year on year, from a mean gender pay gap of 4.3% in 2023 to 1.8% in 2025. The disparity between average wages for men and women is 12.8%, or £2,548 per year, according to TUC analysis of official pay data. The reduction at Lancaster City Council is as a result of proactive measures introduced such as an uplift ensuring casual rates of pay match the substantive role being undertaken and the inclusion of holiday pay, alongside other workforce measures as detailed in the Council's People Plan.

Not all Councils include casual staff in their gender pay gap reporting but Lancaster City Council does and acknowledges the important role that casual staff play in delivering services. However, reporting the gender pay gap without including casual data results in a negative pay gap for the first time (i.e. women are paid more than men).

Continuous engagement with the Women's Network has led to the implementation of the following actions which have contributed to the reduction of the Gender Pay Gap:

- Sharing the Council's flexible working policy and guidance with all staff
- Ensuring vacancy forms ask recruiting managers to consider whether a job share or part time working could be an option
- Creating shadowing and mentor opportunities at all levels to ensure women have the opportunity to experience other roles to help them understand their development needs and to help build confidence
- Continuing to provide safe spaces for women to share and discuss topics that are meaningful to them
- Improving Council recruitment processes and removing potential barriers to employment

- 3.2 Other workforce strategies within the People Plan include:

- Implementation of a Workforce Inclusion Strategy
- A training and development programme for all people managers – which will covered equality issues in HR workshops and through accredited leadership qualifications
- Implementation of an Inclusive Recruitment strategy recruitment practices to reduce the potential for unconscious bias
- Increased focus on intelligent decision making via data-driven decisions

- On-going commitment to the Real Living Wage and using our job evaluation scheme to ensure that grades are allocated to job roles according to responsibility carried and nothing else
- Continued commitment to hybrid working and other flexible working practices
- New approach to employee engagement to improve the options available for people to feedback on issues
- Implementation of workforce planning, with the aim of supporting the potential in all of our people to develop, including the promotion of apprenticeships to increase skills, qualifications and experience
- Continued tight monitoring of any requests for changes in pay

**4.0 Conclusion**

4.1 Members are asked to consider and recommend the 2026-2027 Pay Policy to Full Council.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):</p> <p>No notable impact.</p>	
<p><b>LEGAL IMPLICATIONS</b></p> <p>The Council has a statutory obligation, pursuant to s38 of the Localism Act 2011 to approve annually a Pay Policy Statement</p>	
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>No financial implications</p>	
<p><b>OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces</b></p> <p>There are no resource implications arising from this report</p>	
<p><b>SECTION 151 OFFICER'S COMMENTS</b></p> <p>The Section 151 Officer has been consulted and has no comments</p>	
<p><b>MONITORING OFFICER'S COMMENTS</b></p> <p>The Monitoring Officer has been consulted and has no comments.</p>	
<p><b>BACKGROUND PAPERS</b></p> <p>2026-2027 Pay Policy Statement JNC Conditions of Service Handbook</p>	<p><b>Contact Officer:</b> Alex Kinch <b>Telephone:</b> 01524 582083 <b>E-mail:</b> <a href="mailto:akinch@lancaster.gov.uk">akinch@lancaster.gov.uk</a></p>

## **Lancaster City Council Pay Policy Statement 2026 - 2027**

### **1. Introduction and Purpose**

- 1.1 In accordance with the requirements of Section 38 of the Localism Act 2011, this Pay Policy statement has been produced to reflect the Council's approach to pay policy for the year 2026/2027.
- 1.2 This statement sets out the Council's policies in relation to the remuneration of our Chief Officers and all other employees. It also clarifies the relationship between Chief Officer remuneration and the remuneration of our lowest paid employees.
- 1.3 The purpose of this statement is to demonstrate transparency with regards to setting the pay of Council employees.

### **2. Setting Terms and Conditions**

- 2.1 The Council's Chief Officers, including the Chief Executive, are employed under the nationally agreed Joint Negotiating Committee (JNC) terms and conditions. All other employees are employed under the nationally agreed National Joint Council (NJC) terms and conditions.
- 2.2 Pay increases relating to cost of living are agreed nationally by the NJC and JNC negotiating bodies.

### **3. Definitions of Chief Officers within Lancaster City Council**

- 3.1 Chief Officers (in senior positions) within this Council are currently defined as the Chief Executive, and:
  - Chief Officer – Resources (S151)
  - Chief Officer – Governance (Monitoring Officer)
  - Chief Officer – People and Policy
  - Chief Officer – Planning and Climate Change
  - Chief Officer – Sustainable Growth
  - Chief Officer – Environment and Place
  - Chief Officer – Housing and Property
- 3.2 The Monitoring Officer function attached to the Chief Officer – Governance post, and the Section 151 Officer role attached to the Chief Officer – Resources posts are paid an allowance for this responsibility.

In 2026/2027, an allowance of £9,853 (per annum) is made for the Monitoring Officer and 151 Officer functions. An allowance of £6,568 per annum is divided up and awarded pro rata to Deputies carrying out these statutory functions (e.g. 1 Deputy for each role would attract £6,568, 2 Deputies £3,284).

There has not been an agreement of pay award for 2026/2027, therefore the allowance will remain the same as 2025/2026, pending any national pay award agreement.

#### **4. Remuneration of the Chief Executive**

- 4.1 The post of Chief Executive (which also acts as Head of Paid Service) is paid on a fixed salary of £135,456. There has not been an agreement of pay award for 2026/2027, therefore the salary will remain the same as 2025/2026, pending any national pay award agreement.

#### **5. Remuneration of other Chief Officers**

- 5.1 Chief Officers are paid within a band which starts from £77,809 up to a maximum of £85,379. There has not been an agreement of pay award for 2026/2027, therefore the salary will remain the same as 2025/2026, pending any national pay award agreement.

Statutory Chief Officers are remunerated in accordance with their technical expertise and background.

#### **6. Policy on Other Aspects of Chief Officer Remuneration**

- 6.1 Aside from 'pay' there are other aspects of Chief Officer remuneration which are outlined below:
- 6.1.1 **Travel and other expenses:** reimbursed through normal Council policies and procedures in the same way for all staff.
- 6.1.2 **Bonuses:** The terms of employment do not provide for the payment of any bonuses.
- 6.1.3 **Honoraria:** through normal Council policies and procedures in the same way for all staff.
- 6.1.4 **Severance arrangements (for Chief Officers ceasing to hold office):**

The Council's normal policies in relation to redundancy and early retirement apply to these posts, in line with relevant regulations.

Any payments falling outside the provisions above or the relevant periods of notice within the contract of employment shall be subject to formal decision made by People and OD Committee, as per the constitution.

- 6.2 There are no provisions for any other increases or additions to Chief Officer remuneration, other than as outlined in this policy.

#### **7. Returning Officer Fees**

- 7.1 Fees for Returning Officers and other electoral duties are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific election duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.

#### **8 Other Chief Officer Conditions of Service**

- 8.1 The other terms and conditions of service are set out in the relevant conditions of service handbooks, as follows:

**Chief Executive:** The Joint Negotiating Committee for Local Authority Chief Executives – Conditions of Service

**All other Chief Officers:** The Joint Negotiating Committee for Chief Officers in Local Authorities – Conditions of Service

## **9. Pension Contributions**

- 9.1 For all employees, including Chief Officers, where employees have exercised their right to be a member of the Local Government Pension Scheme, the Council will make contributions to the Pension Fund in line with the Employer contribution rates determined by the Actuary.

## **10. Recruitment of Chief Officers**

- 10.1 The Council's policy and procedures in relation to the recruitment of Chief Officers is set out within the Council's Constitution.
- 10.2 When recruiting for all posts, the Council will take full and proper account of all provisions of employment legislation and its own agreed policies.
- 10.3 The remuneration offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. New appointments for staff up to and including Chief Officers are normally made at the minimum of the grade for the post, although this can be varied if necessary, to ensure the best candidate can be appointed.
- 10.4 Where the Council is unable to recruit Chief Officers, or there is a need for interim support to provide cover for a substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service' (rather than them being direct employees of the Council). These will be sourced through a relevant recruitment process, under relevant Officer delegations, ensuring the Council is able to demonstrate the maximum value for money from securing the service.

## **11. Approval of Salary Packages in Excess of £100K**

- 11.1 Before any offer of appointment is made, the Council will ensure that salary packages in excess of £100,000 will be considered by full Council. This salary package will be defined as base salary, bonuses, fees, routinely payable allowances and any benefits in kind which are due under the contract.

## **12. Re- Employment of Former Chief Officers**

- 12.1 It is the Council's policy not to re-employ any Chief Officer who was previously made redundant from the authority / received any other severance payment, or later engage them under a contract for service or interim contract except under exceptional circumstances

## **13. Publication and Access to Information regarding Chief Officer Remuneration**

- 13.1 Upon approval by Council, the Pay Policy Statement will be published on the Council's website. In addition, relevant information will be reported in the Council's annual Statement of Accounts.

## **14. Payment of Lower Paid Employees within the Council**

- 14.1 The Council uses the NJC negotiated pay spine (i.e. a nationally agreed and defined list of salary points) as the basis for its local pay structure, which determines the salaries for most of its workforce. The Council uses the NJC pay spine SCP 3 - 47.

- 14.2 The Council operates a Job Evaluation Scheme to determine the pay grade for posts and uses the Willis Towers Watson Global Grading Scheme. Job evaluation is carried out by the HR team and recognised Trade Unions are given the opportunity to review the scoring.
- 14.3 The Council ensures that all staff (aside from Apprentices) are paid at least the 'Real Living Wage' rate. The lowest pay rate within the pay structure is Spinal Column Point (SCP) 3, which is uplifted to ensure the Council pays the Living Wage on 1<sup>st</sup> April each year.
- 14.4 The Council employs Apprentices who are not considered within the definition of 'lowest paid employees'. They are paid under the separate Apprentice Pay Rates, the highest of which equates to the real Living Wage rate.
- 14.5 The Hutton Report recommends the use of Chief Executive pay compared to median earnings as a relevant measure of the relationship between pay rates across the workforce and the data transparency code recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.

As of 1 February 2026, the Council employed 668 full time-equivalents in post and therefore the median average salary has been calculated as the 334th occurrence which for 2025/26 equates to £31,022 per annum. The lowest earnings is currently £24,796 per annum. For 2026/27, both amounts are pay award pending.

- As of 1 February 2026, the pay levels within the Council define the multiple between the median (average) full time equivalent earnings and the Chief Executive as 1:4.37. Put simpler, the Chief Executive pay is equal to 4.37 median salary amounts
- As of 1 February 2026, the pay levels within the Council define the multiple between the lowest earnings and the Chief Executive as 1:5.46. Put simpler, the Chief Executive pay is equal to 5.46 lowest salary amounts
- The ratio is significantly below the ceiling ratio of 1:20 for the public sector recommended by The Hutton Review in order to support fair and equal pay.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

## **15. Pension Contributions**

- 15.1 Where employees have exercised their right to join the Local Government Pension Scheme, the Council agrees to contribute to the Scheme at rates set by Actuaries.

## **16. Payments on Termination**

- 16.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to retirement, is set out within its policy statement and in accordance with:
- Local Government (Early Termination of Employment Discretionary Compensation) (England and Wales) Regulations 2006.
  - Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.
  - Local Government Pension Scheme (Admin) Regulations 2008 (regulation 66).
  - The Local Government Pension Scheme Regulations 2013.
  - The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

## **17. Changes to Pay Policy**

- 17.1 Should any amendments be required to this policy during the year, then matters will be reported to the People and OD Committee for consideration, for subsequent referral to Council.

**18. Accountability and Decision Making**

- 18.1 In accordance with the Constitution of the Council, People and OD Committee are responsible for decision making in relation to policies for recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

**JOINT NEGOTIATING COMMITTEE**  
*for*  
**LOCAL AUTHORITY CHIEF OFFICERS**

**CONDITIONS OF SERVICE**  
**HANDBOOK**

**UPDATED 8 August 2017**

<b>Employers' Secretary:</b>	<b>Officers' Side Secretary:</b>
<p>NAOMI COOKE Local Government Association 18 Smith Square London SW1P 3HZ</p> <p>Tel: 020 7187 7373 email: <a href="mailto:info@local.gov.uk">info@local.gov.uk</a></p>	<p>REHANA AZAM GMB Mary Turner House 22 Stephenson Way London NW1 2HD</p> <p>Tel: 020 7391 6700 email: <a href="mailto:info@gmb.org.uk">info@gmb.org.uk</a></p>

The Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities is the national negotiating body for the pay and conditions of service of chief officers in England and Wales.

The Authorities' Side consists of elected members nominated by the Local Government Association and the Welsh Local Government Association. The Staff Side consists representatives of GMB and UNISON.

## **CONTENTS**

### **PART 1 - CONSTITUTION**

1	Title .....	3
2	Scope .....	3
3	Membership .....	3
7	Functions .....	4
8	Procedure .....	4
15	Finance .....	5
16	Arbitration .....	5
17	Amendments .....	5

### **PART 2 – CONDITIONS OF SERVICE**

1	Application of Terms & Conditions Generally.....	6
2	Questions of Interpretation .....	6
3	Periods of Notice to Terminate Employment.....	6
4	Annual Leave.....	6
5	Honorarium Payments.....	6
6	Relocation Expenses.....	6
7	Setting Remuneration Levels.....	7
8	Performance Appraisal.....	7
9	Restrictions on Re-Employment.....	8
10	Salary.....	8
11	Returning Officer Fees.....	9
12	Official Conduct.....	9

### **PART 3 – DISCIPLINE, CAPABILITY AND REDUNDANCY**

1	Specific Statutory Officers.....	11
2	Chief Officers other than Statutory Officers.....	11
3	Redundancy.....	12

<b>Annex 1</b>	Joint Guidance on Appraisal of the Chief Officer	14
----------------	--	----

**NB:** All hyperlinks and email addresses contained in this Agreement are correct at the time of publication. Please notify the Joint Secretaries of any discrepancies by emailing them at the addresses shown on the cover page.

**PART 1 - CONSTITUTION**

**TITLE**

- 1 The Committee shall be known as the Joint Negotiating Committee for Chief Officers of Local Authorities (hereinafter referred to as “the Committee”).

**SCOPE**

- 2 The Committee shall have within their scope any officer of a local authority in England and Wales who
  - a is a chief officer designated by the employing authority as the administrative and executive head
    - either i* of a separate department
    - or ii* of a particular function or servicewhich in either case is regarded by the authority as important in relation to the total activities of the authority;  
or
  - b is designated by the authority as a recognised deputy to any chief officer covered by (a) above including an officer of deputy status but whose post may carry a different title.

**MEMBERSHIP**

- 3 The Committee shall consist of 36 members, appointed as follows:-

Representing local authorities:

Local Government Association	9
Welsh Local Government Association	1

Representing officers:

GMB	23
Unison	3

- 4 If any of the organisations named in paragraph 3 hereof fail to appoint the number of representatives provided for by the Constitution, such failure to appoint shall not vitiate the decisions of the Committee always providing the quorum referred to in paragraph 13 is met. In the event of any member of the Committee or any sub-committee thereof being unable to attend any meeting of the Committee or of the sub-

committee, as the case may be, the organisation represented by such member shall be entitled to appoint another representative to attend and vote in his/her place.

- 5 A member of the Committee shall automatically retire on ceasing to be a member of the organisation which he/she represents.
- 6 On the occurrence of a casual vacancy, a new member shall be appointed by the organisation in whose representation the vacancy occurs and shall sit until the end of the period for which his/her predecessor was appointed.

## **FUNCTIONS**

- 7 The functions of the Committee shall be to secure the largest possible measure of joint action in respect of the salaries and service conditions of officers within the scope of the Committee; and to seek to resolve any differences between a local authority and its officers which may be referred to the Committee, in accordance with procedures to be determined by the committee from time to time.

## **PROCEDURE**

- 8 **Sub-Committees** The Committee may appoint from their own members such sub-committees as they may consider necessary and with such authorities as they may from time to time determine. The reports of all sub-committees shall be submitted to the full Committee.
- 9 **Chair and Vice-Chair** The Committee shall appoint annually a Chair and Vice-Chair. When the Chair is a member of the Authorities' Side, the Vice-Chair shall be appointed from the Officers' Side and vice versa. The Chair shall be held in alternate years by a member of the Authorities' Side and a member of the Officers' Side. The Chair, or in his/her absence, the Vice-Chair, shall preside at all meetings of the Committee. In the absence of both the Chair and Vice-Chair at any meeting, a chair shall be elected to preside. In no case shall a Chair have a second or casting vote.
- 10 **Officers** The Committee shall appoint joint secretaries and a treasurer.
- 11 **Meetings** Meetings of the Committee shall be held as often as may be necessary, and the Chair shall call a special meeting if so requested by one-third of either side of the Committee. The notice summoning any special meeting shall state the nature of the business proposed to be transacted thereat, and no other matters shall be discussed. A special meeting shall take place within fourteen days after the request has been received.

- 12 **Voting** Voting in the Committee and in sub-committees shall be by show of hands or otherwise as the Committee or sub-committee, as the case may be, shall determine. No resolution shall be regarded as carried unless it has been approved by a majority of the members entitled to vote present on each side of the Committee or sub-committee, as the case may be.
- 13 **Quorum** The quorum of the Committee shall be 10, consisting of 4 representatives of local authorities and 6 of the officers. In the absence of a quorum the Chair shall vacate the chair, and the business then under consideration shall be the first business to be discussed either at the next ordinary meeting or at a further special meeting to be held within fourteen days after the date fixed for the first special meeting, as the case may be. The quorum of a sub-committee shall, subject to any directions given by the Committee, be determined by the sub-committee.
- 14 **Notices of meetings** All notices of meetings of the Committee and of any sub-committee thereof shall be sent to the respective members at least seven clear days before the date of the meeting.

## **FINANCE**

- 15 The expenses of the Committee, excluding any necessary travelling or subsistence expenses incurred by the members, shall be shared equally by the two sides.

## **ARBITRATION**

- 16 In the event of a dispute over terms and conditions of employment arising between the two sides of the Committee on any matter of general application to staff or of application to particular classes of staff, the dispute shall, at the request of either side, be reported to the Advisory, Conciliation and Arbitration Service by the Joint Secretaries with a request that the matter be referred for settlement by arbitration. The arbitration award shall be accepted by the two sides, and shall be treated as though it were an agreement between the two sides.

## **AMENDMENTS TO CONSTITUTION**

- 17 Alterations in the Constitution of the Committee shall be made as follows:
  - a in paragraph 3 of this Constitution any change to the organisations represented on each Side, shall be a matter for each Side to determine.
  - b all other clauses can only be changed with the assent of both Sides.

## **PART 2 – CONDITIONS OF SERVICE**

### **1. APPLICATION OF TERMS AND CONDITIONS GENERALLY**

A chief officer shall enjoy terms and conditions in other respects not less favourable than those accorded to other employees of the local authority. Where terms and conditions are not specified locally, 'Green Book' provisions shall apply. Such terms and conditions may include:

- Adoption Scheme
- Car Allowances
- Continuous Service
- Grievance
- Health, Safety & Welfare
- Maternity / Paternity Scheme
- Reimbursement of Expenditure
- Sickness Scheme
- Training & Development

### **2. QUESTIONS OF INTERPRETATION**

Any questions concerning the interpretation of the paragraphs of this booklet shall be referred to the Joint Secretaries who if necessary, may agree to refer it to the Joint Negotiating Committee for determination.

### **3. PERIODS OF NOTICE TO TERMINATE EMPLOYMENT**

The period of notice on either side will normally be three months, but this can be changed by mutual agreement.

### **4. ANNUAL LEAVE**

The chief officer shall be entitled to a minimum of 30 days' annual leave (in addition to statutory and other public holidays but inclusive of any long service leave, extra statutory and local holidays). In exceptional circumstances and by mutual agreement annual leave may be carried forward to the next leave year.

### **5. HONORARIUM PAYMENTS**

A local authority may consider granting an honorarium (of an amount dependent upon the circumstances of each case) to an officer within purview of this Committee who performs duties outside the scope of his/her post over an extended period.

### **6. RELOCATION EXPENSES**

In the case of officers being relocated it is the practice of some authorities to contribute towards the approved costs of removal

expenses and of other incidental expenses reasonably attributable to the removal; it would be in the best interests of local government and facilitate movement of officers if this practice were more widely followed.

## **7. SETTING REMUNERATION LEVELS**

- 7.1 The Localism Act 2011 requires local authorities to produce and publish a pay policy statement. According to the Act and statutory guidance published in 2012 and 2013, the statement should include the local authority's policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency arrangements. It should also set out the approach to be adopted towards pay dispersion, (i.e. differentials). In addition, the Local Government Transparency Code 2015 requires local authorities to publish the differential between the taxable benefits of senior managers and the median taxable earnings figure for the local authority's whole workforce, and details of senior employee salaries (above £50,000), names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff.
- 7.2 In this context it is essential for good governance that local authorities can demonstrate that decisions on pay and reward packages for chief officers have been made in an open and accountable way.
- 7.3 One option is for a local authority to establish a remuneration committee. The establishment of a remuneration committee is of course optional and different models may well suit individual authorities. What is clear though is that more than lip service must be paid to the notion of providing a verifiable and accountable process for recommending the remuneration level of the most highly-paid officials.
- 7.4 The issues that local authorities will need to consider if they set up such a committee are set out at **Appendix 3** of the JNC Conditions of Service Handbook for local authority Chief Executives.

## **8. PERFORMANCE APPRAISAL**

- 8.1 Chief officers' responsibilities and accountabilities should be set out in writing at the appointment stage. Where this has not been done at the appointment stage it should be agreed with the individual officer concerned prior to the implementation of the performance appraisal scheme. Subsequently, there should be an annual process of performance appraisal linked to those responsibilities and accountabilities.
- 8.2 The performance appraisal process is separate from any scheme relating to either pay or performance related pay.

- 8.3 The performance appraisal process should involve the setting of both general and specific objectives for the year ahead and the review of performance in achieving previously set objectives. The focus of the process should be on clarifying what the chief officer will be expected to achieve and on identifying any continuing personal development needs to maintain a high level of performance.
- 8.4 The authority will provide training for all parties involved in the process, including elected members if involved.
- 8.5 The setting of objectives should be by consensus between the chief officer and his/her line manager, and/or the chief executive, and if desired an appropriate elected member. The result of the performance appraisal process will be to identify agreed objectives that are relevant and challenging but achievable and realistic in the light of available resources and time. (Joint Secretaries guidance on appraisal of chief officers is set out in full at **Annex 1**)

## **9. RESTRICTIONS ON RE-EMPLOYMENT**

- 9.1 After termination of the chief officer's employment he/she:
  - a will not divulge any information to any third party which is confidential to the authority.
  - b will not, without the consent of the authority, which will not unreasonably be withheld, within a period of 12 months take up employment with or provide services for reward to any body:
    - i if during the chief officer's last two years of employment with the authority the officer has been directly involved in transactions with that body for which the offer of employment or provision of services could reasonably be regarded as a reward
    - ii which is likely to benefit from commercially sensitive information which is known to the chief officer by virtue of his/her past employment by the authority.
- 9.2 These provisions would not apply if the termination of employment with the local authority arose as the result of redundancy or the externalisation of work and consequent transfer to a new employer.

## **10. SALARY**

The salary paid to a chief officer will be that determined by the employing local authority. Salaries shall be deemed to be inclusive, and all other fees and emoluments, unless they are covered by **Paragraph 11** or the authority expressly agrees that they shall be

retained by the officer, shall be paid by the officer into the local authority's accounts.

**11. RETURNING OFFICER FEES**

The chief officer shall be entitled to receive and retain the personal fees arising from such of the duties of returning officer, acting returning officer, deputy returning officer or deputy acting returning officer and similar positions as he or she performs subject to the payment of pension contributions thereon, where appropriate, unless a specific term has been included in the chief officer's contract referring to alternative arrangements.

**12. OFFICIAL CONDUCT**

12.1 The public is entitled to demand of a local government officer conduct of the highest standard.

12.2 An officer's off-duty hours are his/her personal concern but he/she should not subordinate his/her duty to his/her private interests nor put himself/herself in a position where his/her duty and his/her private interests conflict, or where public confidence in the conduct of the authority's business would be weakened.

12.3 Officers within purview of this Committee shall devote their whole-time service to the work of the local authority and shall not engage in any other business or take up any other additional appointment without the express consent of the local authority.

12.4 An officer shall not be required to advise any political group of the local authority, either as to the work of the group or as to the work of the local authority, neither shall he/she be required to attend any meetings of any political group. This shall be without prejudice to any arrangements to the contrary which may be made in agreement with any officer and which includes adequate safeguards to preserve the political neutrality of the officer in relation to the affairs of the local authority.

12.5 No officer shall communicate to the public the proceedings of any committee meeting nor the contents of any document relating to the authority which in either case is regarded by the authority as confidential unless required by law or expressly authorised to do so.

12.6 If it comes to the knowledge of an officer that a contract in which he/she has any pecuniary interest, whether direct or indirect (not being a contract to which he/she is himself/herself a party), has been or is proposed to be, entered into by the authority, he/she shall, as soon as practicable, given notice in writing to the chief executive of the authority of the fact that he/she is interested therein. (Attention is

drawn to the provisions of the Local Government Act 1972 Section117).

- 12.7 Information concerning an officer's private affairs shall not be supplied to any person unless the consent of such officer is first obtained.

## **PART 3 - DISCIPLINE, CAPABILITY AND REDUNDANCY**

### **1. SPECIFIC STATUTORY OFFICERS**

- 1.1 Where disciplinary action against the Monitoring Officer or s151 Officer or, in Wales, the Head of Democratic Services is contemplated, the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) in England, and the Local Authorities Standing Orders (Wales) Regulations 2006 in Wales, provide a degree of protection for these officers against unwarranted political interference in their statutory role within local authorities.
- 1.2 **(England)** Paragraph 13 and 13A and Appendix 5A of the Conditions of Service Handbook of the Joint Negotiating Committee for Local Authority Chief Executives, which give effect to these statutory requirements, can be used as a reference guide in circumstances where disciplinary action against the Monitoring Officer or s151 Officer is contemplated.
- 1.3 **(Wales)** Paragraph 13 and 13B and Appendix 5B of the Conditions of Service Handbook of the Joint Negotiating Committee for Local Authority Chief Executives, which give effect to these statutory requirements, can be used as a reference guide in circumstances where disciplinary action against the Head of Democratic Services is contemplated.

### **2. CHIEF OFFICERS OTHER THAN SPECIFIC STATUTORY OFFICERS**

- 2.1 The size and structure of local authorities varies greatly and it is therefore difficult to set out single disciplinary and capability procedures which would fit all authorities. However, authorities will have local procedures to deal with such issues.
- 2.2 In general, informal conciliation is to be preferred to formal disciplinary and capability procedures if it can bring about a mutually agreed solution to the problems that have arisen. Such solutions should make it clear what specific changes in behaviour and/or performance are expected and within what timescales. However, provision is required to undertake more formal action where necessary.
- 2.3 The principles of natural justice and good management practice must govern the conduct of any proceedings against a chief officer on the grounds of either alleged misconduct (i.e. 'discipline') or an alleged inability to carry out their role (i.e. 'capability'). Authorities should have full regard to the principles and standards set out in the ACAS Code of Practice on Disciplinary Procedures.

- 2.4 A particular consideration for Chief Officers is that the procedures must take account of an officer's position in the hierarchy when determining who conducts investigations, undertakes disciplinary/capability hearings taking any appropriate action and who hears appeals. Depending on the structure of the authority and the circumstances of the case these functions should normally be undertaken by officers as appropriate but in some cases may require a committee of members to be involved in hearings or appeals.
- 2.5 Where the chief officer's continuing presence at work compromises an investigation or impairs the efficient exercise of the local authority's functions, the chief officer may (subject to whatever consultation or approval may be required under the authority's standing orders) be suspended from duty. The Council, or appropriate committee or senior officer, acting under delegated powers, may carry out such suspension on full pay. Written notice stating the reasons for any such suspension shall be given at the earliest opportunity possible.
- 2.6 Suspension protocols regarding communication and matters such as annual leave and sickness should be agreed. The necessity for the chief officer to remain suspended should be reviewed at regular intervals and where possible lengthy periods of suspension should be avoided.
- 2.7 In England, where an authority operates a mayor or leader cabinet executive system and as a result of disciplinary proceedings there is a recommendation to dismiss, they should check whether the executive objections procedure set out in schedule 1, part I, paragraph 6 and part II, paragraph 6 of the Local Authorities (Standing Orders) (England) Regulations 2001 applies, and if so ensure it is followed before the chief officer is dismissed.
- 2.8 Where the chief officer in question is a Director of Public Health in England then the authority should ensure that it complies with section 73A of the National Health Act 2006, which provides that before terminating the appointment of its Director of Public Health, a local authority must consult the Secretary of State for Health. Further information on this is available in the Department of Health's guidance, [Directors of Public Health in Local Government: Roles, responsibilities and context](#).
- 2.9 The Joint Secretaries (or their representatives) are available to act in an impartial conciliation role, whether formal or informal if required to do so by the local parties.

### **3. REDUNDANCY**

- 3.1 Employing authorities should consult with any chief officer affected at the earliest possible stage when there is a suggestion that the chief officer's post might be abolished or proposed for abolition.

- 3.2 If after such consultation a proposal is formulated to abolish the chief officer's post, and that is part of a proposal to dismiss 20 or more employees from one establishment within 90 days the procedure of Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992, requiring consultation with trade unions, should be followed, the required statutory information being sent to the chief officer and to each independent trade union recognised by the employers for collective bargaining purposes for the chief officer. Where the provisions of the Act do not apply in any event a period of not less than twenty-eight days should be allowed for the individual consultation process. The chief officer and a trade union representative should also be afforded an opportunity of making oral representations to the Committee or Council meeting concerned before a final decision is made.
- 3.3 If following such consultations the authority decide that the post must nevertheless be abolished, the officer should be offered any suitable alternative employment that may be available or which may become available in consequence of the re-organisation giving rise to the abolition of the chief officer's post.
- 3.4 The authority should also bear in mind the possible application of discretionary powers of premature retirement, and permissible enhancement of benefits or redundancy payments, and the possibilities of providing an alternative post or of extending the period of notice to assist the chief officer in finding other employment.
- 3.5 Where the chief officer in question is a Director of Public Health in England then the authority should ensure that it complies with section 73A of the National Health Act 2006, which provides that before terminating the appointment of its Director of Public Health, a local authority must consult the Secretary of State for Health. Further information on this is available in the Department of Health's guidance, [Directors of Public Health in Local Government: Roles, responsibilities and context](#).

## **JOINT GUIDANCE ON APPRAISAL OF THE CHIEF OFFICER**

### **1. INTRODUCTION**

- 1.1 This guidance is intended for use by senior officers, elected members and the chief executive when agreeing a process for appraising the performance of the chief officer. The focus of this process should be on clarifying what the chief officer is expected to achieve and on identifying any continuing developmental needs which, if met, would maintain a high level of performance. The process of setting objectives should be by agreement and the result should be to identify objectives which are relevant and challenging but achievable.
- 1.2 The process should not become complex. At all times it needs to focus clearly on a few basic issues: what the chief officer's job is; what has been done well; what could have been done better; the major issues over the next year; and what developmental needs the process clearly identifies.

### **2. RESPONSIBILITY FOR APPRAISAL**

- 2.1 The responsibility for appraising a chief officer lies primarily with their line manager and/or chief executive. It is a contractual obligation on the part of both the chief officer and the employing local authority to engage in a regular process of appraisal.
- 2.2 It will be for local decision in the light of local circumstances whether the appraisal should include any input from elected members representing all political groups or by a senior representative or representatives of the controlling group. Whichever approach is adopted, those conducting the appraisal need to bear in mind at all times that the chief officer is employed by the local authority as a whole, not by the controlling group, and is therefore required to serve all of the local authority.

### **3. AIMS OF APPRAISAL**

- To identify and clarify the key objectives, priorities and targets of the local authority and appropriate timescales for their achievement over the next (e.g. twelve) months
- Agree what the chief officer should personally achieve over the next (e.g. twelve) months and identify required standards of performance, in order to help deliver the local authority's key objectives, priorities and targets. Wherever possible standards of performance should be expressed in ways which can be monitored objectively

- Discuss positive achievements over the past (e.g. twelve) months and identify reasons for good performance
- Discuss instances over the past (e.g. twelve) months where targets have not been met, identifying the factors preventing the achievements of agreed goals
- Discuss developmental requirements. The chief officer will have strengths and weaknesses and the parties should identify the professional development necessary to equip the chief officer with the requisite skills to meet the local authority's objectives. The parties should be proactive and anticipate future developmental needs in the context of the local authority's changing priorities. This discussion could lead to the design of a formal programme of continuous professional development (CPD). Equally this discussion may lead to agreement on changes to the working relationship between the chief officer and the chief executive. It should not be assumed that it is only the chief officer who may need to adjust his / her approach to the working relationship

3.1 Appraisal should be set in the context of the local authority's objectives, priorities and targets, generally expressed in corporate plans. Appraisal targets when taken as a whole should be related to agreed targets for the local authority as a whole.

#### 4. THE APPRAISAL CYCLE

Appraisal should take place on a predetermined date, **at least annually**, backed up by regular monitoring meetings at which targets can be reviewed for continuing relevance. A formal system of appraisal should not prevent the continuous review of progress and performance.

#### 5. KEY ELEMENTS OF THE APPRAISAL PROCESS

- Continuous two-way monitoring of performance against objectives
- Preparation for an appraisal interview
- An appraisal interview where recent and current performance, future objectives and development needs are discussed
- Agreement on action required from either party to ensure required performance is achievable
- A continuing process of informal discussion regarding performance

## **6. THE APPRAISAL INTERVIEW AND AFTERWARDS**

- Both parties should be well informed and prepared for the interview
- The process should be two-way
- The interview should be free from interruptions, and notes should be taken when necessary
- The parties should concentrate as far as possible on established facts rather than unsubstantiated opinions
- Targets which are realistic and capable of being monitored should be agreed
- Any agreed personal development plans should be implemented within the agreed timescale
- The chief officer should be given a reasonable opportunity to correct any shortfalls in performance
- A date for the next review should be agreed

## **7. OTHER MATTERS**

The detailed content of appraisal interviews should normally be treated as confidential to the participants, unless both parties agree that it would be helpful for the targets agreed for the ensuing period to be shared more widely. However, it may be useful to report to an appropriate committee meeting that an appraisal interview has taken place.

**MOTION ON NOTICE****Motion: Inclusive Access Verification for Disabled People at Council-Owned and Council-Supported Venues**

**Proposer:** Cllr Louise Belcher

**Seconders:** Cllr Claire Cozler Cllr Matt Black, Cllr Phil Black, Cllr Joanne Ainscough, Cllr David Whitaker, Cllr Ruth Colbridge, Cllr Sandra Thornberry, Cllr Jackson Stubbs, Cllr Margaret Pattison, Cllr Robert Redfern

**This Council notes that:**

- Disabled residents in the Lancaster district have historically been able to access venues, events, and services, including provision for personal assistants or essential carers, by presenting recognised forms of disability verification such as a Blue Badge or evidence of entitlement to Personal Independence Payment (PIP).
- Some venues have introduced third-party access accreditation schemes, including the Nimbus Disability Access Card, as a method of verifying access requirements.
- The Council has recently indicated that, within the access policy for The Platform, the Nimbus system will operate as a primary method of verification, while also providing a free venue-specific card option and allowing alternative forms of evidence where individuals do not hold a Nimbus card.
- While access card schemes may offer administrative convenience, any system that effectively requires disabled people to obtain third-party accreditation risks creating financial, administrative, or procedural barriers.
- Many disabled people already undergo extensive statutory assessment processes through the Department for Work and Pensions for Personal Independence Payment or through local authority Blue Badge schemes.
- City Council-owned and Council-supported venues have duties under the Equality Act 2010 to make reasonable adjustments and to ensure policies and practices do not place disabled people at a substantial disadvantage.

**This Council believes that:**

- Disabled residents should not be required to undergo additional third-party assessment processes, or incur costs, in order to demonstrate access needs that have already been recognised through statutory systems.
- Access policies should be inclusive, respectful, and focused on enabling participation rather than creating additional hurdles.
- Where access card systems are used, they must operate as optional tools to support access, not as mandatory gateways.
- Disabled people should be able to request reasonable adjustments using a range of accessible and proportionate methods of verification.

**This Council therefore resolves to:**

1. Ensure that Council-owned and Council-operated venues do not require disabled people to obtain a Nimbus Access Card or any other third-party access card as a mandatory condition for accessing events, facilities, or personal assistant/essential carer tickets.
2. Confirm that alternative forms of disability verification, including Blue Badges, Personal Independence Payment award documentation, Disability Living Allowance evidence, or confirmation from recognised support services, will be accepted when individuals request reasonable adjustments.

3. Ensure that any access card systems used by Council venues, including those provided by Nimbus Disability, clearly provide a free option and make explicit that holding such a card is not required in order to receive reasonable adjustments.
4. Require that access policies at venues such as The Platform use inclusive and welcoming language, clearly communicating that reasonable adjustments will be made and that multiple routes exist for disabled people to demonstrate access needs.
5. Issue guidance to Council-supported venues, partners, and event organisers encouraging flexible, inclusive verification processes consistent with the duties set out in the Equality Act 2010.
6. Undertake a review of access verification policies across Council-owned and Council-supported venues to ensure they remain proportionate, lawful, and do not create unnecessary barriers for disabled residents.

## **OFFICER BRIEFING NOTE**

Chief Officer – Environment & Place

### **Background**

Council-operated venues aim to provide inclusive access for residents and visitors aligned to the councils' corporate priorities. Our venues use third-party systems, such as the Nimbus Disability Access Card, to help identify and communicate access requirements for disabled attendees. These systems are intended to streamline requests for reasonable adjustments, including access for personal assistants or essential carers.

However, concerns have been raised that reliance on a single verification method may unintentionally create barriers for some disabled people, particularly where obtaining a card involves a fee, an application process, or the sharing of personal information.

Local authorities have legal duties under the Equality Act 2010 to make reasonable adjustments for disabled people and to avoid practices that place disabled people at a substantial disadvantage compared with non-disabled people.

### **Response to motion**

1. Ensure that Council-owned and Council-operated venues do not require disabled people to obtain a Nimbus Access Card or any other third-party access card as a mandatory condition for accessing events, facilities, or personal assistant/essential carer tickets.

**Council-owned venues will accept other forms of proof to access venues as outlined in the current policy where each individual case will be supported. This has been amended within the policy. However, the Nimbus Access Card, which is a nationally recognised scheme, will remain within the documentation.**

2. Confirm that alternative forms of disability verification, including Blue Badges, Personal Independence Payment award documentation, Disability Living Allowance evidence, or confirmation from recognised support services, will be accepted when individuals request reasonable adjustments.

**Confirmation that alternative forms of disability verification as proposed in point 2 will be accepted.**

3. Ensure that any access card systems used by Council venues, including those provided by Nimbus Disability, clearly provide a free option and make explicit that holding such a card is not required in order to receive reasonable adjustments.

**Confirmation that signposting is within access documentation, highlighting the free access pass and it is explicit that it is not required.**

4. Require that access policies at venues such as The Platform use inclusive and welcoming language, clearly communicating that reasonable adjustments will be made and that multiple routes exist for disabled people to demonstrate access needs.

**Confirmation that following feedback the access policy is being reviewed and language adjusted to ensure the use inclusive and welcoming language. It clearly communicates that reasonable adjustments will be made and that there are multiple routes for people to demonstrate access needs.**

5. Issue guidance to Council-supported venues, partners, and event organisers encouraging flexible, inclusive verification processes consistent with the duties set out in the Equality Act 2010.

**Council owned venues will follow the guidance as outlined. For any partner venues of which the council supports the responsibility lies with them as the responsible body. However, we will always ensure that we offer support and guidance where appropriate to supported venues, partners & event organisers, in sharing good practice.**

6. Undertake a review of access verification policies across Council-owned and Council-supported venues to ensure they remain proportionate, lawful, and do not create unnecessary barriers for disabled residents.

**Confirmation that a review has been completed in response to feedback from resident and the author of the motion. This will be reviewed at appropriate intervals.**

**SECTION 151 OFFICER'S COMMENTS**

The S151 Officer has been consulted and has no further comments

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer is satisfied that the Council will be acting in accordance with its Equality Act duties as outlined in the note

**CABINET**

6.00 P.M.

10TH FEBRUARY 2026

**PRESENT:-** Councillors Caroline Jackson (Chair), Mandy Bannon, Martin Bottoms, Tim Hamilton-Cox, Paul Hart, Sally Maddocks, Sam Riches and Sue Tyldesley

Apologies for Absence:-

Councillor Peter Jackson

Officers in attendance:-

Mark Davies	Chief Executive
Luke Gorst	Chief Officer - Governance and Monitoring Officer
Paul Thompson	Chief Officer - Resources and Section 151 Officer
Mark Cassidy	Chief Officer - Planning and Climate Change
Joanne Wilkinson	Chief Officer - Housing and Property
Andrew Kipling	Accountancy Manager
Liz Bateson	Principal Democratic Support Officer

**92 MINUTES**

The minutes of the meeting held on Tuesday 13 January 2026 were approved as a correct record.

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

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

**94 DECLARATIONS OF INTEREST**

Councillor Tyldesley declared an interest with regard to the Adoption of Arnside and Silverdale National Landscape Management Plan report in view of her role on the Management Team of the National Landscape and involvement in the management plan sub group. Cllr Tyldesley advised the meeting that she would not vote on the item. (Minute 97 refers).

**95 PUBLIC SPEAKING**

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

**96 ADOPTION OF ARNSIDE AND SILVERDALE NATIONAL LANDSCAPE MANAGEMENT PLAN****(Cabinet Member with Special Responsibility Councillor Tyldesley)**

Cabinet received a report from the Chief Officer – Planning and Climate Change to approve the adoption of the Arnside and Silverdale National Landscape Management

Plan.

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

	Option 1: To adopt the Arnside and Silverdale National Landscape Management Plan	Option 2: not to adopt the Arnside and Silverdale National Landscape Management Plan
Advantages	The City Council is one of the organisations responsible for the governance and operation of the National Landscape at Arnside and Silverdale and the formal process requires the approval of the relevant local authorities (which includes LCC) before the MP can be submitted to Government. The adoption would be in accordance with the required approach and makes it clear that Management Plans are a starting point for actively managing these protected landscape areas.	None known.
Disadvantages	None known.	Without formal adoption, the Council would not be fulfilling its duty under Section 89 of the Countryside and Rights of Way Act 2000 which requires the relevant authorities to adopt the Management Plan. This would lead to less overall guidance and direction for those actively managing the National Landscape. The Council would not be able to fulfil their statutory duty under Levelling Up and Regeneration Act 2023 to 'seek to further the purpose' of the designation.
Risks	None known.	Without an adopted Management Plan, it will be harder to protect the National Landscape from inappropriate development and would result in fragmented management of the landscape area.

The preferred option is Option 1, for Lancaster City Council to formally adopt the Arnside and Silverdale National Landscape Management Plan.

Councillor Tyldesley proposed, seconded by Councillor Bannon:-

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

Councillors then voted:-

Having declared an interest in this item Councillor Tyldesley did not vote.

**Resolved:**

- (1) That approval be given to the adoption of the Arnside and Silverdale National Landscape Management Plan which, on adoption, will act as a material consideration in planning decisions, guide delivery and provide a strong foundation for support in bids for funding opportunities for projects within the National Landscape.

**Officer responsible for effecting the decision:**

Chief Officer Planning and Climate Change

**Reasons for making the decision:**

As set out in the National Parks and Access to the Countryside Act 1949; confirmed by Section 89 of the Countryside and Rights of Way Act 2000, the primary purpose of the designation is to conserve and enhance natural beauty and Management Plans should guide the work of the National Landscape Partnership. At a district level, the Local Plan sets out the Council’s broad strategy for its two National Landscape areas within the Strategic Policies and Land Allocations (climate emergency review) DPD and the Development Management (climate emergency review) DPD, both adopted in January 2025 and the Management Plan is in general conformity with these documents.

The report set out the preferred way forward for adopting the Arnside and Silverdale National Landscape Management Plan. Actioning the formal adoption will help ensure that the National Landscape is effectively and cohesively managed and protected.

**97 BUDGET AND POLICY FRAMEWORK GENERAL FUND REVENUE BUDGET  
2026/27 - 2030/31**

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

Cabinet received a report from the Chief Finance Officer that set out the latest position in respect of the Budget and Policy Framework and Cabinet’s proposed General Fund revenue budget for 2026/27.

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

Revenue Budget

Council may adjust its revenue budget proposals, so long as the overall budget for 2025/26 balances and fits with the proposed Council Tax level.

Other Budget Framework Matters (Reserves and Provisions)

Given known commitments, risks, and Council Tax restrictions there is little flexibility in financial terms, but Council could consider different budget strategies to be appraised for future years, or alternative arrangements for approving the use of various reserves, or different virement and/or carry forward limits. Overall, however, previous arrangements have worked reasonably well, and so no other fundamental changes are proposed.

Section 151 Officer's Comments and Advice

Council is required to note this formally in the minutes of the meeting; hence it is reflected in the recommendations.

Depending on the nature of any alternative proposals put forward, Officers may need time to assess the risks and implications. This is to ensure that relevant considerations are taken into account, to support informed and lawful decision making.

**OFFICER PREFERRED OPTION (AND COMMENTS)**Revenue Budget 2026/27 and Reserves Position

To agree the recommendations as presented as the 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.

***During questions a request was made to exclude the press and public in order that the information contained within the exempt appendices could be discussed. Councillor Maddocks proposed the exclusion seconded by Councillor Riches and this was agreed unanimously. The press and public were excluded and readmitted after approximately ten minutes.***

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

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

*At this point Councillor Riches advised that although she would not be voting against the proposals, she wished for it to be noted that she was opposed to the amount of money being put into the LGR transition fund as this was something that wasn't in the manifesto of the current government.*

Councillors then voted:-

***Resolved unanimously:***

That Cabinet recommends the following for approval to Budget Council 25 February:

- (1) That the General Fund Revenue Budget of £27.373M for 2026/27 be approved, resulting in a Council Tax Requirement of £11.931M, excluding parish precepts, and a Band D basic City Council Tax rate of £272.20
- (2) That the supporting General Fund Revenue Budget proposals be approved, as summarised at Appendices A, C, C1 and C2 to the report.
- (3) That the budget transfer (virements and carry forwards) limits be approved as set

out in Appendix E to the report.

- (4) That Cabinet authorises the use of the General Fund Unallocated Reserve to fund the £0.831M contribution required to the Lancashire Local Government Reorganisation Transition Fund.
- (5) That Cabinet notes the Section 151 Officer's advice regarding robustness of budget estimates, the adequacy of reserves and balances, specifically the advice that the minimum level of balances be retained at £5.0M, to provide for added uncertainty.

**Officer responsible for effecting the decision:**

Chief Officer Resources

**Reasons for making the decision:**

The budget framework in general sets out a financial plan for achieving the Council's corporate priorities and outcomes which incorporate the above cross cutting themes. Equalities impact assessments are undertaken for the relevant activities which are reflected in the budget. The proposed budget incorporates measures to address the climate emergency and digital improvements as well as activities to address wellbeing, health, and community safety.

The report addresses the actions required to complete the budget setting process for 2026/27, and for updating the Council's associated financial strategy.

**98 CAPITAL PROGRAMME 2026/27 – 2035/36 & CAPITAL STRATEGY (INVESTING IN THE FUTURE)**

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

Cabinet received a report from the Chief Finance Officer to present Cabinet's final budget proposals in order that the Council can approve a General Fund Capital Programme for 2026/27 to 2035/36, and a Capital Strategy 2026/27 as required by regulation.

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

Cabinet may put forward alternative proposals or amendments to the proposed Strategy a of consideration by Full Council. For capital, Council may adjust its capital investment financing proposals taking account of spending commitments and priorities, but its prop for 2026/27 must balance.

Depending on the nature of any alternative proposals put forward, Officers may need tin assess the risks and implications. This is to ensure that relevant considerations are t into account, to support informed and lawful decision-making.

The officer preferred option was to consider the Capital Programme and Strategy as atta to the report, allowing for any amendments being made under delegated authority pri referral to Council.

The report addressed the actions required to complete the budget setting process for the Capital Programme and Capital Strategy. If Cabinet, or Budget Council changes its Capital Programme from that which is proposed in the report then this would require a change in prudential indicators which are part of the Treasury Management Strategy.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the following be recommended to Budget Council for approval:
  - the updated Capital Programme covering financial years 2026/27 to 2035/36
  - the Capital Strategy (Investing in the Future) 2026/27
- (2) That delegated authority be given to the S151 officer, in consultation with Portfolio Holder for Finance & Property to amend changes in the prudential indicators should Cabinet or Full Council make any revisions to the Capital Programme.

**Officer responsible for effecting the decision:**

Chief Officer Resources

**Reasons for making the decision:**

The Council’s revenue and capital budgets should represent, in financial terms what the Council is seeking to achieve through its Policy Framework.

The proposed capital programme and supporting strategy is part of the Council’s budget and policy framework, and fits into the Medium Term Financial Strategy. The proposed budget incorporates measures to address the climate emergency and digital improvements as well as activities to address wellbeing, health and community safety.

*With the agreement of the meeting the Chair announced a revision to the order of the agenda and advised that the Housing Revenue Account would be considered next so as not to detain the supporting officer unnecessarily.*

**99 HOUSING REVENUE ACCOUNT BUDGET FRAMEWORK 2026/27 - 2030/31**

**(Cabinet Member with Special Responsibility Councillor Caroline Jackson)**

Cabinet received a joint report from the Chief Officer Housing & Property and Chief Officer Resources that sought Cabinet decisions on Council Housing rent setting proposals and HRA revenue and capital budget proposals.

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

The options with regards to rent setting are set out under section 4 of the report, the maximum permitted increase being CPI+1% for current tenants, with flexibility of an additional 5% / 10% above formula rent for new tenancies. By applying this increase, it allows for a budget that can deliver on the Council's and Governments ambitions on improving housing standards and addressing the climate change emergency, whilst adhering to the Rent Standard and wider legislative requirements.

In relation to garage rents, it is recommended that an increase in line with dwelling rent increases is appropriate and will support maintenance requirements without adversely impacting occupancy levels.

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 and coherent with the legislative and regulatory requirements of a Registered Provider.

The options available in respect of the minimum level of HRA balances are to retain the level at £750K 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.

The options available in respect of the Capital Programme are:

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

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

	Option 1: Set housing and garage rent levels as set out in this report, and approve the provisions, reserves and balances position (and their use); the revenue budgets and capital programme	Option 2: To propose alternatives to those outlined in Section 11 to the report
Advantages	Increased rental income supports the Council to deliver against its Regulatory requirements and ensuring homes are safe and decent.	Unknown
Disadvantages	Increased rent levels for tenants, and new tenants.	Would require further options analysis.
Risks/Mitigation	The HRA budget set out in this report is sustainable in the long term. The risks associated with	Impact on housing service and council housing tenants unknown. Potential for

	Option 1 are outlined in Appendix F to the report – Risks and Assumptions	housing service to fall foul of legislative and regulatory requirements, leading to unlimited fines and being ‘named and shamed’ by government.
--	---	---

**Officer Preferred Option (and comments)**

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, as set out and refer onto full Council.

The budget headlines were presented to the Tenants Voice meeting of 29th January 2026 who were broadly in agreement with the proposals described, including the rent increase and understood the rationale for such. There was, however, a range of debate which should be noted including:

- Residents were keen to understand how we would seek to increase housing stock – replacing homes lost through Right-to-Buy
- Residents also noted that they did not want to see their rent money being offset to repair homes though tenant damage and wanted to understand the re-charge process in such instances.
- Officers committed to providing details of planned maintenance and capital programmes be presented to a future meeting of the Tenant Voice.

The budget headlines and the wider context of housing finances were also presented and discussed at the Council Housing Advisory Group (CHAG) on 29th January 2026, who were supportive and understood the financial challenges and requirements faced within the HRA. Residents were keen that within their new rent letters that they saw the difference in what they had paid before as a comparator.

The report highlights challenges faced within the current economic climate, particularly in the context of the increased regulatory and legislative requirements being placed on the social housing sector. The longer-term financial forecasts contain numerous estimates and assumptions, and the service remains attuned to the risks contained within Appendix F to the report, and in particular the impacts of further legislative and regulatory change which could affect business planning within the HRA.

Councillor Caroline Jackson proposed, seconded by Councillor Riches:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That for existing council housing tenancies rents will increase by 4.8% (CPI + 1%) from 6th April 2026 in accordance with statutory requirements.
- (2) That for new council housing tenancies starting within 2026/27 from 6th April onwards, rent flexibility will be applied where applicable, being 5% above ‘formula rent’ for general needs housing and 10% above ‘formula rent’ for

supported housing, in line with statutory flexibilities. Where rent flexibility is not applicable, rents will be set at 'formula rent' on re-let.

- (3) That garage rents be increased at CPI +1% in line with dwelling rents.
- (4) That the minimum level of HRA unallocated balances be retained at £750,000 from 01 April 2026, and that the full Statement on Reserves and Balances as set out at Appendix E to the report be endorsed and referred on to Budget Council for approval.
- (5) That a delegated decision to approve the tender of three programmes of work (over £200K and key decisions over £250K) during 2026/27 can be made by the Chief Executive (as per 7.4 in the report) and in line with procurement rules.
- (6) That subject to the above, the resulting Housing Revenue Account budget for 2026/27 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.

**Officer responsible for effecting the decision:**

Chief Officer Housing & Property

**Reasons for making the decision:**

The proposals set out in the report are consistent with the Council Plan and will have positive impacts on residents within Council Housing dwellings specifically climate change, wellbeing / social value, health and safety and community safety.

The budget represents, in financial terms, what the Council is seeking to achieve through its approved Housing Strategy in relation to council housing.

The Council's Housing Service remains ambitious, while continuing to operate a sensible but forward-looking approach, seeking to meet Regulatory requirements and deliver safe and decent homes.

**100 TREASURY MANAGEMENT STRATEGY 2026/27**

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

Cabinet received a report from the Chief Finance Officer that presented the draft Treasury Management Strategy and associated documents for 2026/27 and provided an opportunity for consideration and comment ahead of formal presentation to Full Council 25 February 2026 for approval.

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

Cabinet may put forward alternative proposals or amendments to the proposed Strategy ahead of consideration by Full Council, 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 currently.

Furthermore, the Strategy must fit with other aspects of Cabinet's budget proposals, such as 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.

The officer preferred option was to approve the framework as attached to the report, allowing for any amendments being made under delegated authority prior to referral to Council.

The report addressed the actions required to complete the budget setting process for Treasury Management, and for updating the Council's associated financial strategy. This was 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 was stressed that in terms of treasury activity, there is no risk-free approach. It was felt, however, that the measures set out in the report 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.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet recommends for approval to Budget Council the Treasury Management Strategy 2026/27, Appendices A to C to the report.
- (2) That delegated authority be given to the S151 Officer, in consultation with the Portfolio Holder for Finance & Property to amend changes in the prudential indicators should Cabinet or Full Council make any revisions to the Capital Programme.

**Officer responsible for effecting the decision:**

Chief Officer Resources

**Reasons for making the decision:**

Treasury Management forms part of the Councils budget framework.

Effective Treasury Management and use of the Councils' resources is fundamental delivery of its priorities and outcomes

**101 MEDIUM TERM FINANCIAL STRATEGY 2026/27 - 2030/31****(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)**

Cabinet received a report from the Chief Finance Officer that provided an update on the Council's Medium Term Financial Strategy (MTFS) forecasts for 2026/27 to 2030/31.

The report considered Local Government Funding and Business rates, Council Tax, General Fund Projections, Capital Investment and financing, the short and medium-term budget gap, Provisions, Reserves and balances and Local Government Reorganisation. The risks to the Council were contained throughout the report and as the report was for noting, no alternative proposals had been put forward.

Whilst delivering a balanced budget for 2026/27, the Council continues to face unprecedented levels of financial and economic uncertainty. This hampers the degree of confidence with which forecasts can be made and inevitably some key estimates and assumptions are likely to change in the coming months.

The future key challenge surrounding Local Government Reorganisation should not be underestimated and the Council must position itself in the best financial health that is possible, in order to maintain both financial and organisational stability.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That having considered the draft future years budget estimates as set out in the report as the latest information available Cabinet agrees that the update be referred on to Council on 25 February 2026 for information. A final consolidated medium term financial strategy will be agreed by the s151 officer in consultation with the portfolio holder before being presented to Full Council in March.

**Officer responsible for effecting the decision:**

Chief Officer Resources

**Reasons for making the decision:**

Performance, project, and resource monitoring provides a link between the Council Plan and operational achievement, by providing regular updates on the impact of operational initiatives against strategic aims.

**102 FLEXIBLE USE OF CAPITAL RECEIPTS STRATEGY 2026/27****(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)**

Cabinet received a report from the Chief Finance Officer that proposed a Flexible Use of

Capital Receipts Strategy for 2026-27 to complement the ongoing Council's commitment to financial sustainability. Statutory guidance from the Department for Levelling Up, Homes and Communities (DLUHC) and the Chartered Institute of Public Finance and Accountancy (CIPFA) enables local authorities to make flexible use of capital receipts to fund projects which are likely to generate savings to the authority and / or other public bodies. To make use of this provision, authorities must submit to the Secretary of State a Flexible Use of Capital Receipts Strategy setting out how the provision will be applied in the next financial year.

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

**Option 1: Adopt the Strategy**

Advantages The Council will be able to make use of the Flexible Capital Receipts provision in delivering transformation.

Disadvantages None identified from this report.

Risks Capital receipts, savings and transformation benefits may not be realised as anticipated in the Strategy; the associated risks will be mitigated through its delivery of future programmes.

**Option 2: Do not adopt the Strategy**

Advantages None identified from this report.

Disadvantages The Council will be unable to consider funding savings initiatives and service transformation through use of capital receipts, and may therefore be unable to achieve the savings, outcomes and benefits anticipated from these projects.

Risks Not adopting a Flexible Use of Capital Receipts Strategy at this point would severely constrain the Council's ability to deliver the transformation challenge ahead.

The officer preferred option is Option 1, to enable the Council to make use of the Flexible Capital Receipts provision in supporting its savings and service transformation initiatives over the coming years.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet recommends the approval by Full Council on 25 February 2026 of the Flexible Use of Capital Receipts Strategy 2026/27 set out in this report, in accordance with the relevant statutory guidance.

**Officer responsible for effecting the decision:**

Chief Officer Resources

**Reasons for making the decision:**

If adopted, the Flexible Use of Capital Receipts Strategy would form part of the council's Policy Framework. From a strategic perspective, enabling the use of capital receipts to

deliver savings and service transformation initiatives will give the council scope to pursue its wider transformation challenges with greater flexibility and effectiveness. Failure to adopt a Flexible Use of Capital Receipts Strategy will severely constrain the council's ability to pursue these initiatives.

**103 DELIVERING OUR PRIORITIES 2025/26 Q3**

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

Cabinet received a report from the Chief Executive and s151 Officer that provided members with an update on financial performance during the first three quarters of 2025/26 (April – December 2025).

As the report was for comments and noting no options were provided.

***Resolved:***

- (1) That the report be noted.

**Reasons for making the decision:**

Performance, project and resource monitoring provides a link between the Council plan and operational achievement by providing regular updates on the impact of operational initiatives against strategic aims.

---

Chair

(The meeting ended at 7.46 p.m.)

**Any queries regarding these Minutes, please contact  
Liz Bateson, Democratic Support - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk)**

**MINUTES PUBLISHED ON FRIDAY 13 FEBRUARY 2026.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY 23 FEBRUARY, 2026.**