

Full Council

Thursday, 23rd February, 2017, Council Chamber, County Hall, Preston

Question time begins at 1.30 pm.

Full Council begins at 2pm or at the end of Question Time, whichever is earlier.

Agenda

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1. **Apologies and Announcements**
2. **Disclosure of Pecuniary and Non-Pecuniary Interests**
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 3. **Confirmation of the minutes from the meetings held on 15 December 2016 and 9 February 2017** (Pages 1 - 24)
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(Pages 25 - 30)
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(Pages 47 - 78)
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 8. **Report of the Audit and Governance Committee - County Council's Financial Regulations** (Pages 81 - 96)
- B. Matters for Information**
 9. **Report of the Cabinet (Part B)** (Pages 97 - 102)

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11. **Report of County Council Committees**

To receive reports from:

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(b) **The Audit and Governance Committee** (Pages 115 - 118)

12. **Report of the Combined Fire Authority** (Pages 119 - 122)

C. Notice of Motion

To consider any Notices of Motion submitted under Standing Order No. 14.2.1.

Jo Turton
Chief Executive

County Hall
Preston

14 February 2017

Agenda Item 3

Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston, on Thursday, 15th December, 2016

Present:

County Councillor Janice Hanson (Chairman)

County Councillors

T Aldridge	F De Molfetta	J Oakes
A Ali	C Dereli	M Otter
T Ashton	G Dowding	N Penney
A Atkinson	K Ellard	S Perkins
A Barnes	J Fillis	S Prynn
M Barron	J Gibson	P Rigby
L Beavers	G Gooch	K Sedgewick
D Borrow	M Green	S Serridge
P Britcliffe	P Hayhurst	R Shewan
M Brindle	C Henig	D T Smith
I Brown	N Hennessy	K Snape
K Brown	S Holgate	D Stansfield
T Brown	D Howarth	J Sumner
P Buckley	K Iddon	V Taylor
T Burns	M Iqbal	M Tomlinson
Mrs S Charles	M Johnstone	C Wakeford
A Cheetham	A Kay	D Watts
A Clempson	J Lawrenson	D Westley
D Clifford	D Lord	D Whipp
Mrs F Craig-Wilson	S Malik	P White
Ms L Collinge	T Martin	G Wilkins
C Crompton	J Mein	B Winlow
A Cullens	Y Motala	B Yates
M Dad	B Murray	
B Dawson	Mrs L Oades	

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors G Driver; T Jones; M Parkinson; M Perks; C Pritchard; A Schofield and J Shedwick.

Announcements

The Chairman announced the sad death of Mr Roy Watson C.B.E., retired Chief Fire Officer of Lancashire, who died in hospital on 2 November 2016, aged 80 years. Mr Watson served with Lancashire Fire and Rescue Service for 30 years retiring in 1992. He became Chief Fire Officer in 1983.

Tributes were paid in his memory and condolences offered to his family and friend.

The Council stood in silent tribute.

Report of the Returning Officer on the Election of a County Councillor for the Burnley Central East Electoral Division

The Chief Executive, as Returning Officer, reported that Ms Sobia Malik of the Labour Party was elected as County Councillor representing the Burnley Central East Division on 3 November 2016.

National British Youth Council Youth on Board Awards

Lancashire County Council had won three of the four awards on offer at the national British Youth Council Youth on Board Awards, announced on 3 December.

The awards recognised the county council's innovative approach to ensuring that the views of children and young people helped shape its services, and for outstanding individual contributions.

The county council won the following three categories:

The Inspiring Project Award – won jointly by the Fostering and Adoption team and the Children with Disabilities Council, known as POWAR (Participate, Opportunities, Winners, Achieve and Respect).

The Make a Difference Award - won by 10 year old Will Rainford from Chorley. Will has taken an active role campaigning locally and nationally for the rights of all children and young people with special educational needs or a disability.

Youth-led Award – won by LINX, the Children in Care Council, for their involvement and participation in services for children in care and those leaving care.

Hannah Peake and Georgine Lee, together with Kate Baggaley from Barnardo's, attended Full Council, representing those who had contributed to the success at the awards, and were congratulated by members.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

The Full Council was notified that Members had been invited to make declarations of Pecuniary and Non-pecuniary interest in matters on the agenda in accordance with the County Council's Code of Conduct for Members. The following interest was declared:

Name of Councillor	Agenda item number	Nature of interest (non-pecuniary unless stated)
Cllr L Collinge	8C	Employment in NHS Trust and spouse employment in NHS England.

3. Confirmation of the Minutes from the Meeting held on 13 October 2016

Resolved: That the Minutes of the meeting of the County Council held on 13 October 2016 be confirmed and signed by the Chairman.

4. Decision to opt in to the National Scheme for Auditor Appointments

The Full Council was asked to accept the Audit and Governance Committee's recommendation to 'opt in' to an approved sector led body, specifically PSAA, to act as the Appointing Person for the appointment of external auditors for the County Council and to authorise the Council's s151 officer to sign and return the notice of acceptance at Appendix 'B' on behalf of the Council.

Resolved: - That:

- (i) The Council accepts Public Sector Audit Appointments Limited's invitation to 'opt in' to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018.
- (ii) The Council's s151 officer be authorised to sign and return the notice of acceptance at Appendix 'B' on behalf of Lancashire County Council.

5. Lancashire County Council Timetable of Meetings 2017/18

Full Council was asked to approve the timetable of Full Council, Cabinet and Committee meetings for 2016/17 as set out at Appendix 'A' to the report now presented.

Resolved: - That the timetable of Full Council, Cabinet and Committee meetings for 2017/18, as set out at Appendix 'A' to the report now presented, be approved.

6. Report of the Cabinet (Part B)

The Leader of the Council moved Part B of the report of the Cabinet from its meeting on 6 October 2016.

Resolved: - That the report of the Cabinet from its meeting on 6 October 2016 be noted.

7. Report of Urgent Key Decisions

Resolved: - That the report of urgent key decisions taken by the Leader of the Council and the Cabinet Member for Highways and Transport during the preceding three months, as now presented, be noted.

8(a) The Overview and Scrutiny Committees

County Councillor Bill Winlow presented the reports of the Overview and Scrutiny Committees from their meetings as follows:

- Education Scrutiny Committee – 29 November 2016
- Health Scrutiny Committee – 18 October 2016 and 22 November 2016
- Scrutiny Committee – 18 November 2016

Resolved: - That the reports of the Overview and Scrutiny Committees, now presented, be noted.

8(b) The Pension Fund Committee

County Councillor Kevin Ellard presented the report of the Pension Fund Committee from its meeting held on 2 December 2016.

Resolved: - That the report of the Pension Fund Committee, now presented, be noted.

9. Notices of Motion submitted under Procedural Standing Order 14.2.1(a) (Part C)

1. It was moved by County Councillor Collinge and seconded by County Councillor Fillis that:

This council notes:

That, as part of the Bus Services Bill currently passing through Parliament, there is the possibility that the government will seek to re-introduce "Clause 21" (removed by the House of Lords) which would effectively "prohibit a local authority from forming a company for the purposes of providing a local bus service".

This council believes:

- (i) If included in the final legislation, Clause 21 would contradict the general powers of competence and the spirit of the Localism Act 2011.
- (ii) If there is a need and a demand from their public, then Councils should be able to provide bus services through the formation of their own bus company.

- (iii) Consequently Clause 21 should be omitted from the Bus Services Bill.

That Full Council requests the Chief Executive:

- (i) To write to Christopher Grayling MP, Secretary of State for Transport, to call on the Department for Transport to omit Clause 21 from the final legislation.
- (ii) To write to Lancashire MPs to ask them to oppose the re-introduction of Clause 21, should it be re-introduced, when the Bus Services Bill is returned to the House of Commons and ask them to write to Christopher Grayling MP, Secretary of State for Transport, to raise concerns about Clause 21.
- (iii) To work with other councils, boroughs and parishes across Lancashire to support our communities by maintaining the right to develop new bus services.

On being put to the vote the motion was CARRIED and it was:

Resolved: - That:

As part of the Bus Services Bill currently passing through Parliament, there is the possibility that the government will seek to re-introduce "Clause 21" (removed by the House of Lords) which would effectively "prohibit a local authority from forming a company for the purposes of providing a local bus service".

This council believes:

- (i) If included in the final legislation, Clause 21 would contradict the general powers of competence and the spirit of the Localism Act 2011.
- (ii) If there is a need and a demand from their public, then Councils should be able to provide bus services through the formation of their own bus company.
- (iii) Consequently Clause 21 should be omitted from the Bus Services Bill.

That Full Council requests the Chief Executive:

- (i) To write to Christopher Grayling MP, Secretary of State for Transport, to call on the Department for Transport to omit Clause 21 from the final legislation.
- (ii) To write to Lancashire MPs to ask them to oppose the re-introduction of Clause 21, should it be re-introduced, when the Bus Services Bill is returned to the House of Commons and ask them to write to Christopher Grayling MP, Secretary of State for Transport, to raise concerns about Clause 21.
- (iii) To work with other councils, boroughs and parishes across Lancashire to support our communities by maintaining the right to develop new bus services.

2. It was moved by County Councillor Dowding and seconded by County Councillor Holgate that:

There is real and well-founded concern within Lancashire's health sector that funding and staff shortages within the acute health care sector in Lancashire could result in loss of life or poorer-than-expected health outcomes this winter, particularly if we experience a strong surge in demand for hospital beds arising from either a prolonged cold spell, an outbreak of flu or respiratory disease, or other predictable winter conditions.

This Council believes that the Government and the Secretary of State Health should ensure that there is sufficient NHS 'surge capacity' to meet demand for hospital beds and ambulance services in the event of predictable winter demand conditions, in order to reduce preventable morbidity and mortality.

This Council therefore requests the Chief Executive to write to the Secretary of State for Health expressing Council's concerns and to ask him to provide assurance to the residents of Lancashire that sufficient staff, resources and other measures are in place to meet demands for hospital beds, and ambulance services to manage what is an entirely predictable winter surge in demand in Lancashire in order to reduce preventable morbidity and mortality.

The following amendment was proposed by County Councillor Ali and seconded by County Councillor Winlow:

There is real and well-founded concern within Lancashire's health sector that funding and staff shortages within the acute health and social care sector in Lancashire could result in loss of life or poorer-than-expected health outcomes this winter, particularly if we experience a strong surge in demand for hospital beds arising from either a prolonged cold spell, an outbreak of flu or respiratory disease, or other predictable winter conditions.

This Council believes that the Government and the Secretary of State Health should ensure that there is sufficient NHS 'surge capacity' to meet demand for hospital beds and ambulance services in the event of predictable winter demand conditions, in order to reduce preventable morbidity and mortality.

This Council agrees with Lancashire's Health & Wellbeing Board that Lancashire faces a £94 Million Social Care funding crisis which could well lead to increased bed blocking and increased pressures on hospital beds and A&E departments already close to breaking point.

This Council therefore requests the Chief Executive to write to the Prime Minister asking for a meeting to discuss the huge funding shortfall required to deliver an adequate social care service across Lancashire. This Council further notes that if it accepted the Government's edict of increasing the council tax by 6% across Lancashire it would still not go anywhere near filling the gap and would unfairly hit the 'hard working people' of Lancashire.

This amendment was accepted. On being put to the vote the motion was CARRIED and it was:

Resolved: - That:

There is real and well-founded concern within Lancashire's health sector that funding and staff shortages within the acute health and social care sector in Lancashire could result in loss of life or poorer-than-expected health outcomes this winter, particularly if we experience a strong surge in demand for hospital beds arising from either a prolonged cold spell, an outbreak of flu or respiratory disease, or other predictable winter conditions.

This Council believes that the Government and the Secretary of State Health should ensure that there is sufficient NHS 'surge capacity' to meet demand for hospital beds and ambulance services in the event of predictable winter demand conditions, in order to reduce preventable morbidity and mortality.

This Council agrees with Lancashire's Health & Wellbeing Board that Lancashire faces a £94 Million Social Care funding crisis which could well lead to increased bed blocking and increased pressures on hospital beds and A&E departments already close to breaking point.

This Council therefore requests the Chief Executive to write to the Prime Minister asking for a meeting to discuss the huge funding shortfall required to deliver an adequate social care service across Lancashire. This Council further notes that if it accepted the Government's edict of increasing the council tax by 6% across Lancashire it would still not go anywhere near filling the gap and would unfairly hit the 'hard working people' of Lancashire.

3. It was moved by County Councillor Whipp and seconded by County Councillor Lord that:

County Council notes that a network of local organisations and charities has provided services for victims of domestic abuse for many years in Lancashire, and that in recent years many of these services have been successfully delivered with funding from a consortium of local councils and statutory authorities led by Lancashire County Council.

County Council further notes that this LCC led arrangement ceases at the end of this financial year and that the lead commissioner for these services will be the Police and Crime Commissioner, with funding provided by the County Council together with other council organisations.

County Council places on record it's thanks to the local charities involved with providing such vital support for some of the most vulnerable people in Lancashire and expresses the hope that these charities will continue to be involved with supporting victims of domestic abuse in future.

On being put to the vote the motion was CARRIED and it was:

Resolved: - That:

The County Council notes that a network of local organisations and charities has provided services for victims of domestic abuse for many years in Lancashire, and that in recent years many of these services have been successfully delivered with funding from a consortium of local councils and statutory authorities led by Lancashire County Council.

County Council further notes that this LCC led arrangement ceases at the end of this financial year and that the lead commissioner for these services will be the Police and Crime Commissioner, with funding provided by the County Council together with other council organisations.

County Council places on record it's thanks to the local charities involved with providing such vital support for some of the most vulnerable people in Lancashire and expresses the hope that these charities will continue to be involved with supporting victims of domestic abuse in future.

Jo Turton
Chief Executive

County Hall
Preston

Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston, on Thursday, 9th February, 2017

Present:

County Councillor Janice Hanson (Chair)

County Councillors

T Aldridge	G Dowding	N Penney
A Ali	K Ellard	S Perkins
T Ashton	J Fillis	M Perks
A Atkinson	J Gibson	C Pritchard
A Barnes	G Gooch	S Prynne
M Barron	M Green	P Rigby
L Beavers	P Hayhurst	A Schofield
D Borrow	C Henig	K Sedgewick
P Britcliffe	N Hennessy	S Serridge
M Brindle	S Holgate	J Shedwick
I Brown	D Howarth	R Shewan
K Brown	K Iddon	D T Smith
T Brown	M Iqbal	K Snape
P Buckley	M Johnstone	D Stansfield
T Burns	A Jones	J Sumner
Mrs S Charles	A Kay	V Taylor
A Cheetham	Ms S Malik	M Tomlinson
A Clempson	T Martin	C Wakeford
D Clifford	J Mein	D Watts
Ms L Collinge	Y Motala	D Westley
C Crompton	B Murray	D Whipp
A Cullens	D O'Toole	P White
M Dad	Mrs L Oades	G Wilkins
B Dawson	J Oakes	B Winlow
F De Molfetta	M Otter	B Yates
C Dereli	M Parkinson	

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors F Craig-Wilson, G Driver, J Lawrenson and D Lord.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

The Full Council was notified that Members had been invited to make declarations of Pecuniary and Non-pecuniary interest in matters on the agenda in accordance with the County Council's Code of Conduct for Members. The following interest was declared:

Name of Councillor	Agenda item number	Nature of interest (non-pecuniary unless stated)
Cllr D Howarth	3	Member of Penwortham Town Council
Cllr D Whipp	3	Member of Pendle Borough Council Member of Barnoldswick Town Council

3. The County Council's Budget

County Councillor David Borrow, Deputy Leader of the County Council, moved the report of the Cabinet from its meetings on 8 December 2016 and 19 January 2017 regarding the:

- Revenue Budget 2017/18 and Financial Strategy 2017/18 to 2020/21;
- Capital Investment Programme 2017/18 and beyond;
- Council Tax and Precept 2017/18.

In moving the report, County Councillor Borrow outlined an adjustment to the proposals contained within the report. Details of the adjustment, together with a number of responses which had been received as part of the budget consultation, were set out in a document circulated to all members, which is appended to these minutes as Annex 1.

The motion was seconded by County Councillor Jennifer Mein, Leader of the County Council.

County Councillor Michael Green, on behalf of the Conservative Group, then made his Budget speech and moved an Amendment to the Budget proposals on behalf of the Conservative Group, which was seconded by County Councillor Albert Atkinson.

A copy of the Amendment was circulated to all members and is set out at Annex 2 to these minutes.

The Chairman adjourned the meeting for a period of twenty minutes to give members the opportunity to consider the Amendment.

On resumption of the meeting there followed a period of debate after which a recorded vote on the Amendment was taken. The names of members who voted for or against the Amendment are set out below:

For (31)

T Ashton	A Cullens	A Schofield	B Yates
A Atkinson	G Gooch	K Sedgewick	
M Barron	M Green	J Shedwick	
P Britcliffe	K Iddon	D Smith	
I Brown	T Jones	D Stansfield	
K Brown	A Kay	V Taylor	
P Buckley	D O'Toole	C Wakeford	
S Charles	M Otter	D Westley	
A Cheetham	M Perks	P White	
A Clempson	P Rigby	G Wilkins	

Against (47)

T Aldridge	C Crompton	P Hayhurst	Y Motala	R Shewan
A Ali	M Dad	C Henig	B Murray	K Snape
A Barnes	B Dawson	N Hennessey	E Oades	J Sumner
L Beavers	F de Molfetta	S Holgate	J Oakes	M Tomlinson
D Borrow	C Dereli	D Howarth	M Parkinson	D Watts
M Brindle	G Dowding	M Iqbal	N Penney	D Whipp
T Brown	K Ellard	M Johnstone	S Perkins	B Winlow
T Burns	J Fillis	S Malik	C Pritchard	
D Clifford	J Gibson	T Martin	S Prynn	
L Collinge	J Hanson	J Mein	S Serridge	

The Conservative Group's Amendment was therefore lost.

County Councillor Paul White moved the following amendment to the Capital Investment Programme 2017/18 and beyond in respect of road safety, which was seconded by County Councillor David Whipp:

- (i) Delete funding from the parish bus scheme as there has been no uptake by any parish council (0.200m);
- (ii) Additional road safety funding to tackle road safety in areas where the number of people killed or seriously injured is increasing (0.200m)

The amendment was accepted, as an adjustment by County Councillor Borrow, for incorporation into the substantive motion, and the amount to be made available (£0.200m) be increased to £0.500m at the suggestion of County Councillor John Fillis, Cabinet Member for Highways and Transport. This to be as an addition to the County Council's budget proposals by an adjustment to the Capital Investment Programme to move 0.500m from the uncommitted funds for parish bus schemes to road safety.

As no further Amendments were moved, the Chairman put the Motion on the County Council's Budget and asked the Full Council to approve the recommendations of the Cabinet, as adjusted at Annex 1 to these minutes, and as amended above in respect of the parish bus scheme and road safety, on the:

- Revenue Budget 2017/18 and Financial Strategy 2017/18 to 2020/21;
- Capital Investment Programme 2017/18 and beyond;
- Council Tax and Precept 2017/18.

A recorded vote was taken and the names of members who voted for or against the Motion, and those who abstained, are set out below:

For (45)

T Aldridge	C Crompton	C Henig	B Murray	K Snape
A Ali	M Dad	N Hennessy	E Oades	M Tomlinson
A Barnes	B Dawson	S Holgate	J Oakes	D Watts
L Beavers	F de Molfetta	D Howarth	M Parkinson	D Whipp
D Borrow	C Dereli	M Iqbal	N Penney	B Winlow
M Brindle	K Ellard	M Johnstone	S Perkins	
T Brown	J Fillis	S Malik	C Pritchard	
T Burns	J Gibson	T Martin	S Prynn	
D Clifford	J Hanson	J Mein	S Serridge	
L Collinge	P Hayhurst	Y Motala	R Shewan	

Against (30)

T Ashton	P Buckley	M Green	M Perks	D Stansfield
A Atkinson	S Charles	K Iddon	P Rigby	V Taylor
M Barron	A Cheetham	T Jones	A Schofield	C Wakeford
P Britcliffe	A Clempson	A Kay	K Sedgewick	D Westley
I Brown	A Cullens	D O'Toole	J Shedwick	G Wilkins
K Brown	G Gooch	M Otter	D Smith	B Yates

Abstain (3)

G Dowding	J Sumner	P White
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The motion was CARRIED and it was:

Resolved: -

That the Cabinet's recommendations in respect of:

- Revenue Budget 2017/18 and Financial Strategy 2017/18 to 2020/21;
- Capital Investment Programme 2017/18 and beyond;
- Council Tax and Precept 2017/18;

as adjusted at Annex 1 to these minutes, and in respect of the Capital Investment Programme 2017/18 in relation to the transfer of £0.500m from uncommitted funds for the parish bus scheme to road safety schemes, be approved.

4. Treasury Management Policy and Strategy 2017/18

County Councillor David Borrow moved the report, which was seconded by County Councillor Bill Winlow.

Resolved: - That:

- (i) The Treasury Management Policy as set out at Appendix 'A' to the report, now presented, be approved;
- (ii) The Treasury Management Strategy for 2017/18 as set out at Appendix 'B' to the report, now presented, be approved;
- (iii) In respect of the Minimum Revenue Provision Statement for 2017/18, set out at Appendix 'C' to the report, now presented:
 - (a) The Asset Life method for expenditure funded from unsupported borrowing be approved;
 - (b) For supported borrowing incurred before 1 April 2007, the capital financing requirement based upon a 50 year life be used;
 - (c) That charges to revenue be a sum equal to the repayment any credit liability be approved;
 - (d) The proposed treatment of assets constructed under the Preston, South Ribble and Lancashire City Deal be approved, subject to annual review.

Minute Annexes

Annex 1

Full Council - 9 February 2017

Adjustment to the 2017/18 Budget Proposal and Initial Consultation Responses

The Cabinet's budget recommendation to Full Council included the impact of the Provisional Finance Settlement and information received at a point in time in relation to the Business Rates deficit. This report contains updated information as to when notification of the Final Financial Settlement is expected to be received and a final position in relation to the Business Rates deficit.

1. The Final Settlement 2017/18

The Provisional Finance Settlement was made on 15th December 2016. The changes announced as part of the settlement have been reflected in the Cabinet budget recommendation.

It was anticipated that the Final Finance Settlement would be received in early February 2017, however notification has been received that this will not be available until 20 February 2017 at the earliest. It is not expected that there will be significant fluctuations from the provisional settlement, and any variation relating to 2017/18 will be managed through reserves. An updated position will be reported as part of the Money Matters reports to Cabinet in 2017/18.

2. Business Rates

Appendix 'A' contained the information available from District Councils in relation to their Business Rates deficit position for 2016/17 at the time of publishing the report (£1.195m deficit).

All information has now been received from District Councils with an increased deficit position of £1.488m now reported. This will reduce the one-off resources shown in Table 8 within Appendix 'A'.

A revised reserves position is shown below showing the impact of the increased deficit position:

Table 8 - Revised

Reserve Name	Opening Balance as at 1 April 2016	2016-17 Forecast Spend	2016-17 Transfers to / from other reserves	2016-17 Forecast Closing Balance	2017-18 Forecast Spend	2018-19 Forecast Spend	2019-20 Forecast Spend	Total as at 31 March 2020
	£m	£m	£m	£m	£m	£m	£m	£m
County Fund (3.1)	-36.000	0.000	0.000	-36.000	0.000	0.000	0.000	-36.000
Strategic Investment Reserve (3.2)	-10.971	2.351	5.194	-3.426	1.543	0.883	0.060	-0.940
Downsizing Reserve (3.3.1)	-64.841	14.171	28.062	-22.608	13.548	9.060	0.000	0.000
Risk Management Reserve (3.3.2)	-15.784	3.155	4.872	-7.757	7.757	0.000	0.000	0.000
Transitional Reserve (3.4.1)	-141.837	59.863	-54.712	-136.685	70.954	0.530	0.000	-65.202
To facilitate the transition of services (3.4.2)	0.000	0.000	-3.000	-3.000	0.000	0.000	0.000	-3.000
Service Reserves (3.5)	-45.214	8.893	10.800	-25.521	10.325	-0.340	-0.683	-16.219
TOTAL	-314.647	88.434	-8.784	-234.997	104.127	10.133	-0.623	-121.360
Forecast underspend 2016/17	0.000	0.000	-15.298	-15.298	0.000	0.000	0.000	-15.298
<i>MTFS Funding Gap</i>						<i>88.040</i>	<i>118.077</i>	<i>206.117</i>
Available reserves to support financial gap	0.000	0.000	0.000	0.000	0.000	86.421	0.000	86.421
TOTAL	-314.648	88.434	-24.082	-250.295	104.127	96.554	-0.623	-50.238

The revised Table 8 includes a reduced amount available of £86.421m to support the revenue budget going forward which is insufficient to meet the 2018/19 forecast funding gap.

3. Budget Consultation

As part of the budget process the contents of the report to Full Council are subject to an ongoing consultation with a variety of stakeholders and partners. In addition a meeting has taken place with the Trade Unions to discuss the reports.

For the consultation, a letter from the Leader of the County Council outlining the budget position, a link to the relevant reports and a link to an electronic questionnaire were sent on 23 January 2017. Alternatively, respondents could e-mail their reply. The closing date for the consultation was 3 February 2017.

We have had responses from a number of parish and town councils regarding the difficulties they face in responding to the consultation within the timescale requested, 3rd February. They have all been written to acknowledging that this timescale is demanding, but that it would be wrong to interpret this as implying

that the County Council does not value their responses, rather that it reflects that Cabinet's budget proposals are essentially to be achieved by efficiency savings and it is not envisaged that they will impact service delivery to the public or partners.

It was not possible to set a response time which would easily fit in with the timetable of meetings for all parish and town councils or indeed partners and stakeholders more widely. In that context any responses not received by the County Council by the date of the Budget meeting will be provided to Cabinet to consider any changes to the budget that may need to be made and then take any necessary steps to do so.

This does not apply to the Council's decision on the level of council tax which must be set on 9th February.

Of the 14 responses received, 3 cover issues other than timeframes and are contained in Appendices A to C of this report. A response and further information relating to the particular areas of feedback are contained below:

Zero Based Budget Review Savings

The Zero Based Budget Review has identified savings of £6.320m as a result of efficiencies that have been identified within a range of services including Design and Construction, Legal and Democratic Services, Health and Safety and Traded Services. It is not however anticipated that any of these savings will have any impact on service delivery as they are services efficiencies that have been identified.

Adult Social Care Budget Provision

The medium term financial strategy includes, for Adults Services, a forecast gross increase in costs of £131.072m over the period 2017/18 – 2020/21 to reflect pressures that are anticipated around price and demand, including the national living wage.

The County Council are currently implementing a programme of work across Adult Social Care designed to deliver both financial savings and improved outcomes. Even taking into account the agreed savings for Adult Social Care and the additional funding in the form of the 2% Social Care Precept and Adult Care Support Grant there is still a significant forecast budget shortfall for Adult Social Care of c£95m by 2020/21.

3.99% Council Tax Increase

In the provisional settlement issued on 15th December 2016 one of the significant changes confirmed by the Secretary of State was in relation to the referendum limit for the Adult Social Care Precept. This reflected the significant national pressures around increasing demand for Adult Social Care and allowed Councils to raise an additional precept with a cap of 3% rather than 2% each year, but could still only increase Council Tax by a maximum of 6% over the financial years 2017/18 – 2019/20. The County Council is proposing to increase Council Tax by a total of 3.99% in 2017/18 rather than the maximum permissible without a referendum of 4.99%.

County Councillor David Borrow,
Deputy Leader,
9 February 2017

Appendix 'A'

Many thanks for your letter of 23rd January re consultation on proposed budget options seeking partner organisations views.

On behalf of Blackpool Teaching Hospitals NHS Foundation Trust I would like to make the following comments:

This is a complicated document with multiple appendices and the time for consultation has been short.

We are aware of the financial pressures that the Count Council is, and has been, working under and recognise the forecast gap of £153m by 2020/21 as well as agreed savings of £140m between 2016/17 and 2017/18 along with further proposed savings of £12.32m for 2017/18. There is a recognition that with the 2% precept for social services that current levels may be maintained but that this will not make adequate provision for growth in demand. The MTFS recognises £91m for demand pressures predominantly in Social Services (58% Adult, 24% Children). In Appendix D of the document there is a series of variations of budget from the Design and Construction(Buildings) function to Adult Services which will place further strain on this departments budget and hence its ability to provide service to dependent citizens. In addition there is a proposed reduction in the Training budget for Health and Safety and Resilience Services on top of a £225k reduction in staff budget which may have implications for school health and Public Health functions.

The past year has seen an increase in delayed transfers of care from health providers into social care which has contributed to the pressures experienced by the NHS over that time.

To quote directly from the document 'Taking everything into account, there remains a strong likelihood that the Council will, during the course of this financial strategy period (in 2018/19 at the earliest), be in the position of being unable to set a budget which will meet the cost of its statutory responsibilities'. Our concern is that nothing in the proposed budget appears to address the shortfall in social care provision and indeed the suggestion is that things may worsen over the next few years. Given that STPs encourage closer working between health and social sectors and that the budgetary recommendations in the Five Year Forward View were predicated in part upon the maintenance of social service funding we urge you to reconsider this element of your proposed budget. As always the Trust is more than happy to work collaboratively with the County Council to achieve the best outcomes for the citizens of Lancashire.

Yours sincerely
Mark O'Donnell

Professor Mark O'Donnell
Medical Director
Blackpool Teaching Hospitals NHS FT

Appendix 'B'

Thank you for sharing your budget position with us and for seeking our views. We appreciate being included in your consultation.

As a Vice Chancellor of a University which also faces its share of challenges in the current economic, political and international climate, we have empathy for the significant challenges you face.

You can be sure that the University remains fully committed to playing our part in the reputational growth and consequent success of Preston, within and beyond Lancashire, and we will continue to work with the Council to ensure that this continues through these difficult times.

With best wishes

Mike Thomas
Vice-Chancellor
University of Central Lancashire
Preston
PR1 2HE

Appendix 'C'

I have just read the four documents you kindly forwarded to me. It seems to me from an apolitical standpoint that LCC must set its budgets and operate and deliver its services from within the confines of its revenues and reserves. LCC will need to prioritise its spending on delivering statutory services and then look to spending on target responsibilities. The tone of the documents appear to suggest that services that LCC would wish to provide cannot be achieved given current central government funding, council tax receipts etc. The documents also suggest that LCC cannot continue in the medium term in its current form, if so, LCC must cut its cloth accordingly by reducing spending in non statutory areas. I was also dismayed to note that LCC had included Council Tax rises of 3.99% a year in its forecasts. On what basis was such an assumption made? LCC might wish to remind itself that Council Tax is paid by many citizens out of already taxed income, many of whom are not seeing or have not seen pay increases in recent years of any more than 1%.

Like any individual faced with constraints on income, unwelcome decisions and spending priorities have to be made until income streams improve.

Kind regards

Mike

Grindleton Parish Council

Annex 2

BUDGET COUNCIL: 9TH FEBRUARY 2017

AMENDMENT PROPOSED BY THE CONSERVATIVE GROUP TO THE 2017/18 BUDGET

(1) Proposed Additions to the Budget

	Additional Cost of Proposals
	£m
1. Subsidised Bus Routes Retain all existing subsidised routes and increase the level of subsidies by 50%, to support additional services:	1.000
2. Promoting sustainable employment for young people and enhancing Apprentices & Graduates programme:	1.000
3. Remove proposed cuts to Library Service and re-open all libraries on 1 st July 2017 which are currently closed due to cuts by Lancs County Council in 2016/17, to include all costs of re-opening, staff & running costs and replacing funding for County Book Fund:	2.177
4. Additional support for the new community libraries established in 2016/17 in response to the cuts made by Lancashire County Council:	0.050
5. Increase the level of Local Member Grants by 50%, to provide support to Charities providing services to our local communities in Lancashire:	0.084
6. Increase the funding in the Flood Risk budget by £50k and increase the frequency of gully cleaning:	0.300
7. Cost of prudential borrowing to fund increased investment in the Capital Programme of £3.319m:	0.199
8. Supporting Economic Growth, particularly Small Businesses:	1.000
9. Retain the Subsidy to the Knott End Ferry, to ensure its continued operation, if required, up to a maximum value of £85k:	0.085
10. Funding to keep Hornby Swimming Pool open for community use, to allow consultation with interested parties on the most appropriate means of providing this facility, up to maximum £80k:	0.080
11. Reinstate the cuts made to the Public Realm Budget, to improve	

grass verge cutting, weed control, leaf sweeping & tree maintenance	0.600
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Total Cost of Proposed Amendments:	<u>£6.575</u>
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(2) Financing the Proposed Additions to the Budget

	Revenue Savings
	£m
1. Continue the policy of financing Capital Expenditure by borrowing rather than charging to Revenue or Reserves:	
• Asset Maintenance	0.727
• School Playing Fields	<u>1.036</u>
Total:	1.763
Less: Revenue Charges	0.106
	<u>1.657</u>
2. Reduction in the number of paid trade union officials:	0.061
3. 25% reduction in the number of Vacant Posts which don't Relate to service areas with future savings targets:	0.200
4. Reduce the County Fund by 16.67%:	6.000
Total Revenue Savings:	<u>£7.918</u>

Therefore, an amount of £1.343m would be available to transfer to the County Council's Transitional Reserve.

(3) Proposed Additions to the Capital Programme

ADD:

	£m
1. Additional funding to carry out Highways Maintenance:	5.000
2. Additional funding for the Productivity Investment Fund, to reduce Congestion:	0.500
3. Additional Road Safety Schemes:	0.500

4. Libraries – Essential Condition Costs P1 and P2	1.571
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Total Additions to Capital Programme:	<u>£7.571</u>
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(4) Proposed Amendments to the Capital Programme

	£m
1. Re-profile the upgrade of Fire Suppression systems at the waste recovery parks, to move £2.268m from 2016/17 to 2017/18 and £1.552 from 2017/18 to 2018/19:	1.552
2. Re-profile the PPR Neighbourhood Centres Suitability Investment, to move £1.5m from 2017/18 to future years:	1.500
3. Re-profile Vehicle replacements, to move £1m from 2017/18 to 2018/19:	1.000
4. Delete funding from the parish bus scheme, as there has been no take-up by any parish councils in Lancashire:	0.200

Total Reductions from 2017/18 Capital Programme:	<u>£4.252</u>
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View of the Section 151 Officer

The proposals have been validated as being deliverable financially in 2017/18. However it must be stressed that the affected savings areas (and increase to the capital programme) will lead to a widening resource gap in 2018/19, and future years, if they are not ultimately delivered in full as per the existing plans.

Jo Turton
Chief Executive

County Hall
Preston

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Corporate Director for Commissioning and Deputy Chief Executive.

Part A

Electoral Division affected:
(All Divisions);

Review of the Council's Business and Operating Model

(Appendices 'A' and 'B' refer)

Contact for further information:

Steve Browne, Tel: (01772) 534121, Corporate Director for Commissioning and Deputy Chief Executive.

steve.browne@lancashire.gov.uk

Executive Summary

In April 2016 the Cabinet agreed the brief for the review of the Council's business and operating model as set out at Appendix 'A'. The work was to be undertaken by the Council's single provider under the framework for consultancy services (PwC), and subsequently a works order was issued for delivery of the review by the end of 2016.

The first part of the PwC brief, the Statutory Service Budget Review, was the subject of the all-party resolution of Full Council in October 2016.

The second part of the PwC brief has been the production of the report entitled "Lancashire Public Service Delivery Model, Interim Draft Report" which is attached at Appendix 'B'. This report has been considered by the Political Governance Working Group which has recommended that the report be received by Full Council.

Recommendation

That Full Council receives the PwC report: "Lancashire Public Service Delivery Model, Interim Draft Report" as set out at Appendix 'B' and notes that the Political Governance Working Group will undertake a detailed review of the report.

Background and Advice

In April 2016 the Cabinet agreed the brief for the review of the Council's business and operating model set out at Appendix A. The work was to be undertaken by the Council's single provider under the framework for consultancy services, PwC, and subsequently a works order was issued for delivery of the review by the end of 2016.

The terms of reference of the Political Governance Working Group were also amended to provide oversight of this work.

The first part of the PwC brief, the Statutory Service Budget Review (SSBR) was completed in September 2016 and confirmed that the Council was facing a cumulative deficit in its budget of £398m by the end of 2020/21 and an in year deficit that year of £148m. That report was the subject of the all-party resolution of Full Council in October 2016. Subsequently a meeting was held between Lancashire's MPs and the leaders of the County Council's political groups to seek the MPs support for lobbying ministers. There was agreement that they would focus their lobbying on addressing the £95m shortfall in resources for Adult Social Care, which is forecast for 2020/21.

The second part of the PwC brief has been the production of the report set out at Appendix 'B' entitled "Lancashire Public Service Delivery Model, Interim Draft Report".

The outcome of the review set out in the report involves a focus on Place and Identifiable Communities. It contains radical proposals for the integration of public services in Lancashire; with five interrelated elements:

- Continuing direct service provision by LCC;
- The potential for the transfer of services to a future Combined Authority, should it be constituted on a basis that would enable delivery of services;
- Health and Wellbeing Integration;
- Demand management through the Front Office;
- Professional and Support Services.

The original intention was for the final report to be considered by the Political Governance Working Group on 9 January 2017, followed by the Executive Scrutiny Committee and Cabinet. However, the Health and Wellbeing component of the work undertaken by PwC proposes major integration of NHS and local government services. The detailed nature of the PwC proposals in respect of NHS services meant that further refinement of the report was necessary, and this led to a delay in its consideration by the Working Group.

The work was commissioned by LCC and as such, NHS partners were not privy to the detailed development work undertaken by PwC and the Council. Whilst the principles underpinning the work undertaken by PwC were shared informally with NHS partners as they were developed, the level of detail within the PwC work was only shared with lead NHS representatives, on an informal courtesy basis, once the final report was received prior to Christmas.

Whilst supporting the underlying principles of the PwC work, significant concerns were raised by senior NHS representatives that it would be inappropriate for the County Council to publish a detailed report, commissioned by the Council, which implies major NHS reorganisation without such a report having buy-in from NHS partners.

With the agreement of Cabinet, PwC were requested to consider whether they would be prepared to reconsider the wording of parts of their report to address the concerns expressed by NHS partners. They agreed to make changes to the document that did not alter the substance of their proposals.

Status of the report

Whilst the Council has been involved in the co-production of the report, this is an independent PwC report that is available for all public sector organisations in Lancashire to consider.

The leadership and Cabinet have not at this stage established a policy position with respect to the proposals set out in the report.

PwC has provided independent briefings to the political parties and group leaders on the outcomes of the review.

Next steps

The report needs careful consideration by all members of the County Council and all political groups. The report makes some very radical proposals with respect to the future of the County Council that would need a political consensus for them to be implemented. They would also require other public sector partners, notably NHS stakeholders, to support the approaches set out for them to become practicable options.

At this stage, it is proposed that Full Council receives the report, to allow time for reflection on what is proposed. Given the proximity of the County Council's elections, it is unrealistic to expect detailed discussions on such fundamental issues before the Council's elections in May 2017. The next stage will be for the Political Governance Working Group to undertake a detailed review of the report. It is anticipated that this work would not be undertaken until June 2017.

Consultations

Whilst there have been no formal consultations, the political groups have been briefed on the outcome of the PwC work. Informal discussions have taken place between the Council's officers and NHS representatives. The Shadow Combined Authority have been briefed on the key themes emerging from PwC's work in advance of the publication of the report.

Risk management

There are no risk management issues with respect to Full Council receiving the report.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
Report to Cabinet – 'Statutory Services Budget Review - PwC report'	6 October 2016	Josh Mynott/(01772) 534580

Reason for inclusion in Part II, if appropriate

N/A

Appendix 'A'

Consultant's Brief:

Context

The Council has identified within its Medium Term Financial Strategy that it is unlikely to be able to set a budget to meet its statutory obligations beyond April 2018, and possibly before that date.

The Council's current budget is set upon the basis of delivering £129m of planned savings during 2016/17 and 2017/18.

Assuming the delivery of these savings the Council has forecast a funding gap of £46.5m in 2017/18 and £51.7m in 2018/19 rising to £196.6m by 2020/21.

Requirements

The consultants appointed by the Council under the Single Provider Framework for Consultancy Services are requested to submit detailed proposals for undertaking the following work package:

- Review the Council's Medium Term Financial Strategy and its Base Budget Review and advise upon the sustainability of the Council's current business and operating model.
- Review the Council's current business and operating model in the wider public service context across Lancashire and the financial sustainability of public services in the county.
- To advise on options and actions needed to create a sustainable public service operating model for the Council to enable it to be sustainable, within its forecast financial resource envelope, by 2020/21.
- To make recommendations as to options available to the Council with respect to future business and operating models, with particular reference to the integration of health and social care.
- To prepare a report for submission to the Secretary of State for Communities and Local Government and the Treasury on the funding base of the Council in relation to its statutory obligations and the resources needed to sustain a minimum level of statutory public services in Lancashire. The report will advise the Council and inform the Secretary of State of the emergency actions that would need to be taken in the event of the Council not being able to set a legal budget.

To prepare a scope of work and project plan to deliver a future sustainable operating model for the Council.

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
(All Divisions);

Members' Allowance Scheme 2017/18

(Appendix 'A' refers)

Contact for further information:

Chris Mather, Tel: (01772) 533559, Democratic Services Manager,
chris.mather@lancashire.gov.uk

Executive Summary

This reports sets out the proposed Members' Allowance Scheme for 2017/18, and the proposed re-appointment of three members of the Independent Remuneration Panel.

Recommendation

The Full Council is asked to:

1. Approve the 2017/18 Members' Allowance Scheme, as presented at Appendix 'A', to be effective as from 1 April 2017.
2. Note that a further report on the 2017/18 Members' Allowance Scheme will be presented to the Full Council following a review of the Scheme by the Independent Remuneration Panel at its meeting on 5 June 2017.
3. Approve the re-appointment of Keith Leaver, Irene Divine and Terry Whitehead to serve on the Independent Remuneration Panel for a four year term with effect from 28 March 2017.

Background and Advice

1. Members' Allowance Scheme 2017/18

The County Council is required to approve its Members' Allowance Scheme before the beginning of each financial year.

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the County Council to have regard to the recommendations of its Independent Remuneration Panel before making or amending the Members' Allowance Scheme.

A meeting of the Panel to consider the Members' Allowance Scheme and make recommendations on any changes to the Full Council would normally take place prior to this meeting of Full Council. However, it is felt that it would be more appropriate for the Panel to meet to consider and make recommendations on any changes to the 2017/18 Members' Allowance Scheme following the County Council elections on 4 May 2017 and after the Council's Leader has been appointed at the Council's Annual General Meeting on 25 May.

A meeting of the Panel has therefore been arranged to take place on 5 June and a report recommending any changes to the 2017/18 Scheme will be presented to Full Council at its meeting on 20 July. The Scheme permits the back-dating of allowances including Special Responsibility Allowances to the date of a councillor's appointment.

Under the above-mentioned Regulations "A scheme may make provision for an annual adjustment of allowances by reference to such an index as may be specified by the County Council and where the only change made to a scheme in any year is that effected by such an annual adjustment in accordance with such an index the scheme shall be deemed not to have been amended."

The existing Members' Allowance Scheme provides for an annual adjustment of allowances in accordance with specified indices. As no other changes are proposed, the Full Council could, at this meeting, approve a Scheme for 2017/18 without a meeting of the Panel having to be convened. However, it is felt that the up-rating of the allowances in accordance with the specified indices should be deferred, and that the Independent Remuneration Panel should be requested to consider this as part of its wider review of the 2017/18 Scheme.

A copy of the proposed Members' Allowances Scheme for 2017/18 is at Appendix 'A'. There are no changes to the 2016/17 Scheme agreed by Full Council.

2. Independent Remuneration Panel

As mentioned above, the County Council is required to have regard to the recommendations of its Independent Remuneration Panel before making or amending the Members' Allowance Scheme.

The existing members of the Panel are:

Irene Divine
Keith Leaver – chair
Dennis Mendoros, OBE, DL
Terry Whitehead

Members of the Panel are appointed for a fixed four year period. The term of office in respect of Irene Divine, Keith Leaver and Terry Whitehead is due to expire on 28

March 2017. The members have confirmed that they are willing to continue to serve on the Panel, and it is recommended that they be re-appointed to serve for a further four year term as from 28 March 2017.

The three Panel members have considerable knowledge and experience of the County Council. They previously served on the Council's Standards Committee until it was disestablished in June 2012, and they have been appointed and continue to serve as Independent persons in relation to Councillor Code of Conduct matters. They have also served on the Independent Remuneration Panel since 2013. The re-appointment of the three members will also ensure that the Panel has the necessary expertise and knowledge to be able to review and make recommendations on any changes to the 2017/18 Members' Allowance Scheme following the County Council elections on 4 May 2017

Implications:

This item has the following implications, as indicated:

Risk management

It is a legal requirement for the County Council to approve its annual Members' Allowance Scheme prior to 1 April.

It is important that the Independent Remuneration Panel consists of members who have the necessary expertise and knowledge of the County Council and its decision making process

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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N/A		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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Lancashire County Council

Members' Allowance Scheme

Lancashire County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme:

1.0 This Scheme shall have effect for the period 1 April 2017 to 31 March 2018 and subsequent years.

2.0 In this Scheme

"Councillor" means an elected member of Lancashire County Council.

"Co-opted member" means a person other than a councillor who is appointed to serve on a Council Committee or Sub-Committee.

"Year" means the twelve months commencing 1st April.

"Meetings" means a meeting of the Full Council or a body of Members formally established by the Full Council, the Leader of the County Council, the Cabinet or a Council Committee.

3.0 In this scheme, the total allowances shall consist of Basic Allowances and Special Responsibility Allowances. (For the avoidance of doubt, Attendance Allowance shall not be payable under this Scheme).

3.1 These total allowances shall be updated annually in line with employee percentage pay increase.

4.0 Basic Allowance

4.1 Subject to paragraph 7.0 below, an equal Basic Allowance of £10,466 shall be paid to every councillor. The amount of Basic Allowance is shown in paragraph 1.1 of Schedule 'A' of this Scheme.

4.2 This Basic Allowance is intended to recognise the time commitment of all councillors including such inevitable calls on their time as meetings with officers and constituents, and political group meetings. It is also intended to cover incidental costs such as the use of councillors' homes.

5.0 Special Responsibility Allowance

- 5.1 Subject to paragraph 7.0 below, each councillor or co-opted member who holds a special responsibility as defined within the Regulations and specified within this Scheme, will receive a Special Responsibility Allowance as shown in paragraph 2.1 of Schedule 'A' of this Scheme. A councillor may not receive more than one Special Responsibility Allowance.

6.0 Renunciation

- 6.1 A councillor may elect to forego any part of his/her entitlement to an Allowance under this Scheme. Such election shall be in the form of a written notice delivered to the Chief Executive.

7.0 Adjustments to Entitlements in Year

- 7.1 The provisions of this paragraph apply in relation to the entitlement of a councillor to Allowances where, in the course of a year:
- (a) The scheme is amended.
 - (b) A person becomes, or ceases to be, a councillor.
 - (c) A councillor accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.
 - (d) A councillor is suspended or partially suspended from his/her responsibilities or duties as a Member of the County Council.
- 7.2 If, during the year, the Scheme is amended and this results in a change to a councillor's entitlement to Special Responsibility Allowance and/or Basic Allowance, the actual entitlement shall be based on:
- (a) A proportion of the original annual Allowance based on the number of days up to the date of amendment plus
 - (b) A proportion of the revised annual Allowance based on the number of days from the date of amendment.
- 7.3 When the term of office of a councillor either begins and/or ends during the course of a year, the entitlement to Basic Allowance shall be based on the number of days in office during that year. Similar pro rata entitlements will apply in situations where Basic Allowance is amended under sub-paragraph 7.2 above.

- 7.4 Where, for a part of the year, a councillor has such special responsibilities as specified in this Scheme, the entitlement to Special Responsibility Allowance shall be based on the number of days during that year that the councillor has held such special responsibilities, such entitlement being pro rata to a full year. Similar pro rata entitlement will apply in situations where Special Responsibility Allowances have been amended under sub-paragraph 7.2 above.
- 7.5 Where a councillor is suspended or partially suspended from his/her responsibilities or duties as a Member of the County Council in accordance with Part III of the Local Government Act 2000 (or Regulations made under that Part), the part of the Basic, Special Responsibility, Travel and Subsistence Allowances payable in respect of the period of suspension may be withheld by the County Council.

8.0 Carers/Dependants Allowance

- 8.1 Subject to paragraphs 8.2 and 8.3, a carers/dependants allowance may be claimed in respect of named children aged 16 or under or in respect of other named dependants where there is medical or social evidence that care is required.
- 8.2 Payment of carers/dependants allowance shall:
- (a) Be based on actual receipted expenditure subject to a maximum hourly rate and a maximum annual allowance, as specified in paragraph 3 of Schedule 'A' of this Scheme.
 - (b) Not be made where a Councillor already receives a carer's allowance from the Department for Works and Pensions.
 - (c) Not be payable where the carer is a parent or is a member of the household.
 - (d) Not be payable unless the carer has been cleared by the Criminal Records Bureau.
- 8.3 The carers/dependants allowance may be claimed where the actual expenditure has been incurred in connection with the approved duties that apply to claims for travel and subsistence as detailed in Schedule 'D' of this Scheme.

9.0 Co-optees Allowance

- 9.1 Co-opted members shall receive an allowance, which equates to travel and subsistence expenses they have actually and necessarily incurred calculated under the rules set out in this scheme, in accordance with paragraphs 10 and 11.

10.0 Method of Payment

- 10.1 Payments of Basic Allowance and Special Responsibility Allowance shall be made monthly on the last working day of each month. The monthly amount payable shall be one-twelfth of the annual allowance(s) specified in this Scheme and subject to paragraph 7.0 above.
- 10.2 Separately, individual claims for carers/dependants allowances, travel and subsistence shall be made on a monthly basis and shall be paid on the last working day of the following month. Claims **must** be submitted via the electronic Members' Allowances System as soon as possible at the end of each month. Claims may be submitted by non-electronic means (by an agreed paper based method) only in exceptional circumstances approved by the Director of Governance, Finance and Public Services. Claims **must** be submitted within two months of the period to which they relate or a payment will not be made unless it is approved by the Chief Executive, good cause having been shown by the member submitting the late claim.
- 10.3 Each claim shall be certified by the councillor or co-opted member that he/she has **actually and necessarily incurred** the expenditure claimed in the performance of approved duties as defined in Schedule D and that he/she will not make any other claim in respect of that expenditure other than under this Scheme.

11.0 Travelling and Subsistence Allowances

- 11.1 A councillor including the Chairman and Vice-Chairman of the County Council, and or co-opted member shall be entitled to receive travelling and/or subsistence allowances at the rates specified in Schedule C.
- 11.2.1 Subsistence Allowances are payable where such expenditure has been **actually and necessarily incurred** in the performance of an approved duty as defined in Schedule D where a councillor or co-opted member is absent from their normal place of residence.
- 11.2.2 When claiming subsistence allowances, councillors should identify all approved activities attended in the period of absence recorded, including any political group meetings
- 11.3 A councillor or co-opted member may claim **up to** the maximum amounts set out in Schedule C where expenditure has been **actually and necessarily incurred** when absent from home for the periods stated.
- 11.4 Appropriate receipts **must** be obtained and retained in respect of any claims made by a councillor or –co-opted member for the payment of subsistence allowances or reimbursement of public transport and taxi fares, car parking fees and other incidental expenses.

- 11.5 Receipts must be retained for 3 years following the financial year in which the expenses were incurred.
- 11.6 A councillor or co-opted member must produce his/her receipts if required by claim processing officers, as well as internal or external auditors.
- 11.7 Each councillor or co-opted member shall agree with the Director of Governance, Finance and Public Services a fixed mileage for journeys between his/her home address and County Hall for the purpose of verifying travel expense claims. The schedule of agreed and approved mileages will be updated following the Director of Governance, Finance and Public Services being notified of a change of address.

12. Scheme Amendments

- 12.1 The amounts specified in paragraphs 1.0, 2.0, 3.0 and 5.0 (Basic Allowance, Special Responsibility Allowance, Carers/Dependents Allowance and the Council's Chairman/Vice-Chairman Allowance respectively) of Schedule A are subject to an annual uprating on 1 April. This uprating shall equate to the average annual percentage increase in employees' pay under the National Joint Council for Local Government Services pay structure.
- 12.2 Overnight Accommodation, Travel Abroad and Subsistence allowances shall be increased annually with effect from 1st April in every year in line with the Consumer Price Index published in November of the preceding year.
- 12.3 Motor car, motor cycle, and bicycle travelling allowances shall be revised annually with effect from 1st April in every year in accordance with the maximum allowance for Income Tax purposes as determined by HM Revenue and Customs.

Lancashire County Council
Members' Allowance Scheme
Schedule 'A'

1.0 Basic Allowance

- 1.1 An annual Basic Allowance of £10,466 is payable to each councillor.

2.0 Special Responsibility Allowance

- 2.1 Based on an annual Special Responsibility Allowance total of £358,327 the actual individual Allowances are detailed in Schedule 'B'. The amounts quoted in Schedule 'B' are in respect of a full year term of office.

3.0 Carers/Dependants Allowance

- 3.1 Payment of a Carers/Dependants Allowance, as provided for in Paragraphs 8.1 to 8.3 of this Scheme, shall be based on actual receipted expenditure subject to a maximum hourly rate of £7.19. Total payments in any one year shall not exceed £1,505.

4.0 Travelling and Subsistence Allowances

- 4.1 The amounts payable by way of Travelling and Subsistence Allowances including Overnight Accommodation, Day Subsistence and Travel Abroad shall be subject to the rates specified in Schedule 'C' of this Scheme.

5.0 Chairman and Vice-Chairman of the County Council Allowances

- 5.1 An annual Allowance of £15,693 is payable to the Chairman of the County Council and the Vice-Chairman shall receive an annual allowance of £7,847.

Lancashire County Council
Members' Allowance Scheme
Schedule 'B' - Special Responsibility Allowances

Position		Amount £	% of Leader
Leader		29,886	100.00
Deputy Leader		20,920	70.00
Cabinet	5 @	16,437	55.00
Lead Members	6 @	8,218	27.50
Chairs	4 @	7,471	25.00
	Overview & Scrutiny	7,471	25.00
	Corporate Parenting Board	8,966	30.00
	Development Control	7,471	25.00
	Pension Fund	7,471	25.00
	Regulatory	2,989	10.00
	Audit and Governance	7,471	25.00
	Corporate Complaints	8,069	27.00
	Lancs County Dev Ltd	5,230	17.50
Champion	Older People	5,230	17.50
	Young People	5,230	17.50
	Parish Councils	5,230	17.50
	Disabled People	5,230	17.50
	Armed Forces Veterans	-	-
	Digital Inclusion**	-	-
Deputy Chairs	Overview & Scrutiny *	4 @ 3,512	47.00
Majority Group	Secretary	4,483	15.00
	Whip	4,483	15.00
Largest Opposition Group	Leader	16,437	55.00
	Deputy Leader	8,218	27.50
	Secretary	2,989	10.00
	Whip	2,989	10.00
Second Opposition Group	Leader	8,966	30.00
	Deputy Leader	4,483	15.00
	Secretary	1,495	5.00
	Whip	1,495	5.00

* This is the % of the amount paid to the chair of O & S Committees

** No SRA is paid in respect of this position

Lancashire County Council

Members' Allowance Scheme

Schedule 'C' – Travelling & Subsistence Allowances

Travelling by Private Vehicle

The rate for travel by a councillor or co-opted member in his/her own private vehicle, or one belonging to a member of the family or otherwise provided for the councillor or co-opted member's use, shall not exceed:

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

In addition to the rates detailed above, the actual and receipted expenditure incurred on public transport, taxis, tolls, ferries or parking fees, including overnight garaging may be claimed.

Overnight Accommodation

Where the nature of the duties being undertaken result in a councillor or co-opted member being absent from his/her usual place of residence, overnight accommodation will be booked and paid directly by the County Council.

In exceptional circumstances where it is not possible for the County Council to make a direct booking on behalf of a councillor or co-opted member, the actual receipted cost of accommodation, including breakfast, will be reimbursed to the councillor or co-opted member. Such reimbursement will be subject to a maximum allowance per night of £147.15 for London and £128.13 elsewhere in the UK.

Day Subsistence

A councillor or co-opted member may claim **up to** the following maximum amounts when absent for the periods stated below from their normal place of residence:

- | | | | |
|-----|---|---|--------|
| (a) | a period less than 4 hours | - | £6.44 |
| (b) | a period between 4 and less than 8 hours | - | £12.80 |
| (c) | a period between 8 and less than 12 hours | - | £25.63 |
| (d) | a period in excess of 12 hours | - | £38.41 |

Actual expenditure in excess of £38.41 may be reimbursed subject to the production of receipts.

Travel Abroad

For councillors or co-opted members travelling outside Great Britain on approved duties (including, for the purpose of this section, travelling in Northern Ireland), a flat daily rate of £71.07 will be provided. This allowance is intended to cover costs incurred on meals and transport whilst actually abroad. An unused portion of this allowance, say in respect of meals provided at no cost to the councillor or co-opted member, must be returned to the County Council.

Lancashire County Council

Members' Allowance Scheme

Schedule 'D' – Travel & Subsistence – Approved Duties

(see also Part B of the Guidance Notes to the Members' Allowance Scheme)

Appropriate travel and subsistence allowances may be claimed in accordance with the above details where such travelling and/or subsistence has been undertaken in connection with one or more of the following duties:

- (a) The attendance at a meeting of the Authority or of any Committee, Sub-Committee, Task Group, Working Group, Board, Forum, Panel of the Authority, or of any body to which the Authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.
- (b) The attendance at any other meeting, the holding of which is authorised by the Authority, or a Committee or Sub-Committee of the Authority, or a joint Committee of the Authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a joint committee provided that:
 - (i) where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.
- (c) The attendance at a meeting of any association of authorities of which the Authority is a member.
- (d) The attendance at a meeting of the executive or a meeting of any of its Committees, where the Authority is operating executive arrangements.
- (e) For the purposes of paragraphs (a) to (d) above, claims for travel and subsistence can only be made in respect of attendance at meetings of a Committee, Sub-Committee or other body of which the Councillor claiming is a Member. However, any Councillor can claim for attendance at a meeting of the Cabinet.
- (f) The performance of any duty in pursuance of any Procurement Rule under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened.

- (g) The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- (h) The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
- (i) The carrying out of any duties as Chairman and Deputy Chairman of the County Council.
- (j) The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or any of its Committees or Sub-Committees. All duties which derive from a position of responsibility for which a Member receives a special responsibility allowance are approved duties for the purpose of this paragraph.

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
None;

The Localism Act 2011 – Pay Policy Statement 2017/18

(Appendix 'A' refers)

Contact for further information:

Chris Mather, Tel: (01772) 533559, Democratic Services Manager,
chris.mather@lancashire.gov.uk

Executive Summary

This report sets out the County Council's proposed 2017/18 Pay Policy Statement as required by the Localism Act 2011.

Recommendation

The Full Council is asked:

- i. To consider the recommendations of the Employment Committee and approve the 2017/18 Pay Policy Statement as set out at Appendix 'A'.
- ii. To approve the annual adjustment to the Living Wage for centrally employed staff for 2017/18, as set out in the report.

Background and Advice

The Localism Act 2011 requires local authorities to prepare a Pay Policy Statement each year. The Pay Policy Statement must articulate the Council's approach to the remuneration of chief officers on appointment, subsequent progression and any use of bonus or performance related pay. In preparing Pay Policy Statements local authorities must have regard to any guidance issued or approved by the Secretary of State. In preparing this Statement for 2017/18 regard has been had to Guidance issued by the Department for Communities and Local Government.

The purpose of the Statement is to provide transparency with regard to the Council's approach to setting pay for its employees (except staff in schools), in particular its

chief officers. The Pay Policy Statement must be approved by a resolution of Full Council before it comes into force on 1 April each year and must then comply with the Statement for the financial year to which it relates (although amendments may be made to the Statement after the beginning of the financial year to which it relates). Once approved the Statement (or an amended Statement) must be published in such manner as the local authority sees fit which must include publication on the local authority's website.

The Pay Policy Statement must set out the local authority's policies for the financial year 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.

The Statement must set out:

- The definition of 'lowest-paid employees' adopted by the authority for the purposes of the Statement, and
- The authority's reasons for adopting that definition.

The Statement must include the local authority's policies relating to:

- The level and elements of remuneration for each chief officer
- Remuneration of chief officers on recruitment
- Increases and additions to remuneration for each chief officer
- The use of performance-related pay for chief officers
- The use of bonuses for chief officers
- The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- The publication of and access to information relating to remuneration of chief officers.

A Pay Policy Statement for a financial year may also set out the local authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

Updated Pay Policy Statement

The Employment Committee at its meeting on 20 February 2017 will consider a report on the proposed Pay Policy Statement for the financial year 2017/18. A copy of the proposed Pay Policy Statement is presented at Appendix A. The Pay Policy Statement must be approved by the Full Council before it comes into force and the recommendations of the Employment Committee in respect of the proposed Pay Policy Statement will be reported orally at the meeting of Full Council.

The Pay Policy Statement takes account of the recommendations within the Hutton Review of Fair Pay in the Public Sector (March 2011) that 'government should not

cap pay across public services, but should require that from 2011/12 all public service organisations publish their top to median pay multiples each year to allow the public to hold them to account.' The Statement therefore sets out the Council's aim that the pay multiple between the median FTE salary and that of the Chief Executive will not exceed 1:16.

The pay multiple between the 2016 median FTE salary and that of the Chief Executive is 1:10.93, which represents a slight increase from the figure reported in the last Pay Policy Statement.

The Guidance also provides that Full Council should be offered the opportunity to consider salary packages in excess of £100k before any new appointment is made. In this regard the Pay Policy Statement sets out the grading structure for all posts at Director 1 and above. All appointments are currently made in line with this grading structure and any proposal to make a new appointment otherwise than in accordance with it would first be referred to Full Council to consider.

The Full Council is asked to consider the recommendations of the Employment Committee in respect of uplifting the Living Wage rate from 1 April 2017.

Consultations

The proposed Pay Policy Statement for 2017/18 has been shared with the recognised trade unions at the Joint Negotiating and Consultative Forum.

Implications:

This item has the following implications, as indicated:

Risk management

The Full Council is under a statutory duty to agree an annual Pay Policy Statement and this function cannot be delegated.

Financial

There are no direct financial implications arising from the adoption of the Pay Policy Statement.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper	Date	Contact/Tel
Openness and accountability in local pay: Guidance under section 40 of the Localism Act	February 2012	Katie Dunne (01772) 535787
Openness and accountability in local pay: Guidance under section 40 of the Localism Act (Supplementary Guidance)	February 2013	Katie Dunne (01772) 535787
Reason for inclusion in Part II, if appropriate		
N/A		

Annual Pay Policy Statement 2017/18 (The Localism Act 2011)

Introduction

The Localism Act 2011 (the Act) requires the County Council to prepare a Pay Policy Statement each year. The Pay Policy Statement must articulate the Council's approach to a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.

The following Pay Policy Statement has been approved by Full Council and will come into effect from 1 April 2017. This annual Pay Policy Statement will be subject to annual review and approval by Full Council by 31 March each year. In exceptional circumstances the Statement may be reviewed/amended mid-year by the Full Council.

This Statement will be published on the Council's website following each review and approval by Full Council.

The purpose of this Statement is to provide transparency with regard to the Council's approach to setting the pay of its employees (excluding staff working in local authority schools) by identifying:

- The methods by which salaries of all employees are determined;
- The detail and level of remuneration of the Council's most senior staff;
- The remuneration of the Council's lowest-paid employees, and
- The relationship between the remuneration of chief officers and those employees who are not chief officers.

This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Act. Section 40(1) of the Act requires local authorities to have regard to guidance issued by the Secretary of State in performing their functions and approving Pay Policy Statements. In preparing this Pay Policy Statement regard has been had to the Guidance issued by the Department for Communities and Local Government in February 2012 alongside the supplementary guidance issued in February 2013.

1. The Council's Pay and Grading Structure

- 1.1 Section 112 of the Local Government Act 1972 provides that a local authority shall appoint such officers as they think fit for the proper discharge of their functions. Officers so appointed shall hold office on such reasonable terms and

conditions, including conditions as to remuneration, as the local authority thinks fit.

- 1.2 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. The Council will ensure that there is no pay discrimination within its pay and grading structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.
- 1.3 The remuneration of the vast majority of employees of the Council, other than those employee groups set out below, is in accordance with an objectively evaluated grade/role profile as determined under the Council's job evaluation scheme. The evaluated score or grade/role profile will determine the grading level paid within a locally agreed pay spine (the Lancashire Pay Spine (see Annex 1). The Council presently use the Local Government Single Status Job Evaluation Scheme (the NJC scheme) to evaluate posts up to Grade 6 on the Lancashire Pay Spine and the Hay Group Job Evaluation Scheme for other managerial and professional grades.
- 1.4 The following employee groups are not presently paid in accordance with an evaluated grade/role profile determined by the Council, unless employees have subsequently been appointed to a post that is paid in accordance with the Lancashire Pay Spine, and instead nationally or locally determined rates apply:
 - Employees whose pay and conditions are determined by the Soulbury Committee;
 - Employees who have transferred from the NHS to the Council following a TUPE or statutory transfer;
 - Employees who have retained terms and conditions of employment from other employers following a TUPE transfer to the Council.
- 1.5 The Council presently adopts the national pay bargaining arrangements in respect of the revision of pay spines through any agreed annual pay increases negotiated with joint trade unions.
- 1.6 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates. The enhancements to pay and allowances/expenses payable as determined from time to time are provided at Annex 2 (Payable Enhancements) and Annex 3 (Allowances and Expenses) respectively.

- 1.7 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers have discretion to offer a higher scale point to secure the best candidate.
- 1.8 Progression within each grade will normally be by annual increment at 1 April each year subject to the maximum of the grade. However, heads of service have discretion to advance an individual employee's incremental progression within the grade on the grounds of special merit or ability to assist in the retention of able professional or other staff.
- 1.9 Any temporary supplement to the salary scale for the grade for taking on additional duties or responsibilities must be approved in accordance with the Council's agreed policy relating to honoraria payments and acting up allowances.
- 1.10 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

2. Chief Officer Remuneration

- 2.1 The Act defines chief officers as the following (the post titles in brackets identify the relevant posts within the Council):
- The Head of the Paid Service (the Chief Executive);
 - The Monitoring Officer (the Director of Governance, Finance and Public Services);
 - A statutory chief officer (the Director of Adult Services, the Director of Children's Services, the Director of Financial Resources (the Council's s.151 Officer) and the Director of Public Health and Wellbeing).
 - A non-statutory chief officer (the Corporate Director Commissioning and Deputy Chief Executive, Corporate Director Operations and Delivery, and the Director of Development and Corporate Services, and any other postholder reporting directly to or directly accountable to the Chief Executive);
 - A deputy chief officer (all other director grade posts).

- 2.2 The terms and conditions of employment applicable to officers on director grades and above are as determined by the National Joint Council (NJC) for Local Government Services ('Green Book') as amended, supplemented or superseded by decisions on conditions of service made by the Council from time to time and contained within the Council's Personnel Code. This also applies to the Chief Executive with the exception of an additional provision relating to remuneration in relation to acting as returning officer (see below) and a time limited restriction on re-employment.
- 2.3 The Council's pay and grading structure is approved by Full Council. The grade/role profile of each chief officer post has been objectively evaluated using a recognised job evaluation scheme (the Hay Group Job Evaluation Scheme). The evaluated score or grade/role profile will determine the grading level paid within the Lancashire Pay Spine. Salary packages take account of such factors as the requirements of the job, the relative size of the organisation, local and national market rates and the relationship with other posts within the grading structure.
- 2.4 Details of chief officers' basic salaries are set out below (salaries are as applicable at 1 April 2017). A structure chart identifying all posts covered by the statutory definition of chief officer posts is provided at Annex 4.

Chief Executive

The current basic salary package of the post of Chief Executive/Head of Paid Service is £173,417 per annum, is a single, spot salary. The Chief Executive also acts as Returning Officer for all Council elections for which an additional allowance is payable in relation to the overall supervision and ultimate responsibility for the conduct of Council elections.

The fee payable is calculated in accordance with a formula approved by Full Council, currently 15% of the total fees payable to Deputy Returning Officers employed by district councils (which are based on a set amount for each councillor to be elected, currently £71.25). In a contested election, the Council presently has 84 elected members. Elections take place on a 4 year cycle although by-elections may take place at other times.

Corporate Directors

The current basic salary package for posts designated as Corporate Director fall within a range of five incremental points between £121,274 (ED 91) rising to a maximum of £131,798 (ED 95).

Director Grades

The current basic salary package of posts within the Director grades fall within a range of three levels each comprising of five incremental points as set out below:

- Director Grade 1 (D1) - £79,661 (D1 76) rising to £87,440 (D1 80)
- Director Grade 2 (D2) - £89,172 (D2 81) rising to £96,954 (D2 85)
- Director Grade 3 (D3) - £107,111 (D3 86) rising to £117,312 (D3 90)

Officers reporting direct to the Chief Executive, Statutory and Non-statutory Chief Officers

There are currently two officers – one who reports directly to the Chief Executive and the other to the Director of Governance, Finance and Public Services – who meet the statutory definition of non-statutory chief officer, or deputy chief officer, but who are not employed on director grades or chief officer terms and conditions. These posts are identified on the structure chart provided at Annex 4.

2.5 Progression through the grade is by annual increment which normally happens on 1 April each year.

2.6 Salary levels are increased in accordance with any nationally agreed pay settlement negotiated through the NJC for Local Government Services.

2.7 Other remuneration elements

2.7.1 In addition to basic salary, all chief officer posts are entitled to:

- A lease car. The current maximum contribution by the County Council, based on the annual rental payable for any vehicle, is £6,000 (£6,500 for the Chief Executive); or,
- As an alternative to a lease car a chief officer may opt to receive a cash equivalent sum of £5,300 per annum (as at 1 April 2017) (this sum is subject to annual review);
- The council operates a policy of reimbursing the membership fees incurred by a chief officer in relation to membership of a professional body;
- Official business mileage undertaken by chief officers is reimbursed at the prevailing advisory rate set by HMRC in relation to company cars. This rate is calculated on the basis that it does not include any taxable profit and no National Insurance Contribution liability as the rate is intended to reflect actual fuel costs.
- Other allowances and expenses which chief officers may claim are as set out within the list provided at Annex 3 (Allowances and Expenses). The

allowances and expenses which may be claimed are as applicable to other employees of the Council.

- Chief Officers are not permitted to claim any payable enhancements as documented at Annex 2 (for example, planned overtime payments or enhancements for weekend working).

2.7.2 To meet specific operational requirements it may be necessary in exceptional circumstances for an individual to temporarily take on additional duties or responsibilities. Where this is necessary and justified a temporary supplement to the salary scale for the grade must be approved in accordance with the Council's agreed policy relating to honoraria payments and acting up allowances.

2.8 Performance related pay/bonus scheme

With the exception of progression through the incremental scale of the relevant grade, the level of remuneration is not variable or dependent upon the achievement of defined targets.

The Council does not operate a performance related pay scheme in relation to its chief officers nor does it pay bonuses or any other cash incentive.

2.9 Recruitment of Chief Officers

2.9.1 The Council has delegated the appointment and dismissal of the Chief Executive, Corporate Directors, Monitoring Officer and Chief Financial Officer, collectively referred to as 'senior officers' to the Employment Committee. The Committee is also responsible for the appointment of officers to the statutory roles of Director of Children's Services, Director of Adult Services and Director of Public Health and Wellbeing. The Chief Executive and other senior officers may appoint and dismiss directors reporting to them in accordance with the Council's procedures.

2.9.2 When recruiting to all chief officer posts the Council is required to comply with the statutory requirement that no appointment or dismissal (including dismissal by reason of redundancy) may proceed until all cabinet members have been notified of the proposed appointment or dismissal to allow them the opportunity to object. Where the Committee is appointing or dismissing the Chief Executive, the Monitoring Officer or the Director of Financial Resources, the Full Council must also approve the appointment or dismissal before an offer of appointment is made or notice of dismissal is given.

- 2.9.3 Remuneration on appointment is fixed by the Employment Committee at a scale point within the evaluated grade for the post, having regard to the qualifications and experience of the successful candidate.
- 2.9.4 Relocation allowances paid to chief officers are in accordance with the Council's Relocation Allowances scheme which applies to permanent employees (and fixed term appointments of two years or more) who are appointed as a result of external advertisement, and who are obliged to relocate their place of residence as a direct result of taking up their initial appointment with the Council. The maximum amount payable under the Relocation Scheme is £6,726 net of VAT (as at 1 April 2016) plus an additional discretionary element of £2,000 is payable in exceptional circumstances. The Employment Committee have further discretion to agree to relocation allowances outside the provisions of the Relocation Scheme where they consider this to be reasonable and appropriate.
- 2.9.5 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'. These will be sourced through an appropriate procurement process ensuring that the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In making such assessments it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals. If a worker uses an intermediary personal service company for assessing their tax and national insurance liability under the IR35 rules, responsibility for this will pass to the Council, along with responsibility for deducting and paying the correct tax, under new Government reforms from April 2017.

2.10 Payments on Termination of Employment

- 2.10.1 The Council's policies in relation to redundancy payments and early retirement are set out respectively within its Employer Discretions Policy, Redundancy Payments Scheme, Early Retirement and Business Efficiency (Early Retirement) Policies. The Council's policy in relation to payments on termination is as summarised below:

Under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council applies its discretion (Regulation 5) in the case of voluntary redundancy to base any payments on an employee's actual week's pay. Under Regulation 6, the Council makes voluntary redundancy payments based upon the statutory redundancy payments scale with the entitlement in terms of the number of

weeks payable being multiplied by a factor of 1.4 (as at 1 April 2017), subject to a maximum of 42 weeks. Compulsory redundancy payments are based upon the statutory redundancy payments scale only.

Under Regulation 31 of the Local Government Pension Scheme Regulations 2013, the Council may award additional pension of not more than £6,500 a year (as at 1 April 2017) in exceptional and justifiable circumstances.

2.10.2 The Council does not operate a policy of making any specific or general payment to its chief officers on their ceasing to hold office or to be employed by the Council but it may, where appropriate, agree to waive contractual notice.

2.10.3 Any other forms of severance payment falling outside these provisions must be authorised by or on behalf of the Full Council.

2.11 Tax avoidance measures

All chief officers are remunerated via monthly salary payments. Appropriate tax and national insurance deductions are made in accordance with HMRC regulations and there are no arrangements in place for the purpose of minimising tax payments.

3. Lowest Paid Employees

3.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time equivalent (37 hours) salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure (the Lancashire Pay Spine).

3.2 With effect from 1 April 2014 the Council became a Living Wage employer. From 1 April 2017 all employees will be paid a minimum of £8.45 per hour, which is the equivalent of £16,303 per annum. (This excludes staff in schools, as the decision as to whether to adopt the Living Wage sits with the individual Governing Body of each school). The Council has committed to adjusting its Living Wage rate within six months of the national rate being updated, subject to Full Council approval.

3.3 As at 1 April 2017, the lowest grading level within the Lancashire pay spine is the Foundation Living Wage (FLW), which encompasses a single point of £16,303 per annum.

4. The relationship between the remuneration of chief officers and those employees who are not chief officers.

- 4.1 The relationship between the rate of pay for the lowest paid and chief officers is determined by the job evaluation process used for establishing the grading of posts and grade/role profiles as set out earlier in this Policy Statement.
- 4.2 Local authorities are recommended to publish the pay multiple between the highest paid employee and the median average earnings across the organisation. The current pay levels within the Council define the multiple between the average full time equivalent salary (excluding chief officer posts) and the Chief Executive as being:

Median average 1:10.93 (figures based upon 2016 median average FTE salary of £16,191 and Chief Executive's salary of £177,000 (including cash equivalent lump sum).

- 4.3 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. In addition, upon the annual review of this Statement, the Council will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local authorities. The Council's policy aim is for the multiple between the median salary and that of the highest paid officer to not exceed 1:16 (currently 1:10.93, based on 2016 salary data).

5. Accountability and Decision Making

The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 prescribe certain functions that may not be exercised by a local authority's executive (cabinet or cabinet member) and includes the power to appoint staff and to determine the terms and conditions on which they hold office, including procedures for their dismissal. These functions must therefore be exercised by the Full Council or delegated by the Full Council to a committee or officer.

The Local Authorities (Standing Orders) (England) Regulations 2001 and Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 provide that the functions of dismissal of, and taking disciplinary action against, a member of staff must be discharged by the head of the paid service (the Chief Executive) or an officer nominated by him/her. However, this provision does not apply to the posts identified in paragraph 2.1 above (chief officers) and the Council's constitution currently provides that these functions in relation to the Chief Executive and some other senior posts are discharged on behalf of the Full Council by the Employment Committee (subject to the requirements set out in paragraph 2.9.1 and 2.9.2 above).

The Employment Committee was established by Full Council to discharge all functions in relation to the terms and conditions of employment of all staff including chief officers.

Section 42 of the Act provides that the function of approving an Annual Pay Policy Statement may not be delegated to a committee, therefore the function of the Employment Committee in this regard is to recommend a Pay Policy Statement to Full Council for approval.

6. Re-employment / Re-engagement of former Chief Officers

- 6.1 The Council in its role as administrator of the Lancashire Pension Fund has adopted a policy for scheme employers participating in the Lancashire Pension Fund regarding re-employment within local government or by an employer who offers membership of the Local Government Pension Scheme (LGPS). Under the policy only members in receipt of ill health pensions will be subject to abatement where, accounting for the effect of index linking, the aggregate of the pension and the earnings in the new employment exceed the rate of pay on leaving the first employment. However, any benefits built up from 1 April 2014 within the LGPS are unaffected by the effect of any re-employment.
- 6.2 In addition to the policy highlighted above, re-employed pensioners who have previously retired on redundancy or efficiency grounds before October 2006 and been awarded compensatory added years, are also subject to abatement. This abatement applies only to the benefits which are payable in relation to the added years awarded. The benefits are adjusted where the aggregate of the pension and the earnings in the new employment exceed the rate of pay on leaving the first employment. There is no discretion for the Council as administrator of the Lancashire Pension Fund on whether or not they apply this particular abatement in respect of benefits payable as a result of the previous award of compensatory added years.
- 6.3 It is a condition of the Council's Redundancy Procedure that employees wishing to apply for voluntary redundancy must agree in writing that they will not apply for future employment with the Council for a period of three years following the date of the termination of their former employment.
- 6.4 The Council will not re-engage as a chief officer under a contract for services any former employee of the Council who, on ceasing employment with the Council, was in receipt of a severance payment, a redundancy payment or a pension from the Council for a period of three years following the date of the termination of their former employment.

7. Pension Contributions

- 7.1 Where employees become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The rate effective from 1 April 2014 (set at 31 March 2013) is 12.6%.
- 7.2 The employee contribution rates for members of the Local Government Pension Scheme are reviewed on 1 April each year. The rates as effective from 1 April 2016 are as set out below:

<u>Pensionable pay range</u>	<u>Employee Contribution Rate</u>
Up to £13,600	5.5%
£13,601 to £21,200	5.8%
£21,201 to £34,400	6.5%
£34,401 to £43,500	6.8%
£43,501 to £60,700	8.5%
£60,701 to £86,000	9.9%
£86,001 to £101,200	10.5%
£101,201 to £151,800	11.4%
More than £151,800	12.5%

NHS Pension Scheme (applicable to those employees who are able to retain membership of the NHS Pension Scheme) – 2015/16 through to 2018/19 rates

<u>Full Time Equivalent Salary</u>	<u>Employee Contribution Rate</u>
Up to £15,431.99	5.0%
£15,432.00 to £21,477.99	5.6%
£21,478.00 to £26,823.99	7.1%
£26,824.00 to £47,845.99	9.3%
£47,846.00 to £70,630.99	12.5%

£70,631.00 to £111,376.99	13.5%
£111,377.00 and over	14.5%

From 1 April 2015, the employer contribution rate for scheme years 2015/16 through to 2018/19 is 14.3%.

SCP	£ (Annual)	Monthly Salary	Hourly Rate	Grades	Notes
6	15,014	1,251	7.78	Grade 1 164 - 229 NJC points	Only to be used for apprentice posts
				Grade 2 230 - 254 NJC points	
FLW	16,303	1,359	8.45	FOUNDATION LIVING WAGE (FLW)	Minimum pay level for all other posts
12 (FLW)	16,303	1,359	8.45	FLW Grade 3 255 - 299 NJC points	Grade 4 300 - 359 NJC points
13	16,491	1,374	8.55		
14	16,781	1,398	8.70		Grade 5 360 - 419 NJC points 158 - 186 Hay points
15	17,072	1,423	8.85		
16	17,419	1,452	9.03		Grade 6 420 - 479 NJC points 187 - 222 Hay points
17	17,772	1,481	9.21		
18	18,070	1,506	9.37		Grade 7 480 - 539 NJC points 223 - 264 Hay points
19	18,746	1,562	9.72		
20	19,430	1,619	10.07		Grade 8 540 - 599 NJC points 265 - 313 Hay points
21	20,138	1,678	10.44		
22	20,661	1,722	10.71		Grade 9 600 - 659 NJC points 314 - 373 Hay points
23	21,268	1,772	11.02		
24	21,962	1,830	11.38		Grade 10 660 - 719 NJC points 374 - 443 Hay points
25	22,658	1,888	11.74		
26	23,398	1,950	12.13		Grade 11 720 - 779 NJC points 444 - 526 Hay points
27	24,174	2,015	12.53		
28	24,964	2,080	12.94		Grade 12 780 - 849 NJC points 527 - 645 Hay points
29	25,951	2,163	13.45		
30	26,822	2,235	13.90		Not Used
31	27,668	2,306	14.34		
32	28,485	2,374	14.76		Grade 13 850 - 909 NJC points 646 - 765 Hay points
33	29,323	2,444	15.20		
34	30,153	2,513	15.63		Grade 14 910 - 969 NJC points 766 - 909 Hay points
35	30,785	2,565	15.96		
36	31,601	2,633	16.38		Not Used
37	32,486	2,707	16.84		
38	33,437	2,786	17.33		Not Used
39	34,538	2,878	17.90		
40	35,444	2,954	18.37		Not Used
41	36,379	3,032	18.86		
42	37,306	3,109	19.34		Not Used
43	38,237	3,186	19.82		
44	39,177	3,265	20.31		Not Used
45	40,057	3,338	20.76		
46	41,025	3,419	21.26		Not Used
47	41,967	3,497	21.75		
48	42,899	3,575	22.24		Not Used
49	43,821	3,652	22.71		
50	44,757	3,730	23.20		Not Used
51	45,727	3,811	23.70		
52	46,646	3,887	24.18		Not Used
53	47,597	3,966	24.67		
54	48,552	4,046	25.17		Not Used
55					
56					Not Used
57					
58	53,730	4,478			Not Used
59	54,741	4,562			
60	55,756	4,646			Not Used
61	56,383	4,699			
62	57,489	4,791			Not Used
63	58,594	4,883			
64					Not Used
65					
66					Not Used
67	63,349	5,279			
68	64,568	5,381			Not Used
69	65,781	5,482			
70	66,767	5,564			Not Used
71	68,109	5,676			
72	69,445	5,787			Not Used
73					
74					Not Used
75					
76	79,661	6,638			Not Used
77	81,603	6,800			
78	83,550	6,963			Not Used
79	85,495	7,125			
80	87,440	7,287			Not Used
81	89,172	7,431			
82	91,119	7,593			Not Used
83	93,065	7,755			
84	95,012	7,918			Not Used

85	96,954	8,080			
86	107,111	8,926			
87	109,661	9,138		D3	
88	112,211	9,351			
89	114,761	9,563		1195 - 1339 Hay points	
90	117,312	9,776			
91	121,274	10,106			ED
92	123,908	10,326			
93	126,537	10,545			1340 - 2060 Hay points
94	129,169	10,764			
95	131,798	10,983			
96	173,417	14,451		CE	

01-Apr-17

Payable Enhancements

The following pay elements replace those contained within national agreements relating to the NJC for Local Government Services (Part 3, Section 2 'Working Arrangements') and the JNC for Local Authority Craft and Associated Employees.

Element	Rate Payable	Additional information
Extra Duty - additional hours (below 37hpw)	Plain time	
Overtime - additional hours (above 37hpw)	Time + 25% Time + 33% (contractual overtime rate)	Employees graded above Scp 26 will be granted TOIL. In exceptional circumstances, see 'Planned Overtime' below. Where employees are called upon to return to work, see arrangements below.
Night Work	Time + 25%	Payable between the hours 11pm and 8am subject to start time being before 6am. See definition below.
Weekend Work	Time + 25% Time + 33% (contractual weekend rate)	Payable where required to work Saturday and Sunday as part of normal working week (i.e. not where this is overtime).
Bank Holidays and Extra Statutory Days	Time + 50% In addition, at a later date, time off with pay shall be allowed as follows: Time worked less than half the normal working hours on that day - Half Day. Time worked more than half the normal Working hours on that day - Full Day.	Payable for hours worked from midnight until 23.59 hours. See arrangements below for bank holidays that fall on a Saturday or Sunday over the Christmas and New Year period.

Shift Work – rotating shift/alternating shift	Time + 10%	Criteria to be met to qualify for payment set out below.
Split daily shifts (Split Duty)	Additional 5p per hour	See definition below.
Standby payments	<p>Full week outside normal working hours – 20% enhancement on basic weekly pay subject to a minimum payment of £125.</p> <p>For periods of less than one week:</p> <p>Mon/Fri – enhancement based on 2% of a week's basic pay or a minimum payment of £13.89 whichever is the greater.</p> <p>Sat/Sun – enhancement based on 2% of a week's basic pay or a minimum payment of £13.89 whichever is the greater for each 12 hour period of duty.</p> <p>50% enhancement on rates outlined above for work on a bank holiday or extra- statutory days.</p>	<p>Where task undertaken has been evaluated then 20% of rate for the job is payable subject to a minimum payment of £125 per week.</p> <p>If called out, contractual overtime rates apply (see above).</p> <p>Employees graded above Scp 54 (or equivalent) will not be eligible to receive standby payments.</p> <p><u>Payment for Rostered Emergency Duty Scheme</u></p> <p>Employees who are designated by services to provide a guaranteed level of emergency cover in order to meet the requirements of the national standards for the Emergency Planning function will receive standby payments where they are required to provide a full week of emergency contact duty outside normal working hours.</p>
Emergency Call Out	Overtime rates payable (see above). Minimum 2 hours' payment will apply.	
First Aid payment	<p>Designated First Aider - £104 per annum.</p> <p>Designated deputy First Aider - £52 per annum.</p>	Not payable where requirement to provide first aid forms a part of core duties as this accounted for in the grade for the job.
Sleeping-in Duty Payment	£34.68	NJC rates apply.

		Rate with effect from 1 April 2017.
Tool Allowance	£7.24 per week	Lancashire agreed term and condition, increased in line with NJC for Local Government Services pay awards. Rate wef 1 April 2017.

Planned Overtime:

A Chief Officer may approve in advance, and in exceptional recorded circumstances, the working of planned overtime for a period not exceeding six months in any financial year in respect of specified groups of employees who do not qualify for overtime payments, subject to the availability of sufficient budgetary resource.

Remuneration for planned overtime will be at the rate of time + 25% related to Scp 26, or at plain time rates relative to the employee's personal salary, whichever is the greater.

If, exceptionally, an employee is required to work planned overtime on a Statutory or Extra Statutory Holiday, remuneration will be at the rate of time + 50% related to Scp 26 or at plain time rates relative to the employee's personal salary, whichever is the greater.

Employees Called Upon to Return to Work:

Employees graded Scp 26 and below who are called upon to return to work outside their normal working hours in certain prescribed emergency situations, including the activation of intruder alarm systems, will receive a minimum payment of 2 hours at the overtime rate appropriate to the particular day, together with the payment of appropriate travelling expenses (including taxi fares, where necessary).

In non-emergency situations, normal overtime or time off arrangements will apply.

Employees paid above Scp 26 who are called upon to return to work in certain prescribed emergency situations, including the activation of intruder alarm systems, would receive a minimum payment per occasion of 2 hours at planned overtime rates. Appropriate travelling expenses are payable, with time in excess of 2 hours being calculated on the basis of the elapsed period between departure from home and arrival back home.

Night Work:

Employees who work at night as part of their working week are entitled to receive an enhancement of 25% for all hours worked between 11pm and 8am subject to the start time being before 6am.

The night work enhancement shall be payable, where appropriate, in addition to the enhanced rates of pay, for work, as part of the normal working week, on Saturday and on Sunday. The night work allowance does not apply to shift workers.

Shift Working:

'Shift Worker' means an employee who works on rotating shifts in immediate succession normally covering a period of twenty four hours or on alternating shifts either in immediate succession or overlapping but covering a portion of twenty four hours only. In both cases, the enhancement is only payable where an employee covers all shifts.

A rotating shift enhancement of 10% will be payable where:

- The total period covered by the shift is 18 hours or more;
- At least four hours are worked between 8pm and 6am;

An alternating shift enhancement of 10% will be payable where:

- The total period covered by the shifts is 11 hours or more;
- There are at least four hours between the starting time of the earliest and latest shifts;
- The number of 'normal office hour' shifts does not exceed one half (i.e. 1 in 2) of the total number of shifts. Normal office hours will be as determined by the Service concerned.
- The shift pattern must vary by at least 33.3% (i.e. 1 in 3 shifts must vary).

Split Duty:

Employees, whose normal daily duty necessitates more than one attendance with a continuous break between attendances of not less than two hours, including the normal break, shall be paid an additional 5p per hour for all hours worked during such spread over duty. The payment shall not be taken into account in calculating payments in respect of overtime and shall not apply to employees called upon to return to work or employees engaged on night work.

Bank Holidays Falling on a Saturday or Sunday over the Christmas and New Year Period:

The following arrangements will apply where a bank holiday falls on a Saturday or Sunday over the Christmas and New Year period:

- Where employees are required to work on either the bank holiday as it falls or on the substitute public holiday they will receive bank holiday pay and time off with pay at a later date (in line with the arrangements above) for working on

the actual bank holiday, and no bank holiday pay but time off with pay at a later date for working on the substitute day.

- Where employees are required to work on both the bank holiday as it falls and on the substitute public holiday they will receive bank holiday pay and time off with pay at a later date (in line with the arrangements above) for working on the actual bank holiday, and no bank holiday pay or time off with pay at a later date for working on the substitute day.

Allowances and Expenses

Type of Allowance or Expense	Amount or Rate Payable	Effective Date	Additional Information
Subsistence allowances (L.Ag)	<p>The maximum amounts that can be claimed are as follows :</p> <p>Breakfast - £7.09</p> <p>Lunch - £7.29</p> <p>Dinner/Evening Meal - £12.07</p>	<p>1 April 2016</p> <p><u>Note:</u> These allowances will be increased as from 1 April each year by the annual increase in the Retail Price Index (RPI) published in the preceding November.</p>	<p>Subsistence allowances will be payable to employees who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure.</p> <p>Subsistence allowances will only be payable when an individual travels outside the boundaries of Lancashire (for this purpose the boroughs of Blackburn with Darwen and Blackpool will be regarded as being within the Lancashire boundary).</p> <p>Receipts for the full amount paid are required in respect of all claims.</p> <p>See Requirements to Qualify for Meal Allowances guidance for further details.</p>
Meal charges for residential and allied staff (resident and non-resident staff) (N.Ag)	<p>Breakfast - £0.97</p> <p>Dinner/Main Meals - £1.67</p> <p>Tea - £0.47</p> <p>Snack Supper - £0.77</p> <p>-----</p> <p>Total - £3.88</p> <p>For ease of administration, these rates may be used on the following basis:</p> <p>Weekly - £27.38</p> <p>Monthly - £118.70</p> <p>Per Annum - £1,424.42</p>	<p>1 April 2016</p> <p><u>Note:</u> These charges are reviewed annually in line with movements in the appropriate sectors of the RPI.</p>	<p>The Green Book (Part 3 Paragraph 8) provides that arrangements in the former APT & C and Manual national agreements in relation to (i) free meals and (ii) accommodation and meal charges will remain in place unless and until alternative arrangements are agreed locally.</p>
Overnight allowance	In exceptional circumstances,	1 April 2016	Wherever possible overnight accommodation will be booked and

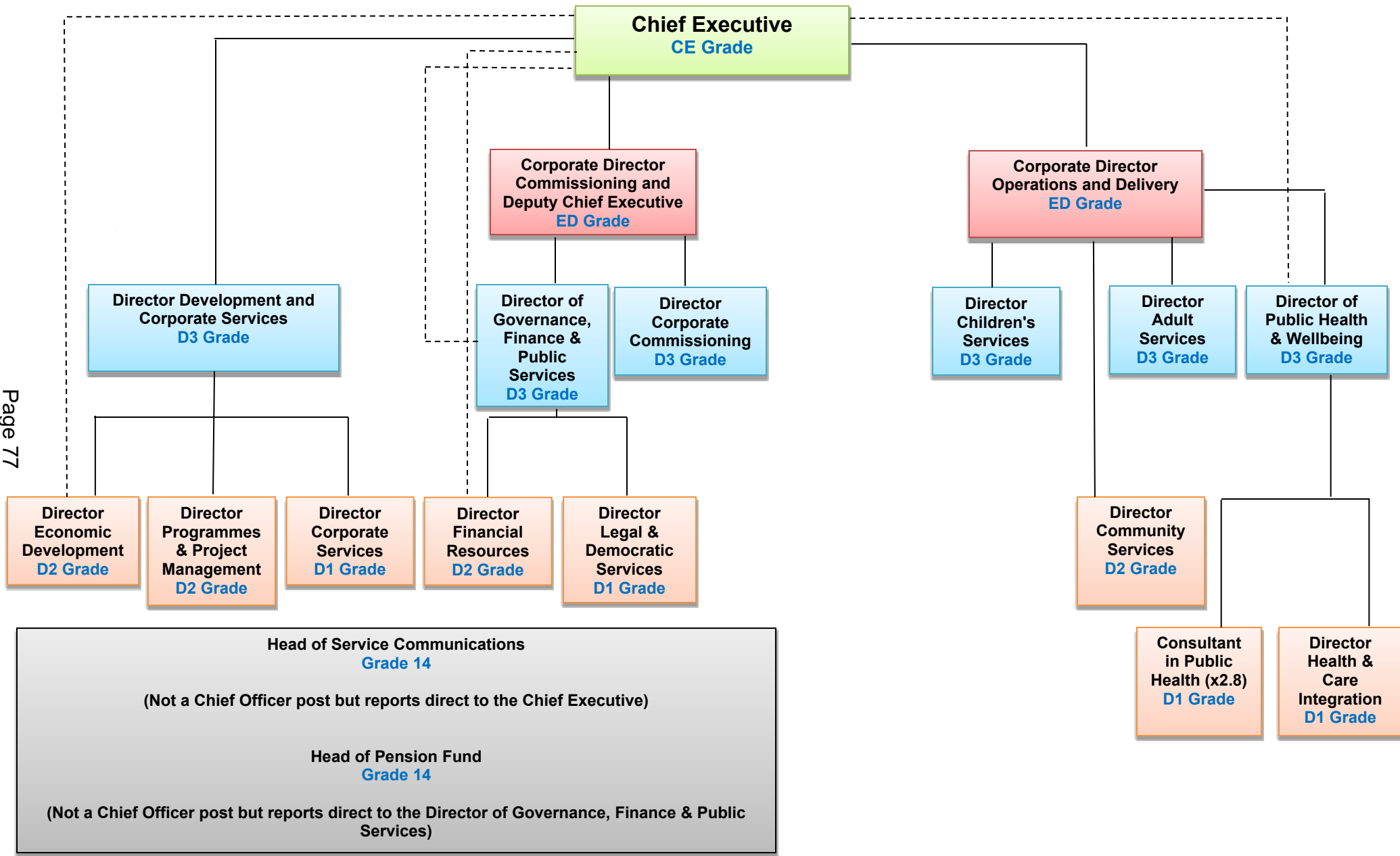
(including London) (CCAP)	<p>where it is not possible for the County Council to make a direct booking, the actual <u>receipted cost</u> of accommodation, including breakfast, will be reimbursed subject to the following maximum limits:</p> <p>On business in London - £147.15</p> <p>On business outside London - £128.13</p>	<p><u>Note:</u> These allowances are linked to the Members' Allowance Scheme agreed by the County Council and will be updated in line with that scheme.</p>	<p>paid for by the County Council either directly or via Business Travel Plus. Normal subsistence allowance arrangements will apply in relation to any meals not provided.</p> <p>See <u>Overnight Allowance</u> guidance for further details.</p>
Expenses where employees are travelling outside Great Britain (CCAP)	<p>See <u>Expenses where Employees are Travelling Outside Great Britain</u> guidance for further details in respect of claiming for accommodation, travel (to/from the country) and hospitality.</p> <p>For all other expenses, including travel whilst abroad and subsistence expenses, a flat rate of £79.00 per day should be claimed and invoices/receipts need not be produced.</p>	<p>Flat rate amount effective from 1 April 2016.</p> <p><u>Note:</u> The flat rate amount will be increased from 1 April each year by the annual increase in the RPI published in the preceding November.</p>	<p>The following arrangements apply in respect of employees travelling outside Great Britain in connection with their official duties.</p> <p>For these purposes travel to Northern Ireland, the Isle of Man and the Channel Islands qualifies for payment of the allowance.</p>
Relocation allowances (CCAP)	<p>Up to a maximum of £6,726 (net of VAT).</p> <p>The maximum allowance payable to any appointed employee will be the maximum allowance operating at the date of their appointment.</p>	<p>1 April 2016</p> <p><u>Note:</u> The revised allowance will operate from 1 April each year and will be based on the annual percentage increase in the RPI as at the preceding January.</p>	<p>Heads of Service may authorise the payment of relocation allowances.</p> <p>See <u>Relocation Allowance Scheme</u> for further details.</p>
Mileage allowances (L.Ag)			

<p><u>Business mileage</u></p>	<p><u>Car Users</u></p> <p>45.0p per mile for the first 10,000 business miles in the tax year. 25.0p per mile for each business mile over 10,000 in the tax year.</p> <p><u>Motorcycles</u></p> <p>24.0p per mile.</p> <p><u>Bicycles</u></p> <p>20.0p per mile.</p> <p><u>Car Contract Hire Users</u></p> <p>Variable. See 'Additional Information' (opposite).</p>	<p>1 July 2012</p> <p><u>Note:</u> These rates will be updated in line with any changes to the HMRC rates.</p> <p>1 April 2012</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Car, Motorcycle and Bicycle Users</u></p> <p>Business mileage is reimbursed at the HMRC approved mileage rates.</p> <p><u>Car Contract Hire Users</u></p> <p>Business mileage for car contract hire users (including all employees graded Director 1 and above on the Lancashire Pay Spine in receipt of a lease car or cash equivalent sum) is reimbursed at the HMRC advisory fuel rates for company cars, details of which can be found at https://www.gov.uk/government/publications/advisory-fuel-rates.</p> <p>This mileage rate will apply to all mileage undertaken by car contract hire users.</p>
<p><u>Training mileage</u></p>	<p><u>Car Users</u></p> <p>11.0p per mile.</p> <p><u>Motorcycles</u></p> <p>11.0p per mile.</p>	<p>1 September 2016</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Training Mileage</u></p> <p>The training mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at https://www.gov.uk/government/publications/advisory-fuel-rates.</p>

<u>Excess travel mileage</u>	<u>Car Users</u> 11.0p per mile. <u>Motorcycles</u> 11.0p per mile.	1 September 2016 <u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.	<u>Excess Travel Mileage</u> Excess travel mileage is the difference in mileage between home and current workbase and home to new workbase. See Excess Travel Policy for further details. The excess travel mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at http://www.gov.uk/government/publications/advisory-fuel-rates . Excess travel will not be included in the calculation of the business mileage threshold for car users.
Travelling expenses for medical examinations (N.Ag)	See 'Excess Travel Mileage Rate' (above)	1 July 2012	When employees have travelled to attend medical examinations at the Authority's request reimbursement will, depending upon the mode of travel, either be at the appropriate public transport rate or at the prevailing mileage rate applicable for excess travel.
DSE users – reimbursement of cost of eyesight tests and spectacles (CCAP)	The maximum amount of reimbursement is: For eyesight tests - £19.90 For spectacles - £49.00	5 February 2014	See DSE Guidance on Eye and Eyesight Tests .
Allowances for first aid qualifications (CCAP)	For designated first aid representatives - £104 per annum For designated deputy first aid representatives - £52 per annum This allowance will not be payable where the requirement to hold a first aid qualification forms part of an employee's core duties and responsibilities.	N/A	Heads of Service have delegated authority to approve the number of first aiders and the payment of the appropriate First Aid allowance. See Guidance on the Health and Safety (First Aid) Provision .
Payment of	Cost of prescription/Hepatitis 'B'	N/A	Reimbursement of prescription charges is available for inoculation

prescription charges for inoculation against Hepatitis 'B' (L.Ag)	inoculation.		against Hepatitis 'B', on the recommendation of a General Practitioner following medical assessment, for employees whose work brings them into contact with Hepatitis 'B'.
Laundry expenses – income tax relief (CCAP)	Tax relief – claim to be submitted to HM Revenue and Customs.	N/A	Where employees are issued with items of uniform/protective clothing that the County Council expects the employee to launder at regular intervals for reasons of cleanliness, hygiene, safety or appearance, the HR Service will provide individual employees with a standard letter (on request) that they can then use to make a claim to HM Revenue and Customs for tax relief.
Long service award (CCAP)	Up to a maximum of £271.00 (excluding VAT)	1 July 2015 <u>Note:</u> This amount will be increased in value every two years in line with inflation.	See Recognition of Long Service Policy for further details.
Professional body membership fees	For employees graded Director 1 and above on the Lancashire Pay Spine: Cost of professional body membership fee, expenses and paid leave of absence in connection with membership and attendance at meetings of one professional body (not a trade union or an organisation that has the objectives of a trade union). In addition, the Chief Executive may approve the payment of one additional fee to a separate body where it is considered to be in the interest of the County Council for membership to be maintained. In the case of the Chief Executive,	N/A	This is a former Chief Officer term and condition of employment and as such only applies to employees graded Director 1 and above on the Lancashire Pay Spine. Membership of the professional body and attendance at the meetings must be seen as being beneficial to the County Council.

	the payment of an additional fee would be at the discretion of the Leader of the Council.		
Returning officer fee (CCAP)	<p>Applies to the Chief Executive only:</p> <p>The fee payable is calculated in accordance with a formula approved by Full Council, currently 15% of the total fees payable to Deputy Returning Officers employed by District Councils (which are based on a set amount for each councillor to be elected, currently £71.25).</p>	N/A	The Chief Executive acts as Returning Officer for all Council elections. This additional allowance is payable in relation to the overall supervision and ultimate responsibility for the conduct of Council elections.



Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Director of Financial Resources

Part A

Electoral Division affected:
All

Financial Threshold for Key Decisions

Contact for further information:

Neil Kissock, Tel: (01772) 536154, Financial Resources
neil.kissock@lancashire.gov.uk

Executive Summary

The Council is required, each year, to specify the financial threshold above which decisions should be treated as Key Decisions as defined in Standing Order 25(1).

Recommendation

It is recommended that the Full Council confirms that the financial threshold for Key Decisions, for the purposes of Standing Order 25(1), should be increased to £1.5m for 2017/18.

Background and Advice

Standing Order 25(1) defines a Key Decision of the Cabinet/Cabinet Member for the purpose of the requirement for the County Council to publish details of a Key Decision at least 28 clear days before the decision is due to be taken.

A key decision means an executive decision which is likely:

- (a) to result in the council incurring expenditure which is, or the making of savings which are significant having regard to the council's budget for the service or function which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the council.

In the case of (a), a domestic decision with a significant financial impact on the County Council, the current threshold is £1.4m.

The Council is required, by number 13 in its list of functions in the Constitution, to “specify, before the beginning of each financial year, the amounts of expenditure and savings that shall be regarded as significant for the purposes of Standing Order 25(key decisions).”

The Director of Financial Resources has, in consultation with the Chief Executive, reviewed the financial threshold for key decisions. The current threshold (£1.4m) was approved by the Full Council in 2012 and the Full Council has subsequently agreed to keep the threshold at that value as the effects of inflation had not had a material effect on the value of the threshold. The recommendation arising from the review is that the threshold should be increased to reflect the cumulative effect of inflation since the current threshold was approved in 2012. It is proposed, therefore, that the threshold for 2017/18 should be £1.5m reflecting the cumulative effect of inflation since the threshold was last amended.

Consultations

The Director of Financial Resources has liaised and consulted with Democratic Services.

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
Lancashire County Council Constitution		Chris Mather/ (01772) 533559

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
None;

Report of the Audit and Governance Committee - County Council's Financial Regulations

(Annex 1 refers)

Contact for further information:

Samantha Parker, Tel: (01772) 538221, Democratic Services Officer,
sam.parker@lancashire.gov.uk

Executive Summary

This report presents the recommendation of the Audit and Governance Committee made at its meeting on 30 January 2017 to Full Council for consideration, in relation to the Financial Regulations.

Recommendation

Full Council is asked to consider the recommendation of the Audit and Governance Committee to approve the proposed revised Financial Regulations as presented.

Background and Advice

Attached at Annex 1 is the report 'Financial Regulations' considered by the Audit and Governance Committee at its meeting on 30 January 2017.

At that meeting, the Audit and Governance Committee resolved that Full Council be recommended to approve the proposed revised Financial Regulations as presented at Appendix 'A' to the report to the Committee. The Financial Regulations form part of the Council's constitution.

Full Council is therefore asked to consider the recommendation. The revised Financial Regulations are attached for the purpose of this report to Full Council.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper	Date	Contact/Tel
Agenda and minutes of the Audit and Governance Committee	30 January 2017	Samantha Parker/ (01772) 538221

Reason for inclusion in Part II, if appropriate

N/A

Audit and Governance Committee

Meeting to be held on Monday, 30 January 2017

Electoral Division affected: (All Divisions)

Financial Regulations (Appendix 'A' refers)

Contact for further information:

Neil Kissock, Director of Financial Resources, Tel: 01772 536154,

neil.kissock@lancashire.gov.uk

Executive Summary

The Council's Financial Regulations provide the framework for managing the Council's financial affairs and form part of the County Council's Constitution. They seek to ensure that the Council conducts its affairs in a way that complies with specific statutory provisions, generally accepted accounting principles and professional good practice.

The revised Financial Regulations are set out at Appendix 'A'.

Recommendation

The Committee is requested to consider the proposed revisions to the Financial Regulations and agree that the revised Financial Regulations at Appendix 'A' be submitted to Full Council for approval.

Background and Advice

Lancashire County Council is responsible for many millions of pounds of public money and has a number of statutory responsibilities in relation to its financial affairs under the following Acts:

- The Local Government Act 1972
- Local Government Finance Act 1982
- The Accounts and Audit Regulations 2015
- The Local Audit and Accountability Act 2014

The Financial Regulations provide the framework for managing the Council's financial affairs. They identify the financial responsibilities of Members and Officers of the Council.

The Council's Financial Regulations have been updated to reflect changes in the Council's operating arrangements. The revised Financial Regulations are set out at Appendix 'A'.

The main changes to the Financial Regulations are detailed below:

- Removal of references to the Lancashire County Commercial Group (LCCG);
- Replace references to 'County Treasurer' with 'Chief Finance Officer';
- Replace references to 'Chief Officers' with 'Heads of Service/Directors';
- Increase the limits relating to capital variations from '10% of the amount approved for the scheme or £40,000 (whichever is the lower)' to '20% of the amount approved for the scheme or £100,000 (whichever is the lower)' (paragraph 2.8);
- Increase the limit in respect of the capital post-completion statement from £70,000 to £1,000,000 (paragraph 2.11);
- Increase the financial limits for the Scheme of Virement from '5% of the gross expenditure or £140,000 (whichever is the lower)' to '10% of the gross expenditure or £250,000 (whichever is the lower)' (paragraph 2.17);
- Inclusion of sections relating to:
 - i. Maintenance of Reserves
 - ii. Treatment of Year End Balances
 - iii. Financial Implications of Reports
 - iv. Taxation

The Financial Regulations will be supplemented by Financial Regulations Guidance Notes and detailed Financial Procedure Rules based on the Chartered Institute of Public Finance and Accountancy (CIPFA) best practice. These are designed to help users understand the implications and support implementation of the Financial Regulations. The guidance notes are not required to be agreed by Full Council and will be issued following approval of the Financial Regulations.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

All members and officers have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the

use of all Council resources is legal, is properly authorised and provides value for money.

Legal

As set out in the report.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
N/A	N/A	N/A
Reason for inclusion in Part II, if appropriate		
N/A		

Financial Regulations

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Financial Regulations

1. Financial Accountabilities and Management

- 1.1. The Chief Finance Officer shall be the officer charged with the responsibility for the proper administration of the County Council's financial affairs and for acting as financial adviser to the Full Council, the Cabinet, individual Cabinet Members and Committees.
- 1.2. All money in the hands of the Council shall be under the control of the Chief Finance Officer who is the officer designated for the purposes of Section 151 of the Local Government Act 1972.
- 1.3. All accounts and financial records shall be kept in a form approved by the Chief Finance Officer who will also be responsible for the submission of all claims for grant to Government Departments and other public bodies, and for exercising a current supervision over all financial matters.
- 1.4. Heads of Service/Directors shall be responsible for ensuring that these Financial Regulations are observed throughout the service areas under their control.
- 1.5. For the purpose of complying with these Regulations, the appropriate Heads of Service/Directors shall provide the Chief Finance Officer with any information which he/she may require and, in addition, shall allow the Chief Finance Officer access where necessary to the documents and records under his/her control.
- 1.6. The Chief Finance Officer shall be responsible for preparing and publishing the Statement of Accounts in accordance with the statutory timetable. Heads of Service/Directors shall comply with accounting guidance provided by the Chief Finance Officer and supply him/her with the necessary information when required.
- 1.7. For schools, is a separate version of the financial regulations - [The School and Early Years Finance \(England\) Regulations 2014](#) which should be complied with by Schools' Forum activities. The regulations should also be read in conjunction with the [Scheme for Financing Schools in Lancashire \(September 2015\)](#) and where appropriate, the "Procedures and guidance for the operation of schools' local bank accounts". In addition, schools are required to comply with the Consistent Financial Reporting framework as specified by the Department for Education (DfE).
- 1.8. Members of the Cabinet responsible for specific service budgets shall be empowered to incur expenditure within their approved budgets subject to compliance with the Standing Orders and Procurement Rules of the County Council. However, no expenditure, capital or revenue, shall be incurred in connection with the adoption of any new policy or extension of existing policy outside the budget without the prior approval of the Full Council.

- 1.9. All Financial Regulations are subject to the provisions of Standing Order 29, which allows urgent decisions which are outside the budget or policy framework to be taken.
- 1.10. The Financial Regulations Guidance Notes and Financial Procedure Rules supplement these Financial Regulations and set out how the regulations will be implemented.
- 1.11. Failure to comply with the Financial Regulations may constitute misconduct and lead to formal disciplinary action.

2. Financial Planning

Revenue Expenditure

- 2.1. Estimates of expenditure and income for the appropriate periods and times shall be prepared jointly by the Chief Finance Officer and the appropriate Chief Officer for submission in the first instance to the Cabinet and then to the Full Council.
- 2.2. Subject to Regulation 2.4 Heads of Service/Directors shall be responsible for ensuring that the amount provided in any budgets approved by the Full Council shall not in whole or in part be used for any purpose other than that for which it is authorised.
- 2.3. Heads of Service/Directors shall maintain appropriate budgetary control within their service areas and ensure that all income and expenditure are properly recorded and accounted for.
- 2.4. Heads of Service/Directors shall be responsible for ensuring that any proposed item of expenditure not included in the approved budget or any likely overspending or reduction of estimated income which cannot be met by a transfer in accordance with Regulation 2.17 or from reserves shall not be incurred unless an alternative source of finance has been identified and the prior consent of the Cabinet has been obtained. In all cases, Heads of Service/Directors must ensure that funding has been identified for the ongoing costs of any decisions taken.

Capital Expenditure

- 2.5. Programmes of capital expenditure estimates shall be prepared jointly by the Chief Finance Officer and the appropriate Heads of Service/Directors for submission to the Cabinet and subsequently to the Full Council, for such periods and at such times as shall be determined by the Full Council.
- 2.6. Programmes of capital expenditure estimates as approved by individual Members of the Cabinet in respect of specific services shall be consolidated into a comprehensive report by the Chief Finance Officer for submission to the Cabinet.

- 2.7. Approval by the Full Council of the programme of capital expenditure estimates (The Capital Programme) shall constitute the authority for incurring expenditure. Additions and amendments to the authorised Capital Programme may be made by the relevant Cabinet Member at any time provided that a source of finance, other than borrowing, has been identified and that the revenue consequences can be contained within existing budgetary provision. Such additions and amendments shall be reported to the next meeting of the Cabinet for information. The Cabinet shall have the power to suspend all authority to commit or to incur any capital expenditure which is not legally or contractually committed pending confirmation by the Full Council.
- 2.8. The estimated expenditure committed under the above authority must not exceed the amount approved for the scheme in the Capital Programme by more than 20% or £100,000 (whichever is the lower).
- If estimated expenditure does exceed the approved Capital Programme figure by more than the above limits then approval to the excess must be sought from the Cabinet Member with responsibility for Resources before any commitment is entered into. If the excess cannot be contained within the overall Capital Programme then the approval of Full Council will be required.
- 2.9. The estimated expenditure referred to in para 2.7 shall be the amount of the accepted tender (adjusted if necessary for any non-contract items), or, if there is no tender, the latest estimate of cost. This figure shall constitute the approved amount for monitoring purposes.
- 2.10. Cost increases which arise in the course of a project are to be treated as follows:
- (a) if additional payments arising from cost increases are required to allow a project to continue without delay or if the cost increases arise from fluctuations in the price of loose furniture and equipment, no prior approval is required but any action taken under this Regulation should be reported retrospectively to the Cabinet Member with responsibility for Resources;
 - (b) if total increased costs, including any previous increases are less than 20% or £100,000 (whichever is the lower) approval to the increase may be given by the Chief Finance Officer on the recommendation of the appropriate Chief Officer, but any action taken under this Regulation should be reported retrospectively to the Cabinet Member with responsibility for Resources;
 - (c) approval to any other cost increases must be sought from the Cabinet before any expenditure arising from such cost increases is committed.
- 2.11. For each capital project with an out-turn cost greater than £1,000,000 a post-completion statement is to be presented to the relevant Cabinet Member. The statement must show the original capital programme cost

estimate, the amount of the accepted tender, any subsequent approvals to increased costs and the actual out-turn expenditure. The statement is to be produced as soon as possible, and at the latest within two years after practical completion of the project.

- 2.12. Where a capital scheme takes the form of a general approval to spend without containing details of individual projects then approval by the relevant Cabinet Member to a detailed programme of capital expenditure is necessary prior to expenditure being incurred. This regulation does not apply to schemes for structural maintenance.

Maintenance of Reserves

- 2.13. The Chief Finance Officer shall be responsible for advising upon prudent levels of reserves for the Council.
- 2.14. For each reserve established, the purpose, usage (including the timeframe for usage) and basis of transactions shall be clearly articulated.
- 2.15. Authorisation to finance expenditure from reserves will require the approval of the Cabinet, upon the advice of the Chief Finance Officer, unless alternative arrangements were agreed when the reserve was established.
- 2.16. Under Section 114 of the Local Government Finance Act 1988 the Chief Finance Officer must report to Council if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the Council will not have the resources to meet its expenditure in a particular financial year.

Scheme of Virement

- 2.17. Transfers of expenditure between budgets (virements) may be made by Heads of Service/Directors within delegated budgets provided the amount of any individual transfer does not exceed 10% of the gross expenditure or £250,000, whichever is the lower:

Or in any other case, with the consent of the relevant Cabinet Member/s.

In Year Budget Increase/Supplementary Budgets

- 2.18. In the event that it is not possible to move resources between budget headings to meet a liability, a request may be made to Cabinet following consultation with the Cabinet Member with responsibility for Resources and the Chief Finance Officer, for an increase in budget.

Treatment of Year End Balances

- 2.19. The Cabinet shall be responsible for agreeing procedures for carrying forward any under or over spending on budgets, provided that such carry forwards do not constitute an alteration to the policy and budget framework.

Financial Implications of Reports

- 2.20. Heads of Service/Directors shall be responsible for ensuring that Cabinet Members are advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Finance Officer prior to the reports being submitted to the Cabinet or Cabinet Members.

3. Risk Management and Control of Resources

Insurance

- 3.1. The Chief Finance Officer shall arrange and administer all insurances as directed by the Cabinet or, in the case of a school exercising the option for delegation, be arranged by the school in a manner approved by the Chief Finance Officer.
- 3.2. Heads of Service/Directors shall notify the Chief Finance Officer promptly of all risks, liabilities, properties or vehicles which require to be insured and of any alterations affecting risks or insurances indicating the amount of cover required.
- 3.3. Heads of Service/Directors shall immediately notify the Chief Finance Officer of any fire, loss, accident or other event which may give rise to a claim against the County Council's insurers.

Internal Audit

- 3.4. The Chief Finance Officer shall, to the extent he/she considers necessary or desirable, conduct or arrange for the examination and audit of the accounts of the County Council and of its officers and agents.
- 3.5. The Chief Finance Officer or his/her representative shall have access for any necessary examination and audit, at all reasonable times, to all cash, property, documents, books of accounts and vouchers appertaining in any way to the finances of the County Council, and shall be entitled to require such explanations as may be reasonably considered necessary to satisfy himself/herself of the correctness of any matter under examination.

Control of Resources

- 3.6. Heads of Service/Directors shall be responsible for the safe custody and physical control of stores and equipment and for the maintenance of records in the form approved by the Chief Finance Officer. The records shall include such items as the Chief Finance Officer, after consultation with Heads of Service/Directors, considers necessary.
- 3.7. Heads of Service/Directors shall arrange periodic physical checks of equipment and stores against relevant records by officers other than those responsible for their custody and control.

Irregularities

- 3.8. Heads of Service/Directors shall notify the Chief Finance Officer immediately of all financial or accounting irregularities or suspected irregularities or of any circumstances which may suggest the possibility of irregularities including those affecting cash, stores, property, remuneration or allowances.

Third Party Funds

- 3.9. Third party funds held by an employee of the County Council acting by virtue of his/her office or employment shall be notified to the appropriate Chief Officer concerned who shall, where necessary and in consultation and on the advice of the Chief Finance Officer, prescribe from time to time procedures for ensuring that such funds are properly administered, accounted for and audited.

Treasury Management

- 3.10. The County Council has adopted CIPFA's Treasury Management in Public Services: Code of Practice, as described in that Code.
- 3.11. The Chief Finance Officer shall create and maintain a Treasury Policy Statement and suitable Treasury Management Practices as recommended in the CIPFA Treasury Management Code of Practice.
- 3.12. The Chief Finance Officer shall undertake to submit to the Full Council its Treasury Management Strategy in advance of the year.
- 3.13. The County Council sets its Treasury Management Strategy in line with the indicators required under the CIPFA Prudential Code for Capital Finance.
- 3.14. Within the approved indicators set for the authorised limit and operational boundary for debt, the Chief Finance Officer shall have delegated authority to switch between the levels agreed for borrowing and other credit liabilities.
- 3.15. All arrangements with the County Council's bankers shall be made solely by the Chief Finance Officer, or in a manner approved by him/her after consultation with the appropriate Heads of Service/Directors. The Chief Finance Officer shall be authorised to open such accounts in the name of the County Council and to give such directions thereon as shall be necessary for the making of payments on behalf of the County Council and for the deposit of moneys received by the County Council.

4. Financial Systems and Procedures

Income and Expenditure

- 4.1. New financial procedures and systems shall not be introduced or existing systems amended without consultation with, and the prior approval of, the Chief Finance Officer.

Appendix 'A'

- 4.2. All receipts shall be paid into and all payments shall be made out of the County Fund by or under the direction of the Chief Finance Officer.
- 4.3. Arrangements for the safe and efficient receipt and accounting of all moneys due to the County Council shall be subject to the supervision of the Chief Finance Officer who may issue such instructions as he/she deems necessary.
- 4.4. The Chief Finance Officer shall issue such instructions as he/she deems necessary on the procedures for the ordering of goods and the verification of invoices and claims; and he/she shall be entitled to make enquiries and to receive such information and explanation as he/she may reasonably require. (See also Regulation 4.10).
- 4.5. Invoices and claims for payment shall be examined and verified by or on behalf of Heads of Service/Directors and shall be certified in such form and manner as shall be prescribed by the Chief Finance Officer .
- 4.6. The Chief Finance Officer shall provide such Imprest and Advance Accounts as he/she considers suitable for appropriate officers and other employees of the County Council for the purposes of defraying petty cash and other expenses and shall issue the necessary instructions to imprest holders for the setting up and operation of these accounts.
- 4.7. The Chief Finance Officer shall, to the extent he/she considers necessary, examine, prior to payment, final accounts of contracts.
- 4.8. Without prejudice to the legal obligations of the nominated Architect or Engineer under the contract, on the completion of any contract for Building Construction or Engineering Works the final certificate of completion shall not be issued until the appropriate officers, private architects, engineers or consultants have provided to the Chief Finance Officer detailed statements of account and other relevant documents.
- 4.9. The Chief Finance Officer shall be informed in writing of all written contracts, agreements, awards and other instruments involving the payment or receipt of money by the County Council.
- 4.10. Purchase of equipment, goods and materials shall be effected through the most economical and practical means, making use of contracts arranged by the Corporate Procurement Team and co-ordinated purchasing or any other contracting arrangements where these are available. To this end the Chief Finance Officer shall issue such general instructions as he/she deems necessary and shall be entitled to make such enquiries and to receive such information and explanations as he/she may reasonably require.

Payments to Employees and Members

- 4.11. The assessment, calculation and payment of all salaries, wages, pensions, pension payments, compensation and other emoluments or allowances to

employees or Members or former employees of the County Council shall be made by the Chief Finance Officer, or in a manner approved by him/her after consultation with the appropriate Heads of Service/Directors.

Taxation

- 4.12. The Chief Finance Officer shall be responsible for maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

5. External Funding

- 5.1. Heads of Service/Directors shall ensure that all funding notified by external bodies is received and properly recorded in the authority's accounts in a form approved by the Chief Finance Officer. Heads of Service/Directors shall also ensure that the written approval of the Chief Finance Officer is obtained prior to committing the County Council to act as the "accountable body" for any partnership with which it is involved.
- 5.2. Heads of Service/Directors shall ensure that the matched funding requirements are considered prior to entering into an agreement and that future revenue budgets reflect these requirements.
- 5.3. Heads of Service/Directors shall ensure that audit requirements are met, that all claims for funds are made by the due date and that all expenditure is properly incurred and recorded.

Note

The above Regulations, whilst specific in terms, are intended to operate with proper consultations with the appropriate Heads of Service/Directors, especially where other professions and skills are required to give effect to them in relation to procedures and professional practices to be observed.

These Regulations should be read in conjunction with other internal regulatory frameworks which form part of the Council's Constitution, for example, procurement rules (contract standing orders); schemes of delegation; the Codes of Conduct for employees and Members and the Financial Regulations Guidance Notes and Financial Procedure Rules.

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

Report of the Cabinet (Part B)

(Annex 1 refers)

Contact for further information:

Josh Mynott, Tel: (01772) 534580, Democratic and Member Services Manager,
josh.mynott@lancashire.gov.uk

Executive Summary

The report of Cabinet from its meetings on 8 December 2016 and 19 January 2017.

Recommendation

That the report of Cabinet, as now presented, be noted.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
Agenda and Minutes of Cabinet	8 December 2016 19 January 2017	Josh Mynott/(01772) 534580

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 23 February 2017

The agenda and minutes of the meetings below may be viewed on the County Council's website [here](#).

Report of the Cabinet meeting on 8 December 2016

Pan Lancashire Health and Wellbeing Governance Arrangements

Cabinet received a report on work undertaken to move to a new model of Health and Wellbeing Board governance, in the form of a single Health and Wellbeing Board for Lancashire, with five local area health and wellbeing partnerships, reflecting the local area health economies across Lancashire.

Resolved: That

- i. the proposals for a new pan-Lancashire model for Health and Wellbeing Board governance set out in the report be noted;
- ii. the draft terms of reference for the proposed Pan Lancashire Health and Wellbeing Board and Local Health and Wellbeing Partnerships (which will be finalised during the shadow operation period and presented to Annual Council for formal adoption) be noted;
- iii. the intention that the new pan-Lancashire model operate in shadow form between January and March 2017 in accordance with the draft terms of reference be noted;
- iv. the principles for the new pan-Lancashire model for Health and Wellbeing Board governance arrangements for adoption and implementation from May 2017 be supported.

Money Matters - 2016/17 Financial Position and Medium Term Financial Strategy

Cabinet considered a report providing an update of the forecast outturn Financial Position for 2016/17 on revenue and capital as at 30th September 2016, and the County Council's updated Medium Term Financial Strategy for the period 2016/17 to 2020/21 including some additional efficiency savings for the County Council.

Resolved: That

- i. the forecast underspend of £13.271m on the 2016/17 revenue budget be noted;
- ii. the revised funding gap of £146.133m covering the period 2017/18 to 2020/21 (cumulative gap £411.207m) be noted;
- iii. the position in respect of the Council's reserves and to agree the transfers outlined in the report be noted;
- iv. the position in respect of the Capital Programme in-year delivery and overall capital financing requirements covering the period 2016/17 –2020/21 be noted;
- v. the budget proposals set out within Appendix 'B' (Section 3.6) and Appendix 'D', authorise officers to proceed with their implementation and agree that the 2017/18 budget is based upon these revenue decisions be approved.

Cuerden Strategic Site Development

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information)

Cabinet received a report providing an update on proposals to bring forward the development of the Cuerden Strategic Regional Investment Site.

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

Report of the Cabinet meeting on 19 January 2017

Annual Audit Letter for Lancashire County Council - Year Ended 31 March 2016

Cabinet received a report setting out the external auditor's Annual Audit Letter for Lancashire County Council for the year ended 31 March 2016.

Resolved: That the key messages set out in the Annual Audit Letter for Lancashire County Council for the year ended 31 March 2016 be noted

Money Matters - the Financial Strategy

Cabinet received a report providing an update of the forecast outturn Financial Position for 2016/17 on revenue and capital, the County Council's updated Medium Term Financial Strategy (MTFS) for the period 2017/18 to 2020/21, reflecting the provisional settlement for 2017/18, and the position with regard to application of current reserves.

Resolved: That

- i. the current forecast underspend of £15.298m on the revenue budget in 2016/17 be noted
- ii. the revised funding gap of £153.389m covering the period 2017/18 to 2020/21 as set out in the revised financial outlook forecast for the Council be noted.
- iii. the additional budget adjustments for 2017/18, and following years' increases, included in the revised MTFS following the financial settlement, be approved.
- iv. Cabinet recommend to Full Council on 9th February 2017 the Band D Council Tax for 2017/18 reflecting a 3.99% increase including 2% to be used for social care as per the new flexibilities.
- v. Note the contents of the County Council's Reserves position at 31st December 2016 be noted
- vi. the specific capital programme as presented be approved
- vii. the increase in prudential borrowing identified within the Capital Programme report be approved.
- viii. the advice of the Director of Financial Resources in relation to the robustness of the budget and the adequacy of reserves be noted.

Regulation of Investigatory Powers Act 2000: Annual Report to Cabinet

Cabinet received a report presenting an updated Regulation of Investigatory Powers 2000 (RIPA) corporate policy for consideration. The report also requested Cabinet to consider related policies in relation to non RIPA surveillance; the use of social media and the internet in investigations; and a new draft CCTV Policy incorporating the codes of practice issued by the Surveillance camera Commissioner and the Information Commissioner.

Resolved: That

- i. the updated corporate policy on RIPA be approved with immediate effect
- ii. the updated corporate policies on:
 - a. Non-RIPA surveillance
 - b. The use of Social Media and the Internet in investigations
 - c. Use of CCTVbe approved with immediate effect
- iii. the role of CCTV Manager be undertaken by the Head of Service, Legal and Democratic Services

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(All Divisions);

Report of Urgent Key Decisions

Contact for further information:

Janet Nuttall, Tel: (01772) 533110, Business Support Officer,
janet.nuttall@lancashire.gov.uk

Executive Summary

Urgent key decisions taken by the Leader of the County Council and the Deputy Leader of the County Council during the preceding three months.

Recommendation

That the urgent key decisions, as now presented, be noted.

It is a requirement of Standing Order 28 that any urgent key decisions taken must be reported to Full Council for information on a quarterly basis. The following urgent key decisions were taken by the Leader of the County Council and the Deputy Leader of the County Council:

1) Leader of the County Council

The following decision was taken on 22 December 2016:

Transformation of Adult Social Care Services - Contract Arrangements

The Leader of the County Council approved the recommendations as set out in the full report.

This decision was implemented immediately for the purposes of Standing Order 34(3) as any delay could have adversely affected the execution of the County Council's responsibilities. The reason for this was that any delay would affect the contractor's ability to continue to commit resources to implementation and in turn delay the achievement of savings.

This report was dealt with under Part II. The full report is not available for publication as it contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2) The Deputy Leader of the County Council

The following decisions were taken on 7 December 2016:

Disposal of Winckley Square Properties

The Deputy Leader of the County Council approved the recommendations as set out in the full report.

This decision was implemented immediately for the purposes of Standing Order 34(3) as any delay could have adversely affected the execution of the County Council's responsibilities. The reason for this was any delay could risk losing the highest bidder and to demonstrate a firm intention to proceed.

This report was dealt with under Part II. The full report is not available for publication as it contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Disposal of the former Moor Lane Resource Centre, Moor Lane, Preston

This decision was implemented immediately for the purposes of Standing Order 34(3) as any delay could have adversely affected the execution of the County Council's responsibilities. The reason for this was any delay could risk losing the highest bidder and to demonstrate a firm intention to proceed.

This report was dealt with under Part II. The full report is not available for publication as it contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper	Date	Contact/Tel
Report to the Leader of the County Council	22 December 2016	Andy Milroy (01772) 530354
Report to the Deputy Leader of the County Council	7 December 2016	Andy Milroy (01772) 530354
Report to the Deputy Leader of the County Council	7 December 2016	Andy Milroy (01772) 530354

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Overview and Scrutiny Committees

(Annexes 1 to 3 refer)

Contact for further information:

Garth Harbison, Tel: (01772) 530596, Legal and Democratic Services,
garth.harbison@lancashire.gov.uk

Executive Summary

The most recent cycle of meetings of the Overview and Scrutiny Committees took place in the period December 2016 to January 2017.

The reports of the committees are attached as Annexes 1 to 3 as follows:

Annex 1 – Children's Services Scrutiny Committee

Annex 2 – Health Scrutiny Committee

Annex 3 – Scrutiny Committee

The meeting of the Scrutiny Committee due to be held on the 13 January 2017 was cancelled.

Copies of the agenda and reports considered by the committees, together with minutes of the relevant meetings may be viewed on the County Council's website [here](#).

Officers specified in each report can also be contacted for further information.

The Executive Scrutiny Committee met on 17 January and 31 January 2017 to consider all reports due to be considered by Cabinet and Key Decisions due to be considered by individual Cabinet Members.

Recommendation

That the report of the Overview and Scrutiny Committee, as now presented, be noted.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper	Date	Contact/Tel
Agenda and minutes:		
Children's Services Scrutiny Committee	18 January 2017	Garth Harbison/(01772) 530596
Health Scrutiny Committee	10 January 2017	Garth Harbison/(01772) 530596
Scrutiny Committee	16 December 2017	Garth Harbison/(01772) 530596

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 23 February 2017

Report on the Children's Services Scrutiny Committee meeting on 18 January 2017

Chair: County Councillor Gina Dowding

The agenda and minutes of the meeting may be viewed on the County Council's web site via the following link:

[Children's Services Scrutiny Committee](#)

Improvement Board Update

A report was received updating the Committee on the actions that had been taken following the 2015 Ofsted inspection. The report included the County Council's self-assessment report as part of the Department for Education review.

Resolved: The Children's Services Scrutiny Committee received and commented on the report and the actions taken following the inspection. The Children's Services Scrutiny Committee also considered where it could add value to the work of the Improvement Board.

Support to Care Leavers

A report was received which outlined what social, emotional and practical support was provided to care leavers and what action had been taken following the Ofsted inspection in September/October 2015.

Resolved: The Committee noted the actions taken since the Ofsted inspection and the improvements made. It furthermore agreed its commitment to the care leavers pledge and their role as corporate parents in promoting the welfare of care leavers.

Fostering Sub-Group

The report of the Fostering Sub Group was received, and discussions were held on a further piece of work in this area.

Resolved:

1. The Committee approved the report of the Fostering Sub-Group
2. The Committee agreed to a second sub-group proposed at the meeting on 7 September to progress separately and discussions to take place between the Chair of CSSC, the Chair of the Corporate Parenting Board and the Corporate Director of Operations and Delivery to agree the most appropriate way forward.

Meeting of the Full Council - 23 February 2017

Report on the Health Scrutiny Committee meeting on 10 January 2017

Chair: County Councillor Steven Holgate

The agenda and minutes of the meeting may be viewed on the County Council's web site via the following link:

[Health Scrutiny Committee](#)

Lancashire & South Cumbria Sustainability and Transformation Plan

The Committee received a presentation on the STP for Lancashire and South Cumbria, sections of which were created to inform the Committee to the development of the Local Delivery Plan (LDP) with particular reference to the Morecambe Bay and Pennine Lancashire areas.

Resolved: That;

- i. The Committee agreed the Chair and Deputy Chair to summarise the comments and issues that were raised on their behalf to enable further actions to be formulated;
- ii. The public facing STP document be shared with the Health Scrutiny Committee prior to publication.

Meeting of the Full Council - 23 February 2017

Report on the Scrutiny Committee meeting on 16 December 2016

Chair: County Councillor Bill Winlow

The agenda and minutes of the meeting may be viewed on the County Council's web site via the following link:

[Scrutiny Committee](#)

Newton Europe Update

The Committee received a further update from Newton Europe which provided an overview of how the role and remit of Newton's was contributing to the transformation of the design and delivery of services which would result in improved outcomes for adults.

Resolved:

1. The Committee note, comment and express concerns on the Newton Europe update
2. A further update from Newton Europe come to April 2017 meeting of the Scrutiny Committee

Lancashire Safeguarding Adults Board - Annual Report 2015/16

The committee were presented with a report on the Lancashire Safeguarding Adults Board Annual Report 2015-16. The Committee was informed that Lancashire County Council was a lead member agency of Lancashire Safeguarding Adults Board (LSAB). The LSAB had to produce and publish an Annual Report. The draft report for 2015-16 was presented to the Scrutiny Executive prior to publication in September and the final version was now formally presented to the full Scrutiny Committee together with an update on the work the LSAB had completed in the interim.

Resolved: Scrutiny Committee considered the content of the Annual Report and the more recent work of the Board and identified any areas it may wish to comment on and any action it may wish to take.

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Audit and Governance Committee

(Annex 1 refers)

Contact for further information:

Samantha Parker, Tel: (01772) 538221, Democratic Services Officer

sam.parker@lancashire.gov.uk

Executive Summary

The report of the Audit and Governance Committee from its meeting held on 30 January 2017 is attached at Annex 1.

Copies of the reports considered by the Committee are available to view [here](#).

Councillors can also contact the officers specified in each report for further information about each item.

Recommendation

The Full Council is asked to note the report of the Audit and Governance Committee, as now presented.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
Agenda & Minutes of the Audit and Governance	30 January 2017	Samantha Parker/ (01772) 538221

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 23 February 2017

Report of the Audit and Governance Committee meeting on 30 January 2017

Chair: County Councillor Terry Brown

Update on Treasury Management Activity

An update report was presented to the Committee on the Treasury Management activity from August to November 2016.

Resolved: That the review of Treasury Management activities for the period August to November 2016 be noted.

Financial Regulations

A report was presented to members on the revised Financial Regulations which included the replacement of out of date references, job titles and financial limit increases.

Resolved: That the proposed revisions to the Financial Regulations be considered and agreed to be submitted to Full Council on the 23 February 2017 for approval.

Update on the Measurement of the Highways Network Asset

An update was provided to the Committee on the measurement of the County Council's Highways Network Asset (HNA). It was reported that the CIPFA/LASAAC Local Authority Accounting Code Board, in November 2016, has taken the decision to defer implementation for the 2016/17 financial year which would be reviewed in March 2017 with a view to implementation in 2017/18.

Resolved: That the report be noted.

Risk & Opportunity Register Quarter 3

The updated Risk and Opportunity Register for Quarter 3 was presented to the Committee.

It was reported that there were no additions or deletions to the register and no scores have changed. The update had been reported to the Cabinet Committee for Performance Improvement on the 5 December 2016.

Resolved: That the updated Risk and Opportunity Register be noted.

Internal audit progress report

A report was presented the Committee on the Internal Audit Service progress for the period to mid December 2016 on implementation of the strategic internal audit plan: 2015/16, 2016/17 and beyond.

In relation to service delivery: adult services (limited assurance), members raised concerns around the information provided within the report. Members were informed that the service recognised the issues outlined and the information given in the report has been highlighted to the Corporate Director for Operations and Delivery. It was confirmed that pilot projects were in place to support working practices and processes to address some of the issues highlighted.

Resolved:

- i. That the Internal Audit Service progress report for the period to mid December 2016 be considered and noted.
- ii. That the Corporate Director for Operations and Delivery be requested to attend the Scrutiny Committee to provide an update on the issues highlighted in the audit relating to case management in adult services.

External Audit - Annual Audit Letter

The Committee considered the Annual Audit letter summarising the outcome of the work in 2015/16.

Resolved: That the Annual Audit letter be noted.

External Audit - Audit Update

An update report on the External Audit was presented to the Committee which included progress to date with the 2016/17 audit of the accounts, Value for Money conclusion and other work.

Resolved: That the report be noted.

Meeting of the Full Council

Meeting to be held on Thursday, 23 February 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None

Report of the Combined Fire Authority

(Annex 1 refers)

Contact for further information:

Diane Brooks, Tel: (01772) 866720, Lancashire Fire and Rescue Service

dianebrooks@lancsfirerescue.org.uk

Executive Summary

Annex 1 sets out a summary report of the Lancashire Combined Fire Authority following its meeting on the 19 December 2016. This is now presented to the Full Council for information.

Recommendation

That the report of the Lancashire Combined Fire Authority, as now presented, be noted.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
Proceedings of the Lancashire Combined Fire Authority	19 December 2016	Diane Brooks, Lancashire Fire and Rescue Service, (01772) 866720

Reason for inclusion in Part II, if appropriate

N/A

REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY 19 DECEMBER 2016

1. ANNUAL STATEMENT OF ASSURANCE – 2015/16

The Fire and Rescue National Framework for England (2012) provides overall strategic direction to English Fire and Rescue Authorities (FRAs). It sets out the Government's priorities and objectives and places a requirement on all FRA's to provide assurance to their communities and to the Government on financial, governance and operational matters.

The Statement of Assurance was considered and approved by Members. It provides the necessary accountability and transparency to the people of Lancashire and evidences that Lancashire Fire and Rescue Service continues to deliver the expectations detailed within both the National Framework and the Service's Integrated Risk Management Plan (IRMP).

The Statement sits alongside the Service's IRMP, Statement of Accounts, Annual Governance Statement and recently redesigned Annual Service Plan and Annual Progress Report. It details what measures are in place to assure that the Combined Fire Authority's performance remains efficient, economic and effective.

2. CAPITAL BUDGET 2017/18 – 2021/22 AND REVENUE BUDGET 2017/18 – 2021/22

The Authority noted the draft Capital Programme for 2017/18 - 2021/22 and Revenue Budget for 2017/18 - 2021/22.

The Authority authorised consultation with representatives of non-domestic ratepayers and Trade Unions on the budget proposals and agreed to give further consideration to both at the Budget Fixing Meeting scheduled for 20th February 2017.

3. ADRIAN THOMAS' INDEPENDENT REVIEW OF CONDITIONS OF SERVICE FOR FIRE AND RESCUE STAFF IN ENGLAND

Members considered the Adrian Thomas Review on Conditions of Service which had been published by the Home Office on 3 November 2016. The report contained 45 key findings which needed to be reflected on by the various elements of the Fire Sector (Government, Local Government Association, Chief Fire Officers Association, Unions as well as individual authorities and services). The Review was confined to Fire & Rescue Authorities in England (46) but had a wider impact. The findings were grouped into five areas: i) The working environment; ii) Documented Conditions of Service; iii) Industrial Relations; iv) Retained Duty System; and v) Management of the Fire & Rescue Service.

The publication of the report in November 2016 was two years after the Report was commissioned and a number of comments made had now become historical in context, or overtaken. Similarly, Lancashire Fire & Rescue Service (LFRS) could demonstrate its position in a favourable light in respect of many of the findings, as was done in respect of the Sir Ken Knight Review. In effect, many of the issues directly in LFRS' control were being progressed within existing activity. A detailed assessment of the Service's position against the findings of the Report would be presented to the CFA meeting to be held on 20 February 2017.

4. RETAINED DUTY SYSTEM PAY REVIEW

Members considered a report that highlighted the outcome of the RDS Pay Review which had included a comprehensive consultation exercise with staff and representative bodies. The report recommended moving away from the current salary scheme to a hybrid model based on a set reward for commitment and paying separately for actual activity. The proposed changes would result in an additional cost of approximately £300k, which was included in the draft budget. Approximately 80% of personnel would be better off under the proposal and the 20% worse off would receive three years' pay protection.

The Authority approved the revised scheme for implementation on 1 April 2017, subject to a favourable vote from the Fire Brigade Union membership. If the vote was not in favour of the proposal the current standard rebanding exercise would take place for implementation on 1 April 2017.

5. EARLY DAY MOTION – SCRAPPING OF SCHOOL SPRINKLERS

The Deputy Chief Fire Officer advised that notification had been received of an Early Day Motion currently seeking support in the House of Commons with regards to Building Bulletin 100: design for fire safety in schools and the removal of the expectation that automatic fire suppression systems (sprinklers) would be fitted to all but the lowest risk new schools. It was considered that such a move could compromise the safety of children, staff, local communities and firefighters. The Chairman of the Lancashire Combined Fire Authority and the Chief Fire Officer had therefore written to local MPs on behalf of the Authority.

The Authority noted the Chairman and Chief Fire Officer's letter and agreed to add support where appropriate.

FRANK DE MOLFETTA
Chairman

LFRS
Fulwood