

Full Council

Thursday, 26th October, 2017, Council Chamber, County Hall, Preston

Question time begins at 2.30 pm.

Full Council begins at 3pm or at the end of Question Time, whichever is earlier.

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11. **Report of the Lancashire Combined Fire Authority** (Pages 151 - 154)

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

18 October 2017

Agenda Item 3

Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston,
on Thursday, 20th July, 2017

Present:

County Councillor Terry Aldridge (Chairman)

County Councillors

A Ali	J Fillis	J Parr
T Ashton	A Gardiner	M Pattison
A Atkinson	J Gibson	M Perks
M Barron	G Gooch	E Pope
L Beavers	M Green	J Potter
J Berry	P V Greenall	J Rear
P Britcliffe	N Hennessy	P Rigby
I Brown	S Holgate	A Riggott
P Buckley	A Hosker	A Schofield
T Burns	D Howarth	J Shedwick
J Burrows	K Iddon	D T Smith
Mrs S Charles	M Iqbal	K Snape
A Cheetham	A Jones	A Snowden
S Clarke	A Kay	P Steen
A Clempson	H Khan	J Sumner
Ms L Collinge	E Lewis	V Taylor
J Cooney	Ms S Malik	M Tomlinson
L Cox	J Marsh	C Towneley
C Crompton	T Martin	S Turner
M Dad	J Mein	A Vincent
B Dawson	J Molineux	C Wakeford
F De Molfetta	Y Motala	D Whipp
G Driver	E Nash	G Wilkins
J Eaton	D O'Toole	P Williamson
C Edwards	Mrs L Oades	B Yates
K Ellard	G Oliver	
D Foxcroft	M Parkinson	

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Gina Dowding, Paul Hayhurst, Jenny Purcell and David Stansfield.

Announcements

Accrington and Rossendale College

The County Council had recently won a number of awards linked to apprenticeships and their management as follows:

- Highways and Construction Apprentice of the Year – awarded to Curtis Walton who works for Highway Operations in the North of the County.
- The County Council, through the Learning and Development Service, was awarded Employer of the Year.

The College also recently held its Construction, Technology and Motor Awards and the County Council was successful as follows:

- General Construction Operations Learner of the Year (1st Year) – awarded to Ashley O'Brien who works for Highway Operations.
- The David Blaine Memorial Award, LCC Apprentice of the Year (2nd Year) – awarded to Davy Speak who works for Highway Operations.

Association of Public Sector Employees (APSE)

The County Council is a member of the APSE which recently held its annual awards, in which the County Council was successful as follows:

- National Apprentice of the Year – awarded to Cameron Newsham who works for Highway Operations.
- The County Council was recognised for its continued commitment towards an apprentice development programme and for producing some of the best apprentices in the country.

Curtis Walton, Ashley O'Brien, Davy Speak and Cameron Newsham together with Bee Kershaw and Bina Limbachia from Skills, Learning and Development and Phil Baird, Mark Dixon and Mark O'Donnell from Community Services attended and were congratulated by the Full Council.

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 interests in matters on the agenda in accordance with the County Council's Code of Conduct for Members. The following interests were declared:

Name of Councillor	Agenda item number	Nature of interest (non-pecuniary unless stated)
Cllr G Driver	Notice of Motion 1	The individuals named
Cllr K Snape	4.	Trustee of the Friends of Adlington Library

3. Confirmation of the minutes from the meeting held on 25 May 2017

Resolved: - That the minutes of the meeting of Full Council held on 25 May 2017 be confirmed and signed by the Chairman.

4. Report of the Cabinet (Part A)

Resolved: - That Standing Order 14.5.2 be waived for consideration of this item.

The Leader moved a report, seconded by the Deputy Leader, setting out recommendations of the Cabinet in respect of the County Council's budget for 2017/18.

In moving the report, the Leader notified Full Council of a number of changes to some of the figures detailed in the report. These were as follows:

Page 13 - recommendation (i) should read £3.995m in place of £4.056m;
Page 15 - 1st bullet point should read £1.654m in place of £1.715m;
Page 21 - Item 3 should read £1.654m (in 2017/18) and £1.770m (in 2018/19) in place of £1.715m and £1.750m;
Page 21 - the total cost of proposed amendments should read £3.995m (in 2017/18) and £6.115m (in 2018/19) in place of £4.056m and £6.095m.

The Leader also informed Full Council that, at its meeting on 13 July, Cabinet had requested that a report be brought to a future meeting on the current practice of the secondment of officers to the recognised Trade Unions, and options for the future.

In accordance with the requirements of procedural Standing Order 15.9.7, a recorded vote was taken. The names of the County Councillors who voted for or against the Motion and those who abstained are set out below:

For (46)

T Ashton	A Clempson	A Hosker	P Rigby	S Turner
A Atkinson	J Cooney	K Iddon	A Riggott	A Vincent
M Barron	G Driver	T Jones	A Schofield	C Wakeford
P Britcliffe	J Eaton	A Kay	J Shedwick	G Wilkins
I Brown	C Edwards	J Marsh	D Smith	P Williamson
P Buckley	D Foxcroft	E Nash	A Snowden	B Yates
J Burrows	A Gardiner	D O'Toole	P Steen	
S Charles	G Gooch	M Perks	J Sumner	

A Cheetham	M Green	E Pope	V Taylor	
S Clarke	P Greenall	J Rear	C Towneley	

Against (0)

Abstain (34)

T Aldridge	C Crompton	N Hennessy	T Martin	J Parr
A Ali	M Dad	S Holgate	J Mein	M Pattison
L Beavers	B Dawson	D Howarth	J Molineux	J Potter
J Berry	F De Molfetta	M Iqbal	Y Motala	K Snape
T Burns	K Ellard	H Khan	E Oades	M Tomlinson
L Collinge	J Fillis	E Lewis	G Oliver	D Whipp
L Cox	J Gibson	S Malik	M Parkinson	

It was therefore:

Resolved: - That, as set out in the report, now presented:

- (i) An additional £3.995m be added to the 2017/18 revenue budget;
- (ii) An additional £7.071m be added to the 2017/18 capital budget.

5. Report of the Independent Remuneration Panel - 2017/18 Members' Allowance Scheme

The Leader moved a report, seconded by the Deputy Leader, setting out the recommendations of the Independent Remuneration Panel (IRP) in relation to the Council's Members' Allowance Scheme for 2017/18. In moving the report, the Leader proposed several adjustments to the IRP recommendations, which had previously been circulated to all members.

County Councillor Paul Greenall proposed the following amendment which was seconded by County Councillor Liz Oades:

- (i) That Councillors should not be entitled to claim travel expenses from home to County Hall as County Hall is their normal 'place of work';
- (ii) That the Special Responsibility Allowance payments made to Group Whips and Group Secretaries be withdrawn with immediate effect.

Following this, the Chairman suggested that the meeting be adjourned for a short period.

Resolved: - That the meeting be adjourned for a period of five minutes.

Following the adjournment, the amendment was put to the vote and was LOST. The substantive motion was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

- (i) The Members of the Independent Remuneration Panel be thanked for their report.
- (ii) Recommendations (1), (3) and (4) as set out at Appendix 'A' to the report, now presented, be approved.
- (iii) Recommendation (2) be not accepted and that the 1% staff pay increase for 2017/18 be not applied to the 2017/18 Members' Allowance Scheme.
- (iv) Recommendation (5), as set out in the report, be agreed and that the incorporation of the Scheme's guidance notes in the 2017/18 Scheme, as presented at Appendix 'B', be approved.
- (v) Recommendation (6) be not accepted and that the list of Special Responsibility Allowances, as set out at Schedule 'B' of the Members' Allowance Scheme be amended and allowances paid as follows:
 - An SRA of £16,247 be paid to the additional Cabinet Member position announced at Full Council on 25 May 2017 and formally appointed on 26 May.
 - That an SRA of £7,471 be paid to the Chairs of the following Committees:
 - Overview and Scrutiny Committees
 - Corporate Parenting Board
 - Development Control Committee
 - Regulatory Committee
 - Pension Fund Committee
 - Audit and Governance Committee
 - Corporate Complaints Committee
 - Lancashire County Developments Ltd
 - That an SRA of £3,512 be paid to the Deputy Chairs of the Overview and Scrutiny Committees.
 - That no SRAs be paid to the second largest opposition Group.
- (vi) The revised Members' Allowance Scheme for 2017/18, as amended above, be approved and the Director of Governance, Finance and Public Services be authorised to make the necessary changes to the Scheme.

6. Report of the Audit and Governance Committee - Change to the Council's Treasury Management Strategy (2017/18)

County Councillor Alan Schofield moved a report, seconded by County Councillor Edward Nash, setting out the recommendation of the Audit and Governance Committee from its meeting on 26 June 2017 in relation to the County Council's Treasury Management Strategy.

Resolved: - That the proposed revision to the Council's Treasury Management Strategy, to allow investment in property and equity investment funds of up to

£50m in each category, as set out in Annex 1 to the report, now presented, be approved.

7. Report of the Audit and Governance Committee - Code of Corporate Governance

County Councillor Alan Schofield moved a report, seconded by County Councillor Edward Nash, setting out the recommendation of the Audit and Governance Committee from its meeting on 26 June 2017 in relation to the Code of Corporate Governance.

Resolved: - That the recommendation of the Audit and Governance Committee to approve the updated Code of Corporate Governance as set out in the report, now presented, be approved.

8. Constitutional Amendments

The Leader moved a report, seconded by the Deputy Leader, setting out a number of proposed constitutional changes relating to a number of the County Council's Committees.

Resolved: - That:

- (i) Approval be given to:
 - (a) The revised Corporate Complaints Procedure (Appendix 'K' to the Constitution), as set out at Appendix 'A' to the report, now presented.
 - (b) The updated terms of reference of the Regulatory Committee, as set out at Appendix 'B' to the report, now presented.
 - (c) The updated terms of reference of the Development Control Committee, as set out at Appendix 'C' to the report, now presented.
 - (d) The revised Protocol of Good Practice on Development Control Matters (Appendix N to the Constitution), as set out at Appendix 'D' to the report, now presented.
- (ii) The Director of Governance, Finance and Public Services be authorised to make any consequential amendments to the Constitution.

9. Sub-national Transport Body (Transport for the North) Regulations 2017

The Cabinet Member for Highways and Transport moved a report, seconded by County Councillor Ali, requesting that Full Council approved a number of recommendations in relation to the Sub-national Transport Body (Transport for the North) Regulations 2017.

Resolved: - That:

- (i) The contents of the report, now presented, be noted.

- (ii) Subject to there being no material changes to the draft Regulations as shared with constituent authorities on 15 June 2017, to agree 'in principle' support to the making by the Secretary of State of Regulations under Section 102E of the Local Transport Act 2008 to establish Transport for the North as a Sub-national Transport Body and to agree that the Council's formal approval to join TfN be agreed as necessary under the Council's Urgent Business Procedure.
- (iii) The agreement 'in principle' be contingent on TfN exercising any transport powers and functions it holds concurrently with Lancashire County Council only with the full support of the County Council, be noted.
- (iv) Consent be given to the transfer of Rail North Limited to TfN so that it can be subsumed within TfN.
- (v) The signing of a new Rail Franchise Management Agreement with TfN that replicates as far as possible the current Rail North Limited Members Agreement, be approved.
- (vi) The continuation of current payments towards funding for Rail North Limited to TfN after its inauguration be approved 'in principle'.

10. Nuclear Legacy Advisory Forum

The Full Council was asked to approve the appointment of County Councillor Michael Green to serve as the County Council's representative on the Nuclear Legacy Advisory Forum for 2017/18.

Resolved: - That County Councillor Michael Green be appointed to serve as the County Council's representative on the Nuclear Legacy Advisory Forum for 2017/18.

11. Report of the Cabinet (Part B)

The Leader presented the report of the Cabinet from its meeting on 15 June 2017.

Resolved: - That the report of the Cabinet, now presented, be noted.

12(a) The Urgency Committee

The Leader presented the report of the Urgency Committee setting out details of a decision taken by the Chief Executive under the Council's Urgent Business Procedure on behalf of the Urgency Committee.

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

12(b) The Audit and Governance Committee

County Councillor Alan Schofield presented the report of the Audit and Governance Committee from its meeting on 26 June 2017.

Resolved: - That the report of the Audit and Governance Committee, now presented, be noted.

12(c) The Pension Fund Committee

County Councillor Eddie Pope presented the report of the Pension Fund Committee from its meeting on 30 June 2017.

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

13. Report of the Lancashire Combined Fire Authority

County Councillor Frank De Molfetta presented the report of the Lancashire Combined Fire Authority from its meeting held on 19 June 2017.

Resolved: - That the report of the Lancashire Combined Fire Authority, now presented, be noted.

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

1. It was moved by County Councillor Mein and seconded by County Councillor Gibson that:

This Council writes to the former Chief Constable, Steve Finnigan, expressing Lancashire County Council's gratitude for his long service to the people of Lancashire and to the Lancashire Constabulary.

Steve Finnigan was the UK's longest serving Chief Constable and had led Lancashire Police for 12 years. Under his leadership Lancashire Police received numerous accolades and awards and was rated as one of the top Police forces in the country. He is a credit to the force and the Police Force are a credit to the people of Lancashire.

Furthermore, this Council writes to the new Chief Constable, Andy Rhodes, congratulating him on his appointment and offering the Council's full support and co-operation in dealing with crime and the causes of crime.

Six County Councillors requested a recorded vote in accordance with procedural Standing Order 15.2 (9.4). The names of the County Councillors who voted for or against the Motion and those who abstained are set out below:

For (69)

T Aldridge	L Collinge	M Green	J Mein	D Smith
A Ali	J Cooney	P Greenall	J Molineux	K Snape
T Ashton	L Cox	N Hennessy	E Nash	A Snowden
L Beavers	C Crompton	S Holgate	E Oades	P Steen
J Berry	M Dad	D Howarth	G Oliver	J Sumner
P Britcliffe	B Dawson	K Iddon	M Parkinson	V Taylor
I Brown	F De Molfetta	M Iqbal	J Parr	M Tomlinson
P Buckley	J Eaton	T Jones	M Pattison	C Towneley
T Burns	C Edwards	A Kay	M Perks	A Vincent
J Burrows	K Ellard	H Khan	E Pope	C Wakeford
S Charles	J Fillis	E Lewis	J Potter	D Whipp
A Cheetham	A Gardiner	S Malik	J Rear	G Wilkins
S Clarke	J Gibson	J Marsh	A Riggott	P Williamson
A Clempson	G Gooch	T Martin	J Shedwick	

Against (0)

Abstain (10)

A Atkinson	D O'Toole
M Barron	P Rigby
G Driver	A Schofield
D Foxcroft	S Turner
A Hosker	B Yates

The motion was CARRIED and it was:

Resolved: - That:

This Council writes to the former Chief Constable, Steve Finnigan, expressing Lancashire County Council's gratitude for his long service to the people of Lancashire and to the Lancashire Constabulary.

Steve Finnigan was the UK's longest serving Chief Constable and had led Lancashire Police for 12 years. Under his leadership Lancashire Police received numerous accolades and awards and was rated as one of the top Police forces in the country. He is a credit to the force and the Police Force are a credit to the people of Lancashire.

Furthermore, this Council writes to the new Chief Constable, Andy Rhodes, congratulating him on his appointment and offering the Council's full support and co-operation in dealing with crime and the causes of crime.

2. It was moved by County Councillor De Molfetta and seconded by County Councillor Parkinson that:

Sprinklers are the most effective way to ensure that fires are suppressed or even extinguished before the fire service can arrive. They save lives and reduce injuries, protect firefighters who attend incidents and reduce the amount of damage to both property and the environment from fire.

Evidence indicates that sprinkler systems operate on 94% of occasions, demonstrating very high reliability. Furthermore, it is evident that when they operate they extinguish or contain a fire on 99% of occasions and are thus very effective. The research also found that in both converted and purpose built flats, sprinklers are 100% effective in controlling fires.

We recognise that sprinklers are an effective part of the overall fire safety solution and can be used efficiently to improve fire safety in a range of new and existing buildings. Within the Lancashire area there are many high-rise domestic buildings either under local authority control or via housing providers. We therefore recommend that the Government legislate for the retro-fitting of sprinklers into residential high-rise buildings.

This Council calls on the Minister for Policing and the Fire Service, Nick Hurd MP, to put these proposals to the House at his earliest convenience.

We also ask that when this is passed (as it must be) that this act is call the Grenfell Act in memory of the many lives lost in this disaster.

The following amendment was proposed by County Councillor O'Toole and seconded by County Councillor Shedwick:

Sprinklers are the most effective way to ensure that fires are suppressed or even extinguished before the fire service can arrive. They save lives and reduce injuries, protect firefighters who attend incidents and reduce the amount of damage to both property and the environment from fire.

Evidence indicates that sprinkler systems operate on 94% of occasions, demonstrating very high reliability. Furthermore, it is evident that when they operate they extinguish or contain a fire on 99% of occasions and are thus very effective. The research also found that in both converted and purpose built flats, sprinklers are 100% effective in controlling fires.

We recognise that sprinklers are an effective part of the overall fire safety solution and can be used efficiently to improve fire safety in a range of new and existing buildings. Within the Lancashire area there are many high-rise domestic buildings either under local authority control or via housing providers. We therefore recommend that the Government legislate for the retro-fitting of sprinklers into residential high-rise buildings.

This Council calls on the Minister for Policing and the Fire Service, Nick Hurd MP, to put these proposals to the House at his earliest convenience.

We also ask that when this is passed that consideration be given to calling this the Grenfell Act in memory of the many lives lost in this disaster.

Furthermore, this Council resolves to install sprinklers in all new Lancashire County Council schools and major school extensions.

The amendment was accepted, and became the substantive motion. On being put to the vote the motion was CARRIED and it was:

Resolved: - That:

Sprinklers are the most effective way to ensure that fires are suppressed or even extinguished before the fire service can arrive. They save lives and reduce injuries, protect firefighters who attend incidents and reduce the amount of damage to both property and the environment from fire.

Evidence indicates that sprinkler systems operate on 94% of occasions, demonstrating very high reliability. Furthermore, it is evident that when they operate they extinguish or contain a fire on 99% of occasions and are thus very effective. The research also found that in both converted and purpose built flats, sprinklers are 100% effective in controlling fires.

We recognise that sprinklers are an effective part of the overall fire safety solution and can be used efficiently to improve fire safety in a range of new and existing buildings. Within the Lancashire area there are many high-rise domestic buildings either under local authority control or via housing providers. We therefore recommend that the Government legislate for the retro-fitting of sprinklers into residential high-rise buildings.

This Council calls on the Minister for Policing and the Fire Service, Nick Hurd MP, to put these proposals to the House at his earliest convenience.

We also ask that when this is passed that consideration be given to calling this the Grenfell Act in memory of the many lives lost in this disaster.

Furthermore, this Council resolves to install sprinklers in all new Lancashire County Council schools and major school extensions.

3. It was moved by County Councillor Ali and seconded by County Councillor Fillis that:

After the general election on 8 June 2017, Theresa May entered into a supply and confidence deal with the Democratic Unionist Party to have a small majority in the House of Commons.

The 10 MPs representing the DUP have been given £1 Billion for Infrastructure projects over the next few years in return for supporting the Conservatives in Parliament. That is £100 Million for every MP.

Lancashire has been hit hard over the last 7 years with the government's focus on austerity, with massive cuts to budgets across the public sector including local government and the NHS.

This Council instructs the Chief Executive to write to the Prime Minister, Chancellor of the Exchequer, and the Minister for the Northern Powerhouse asking them to:

- Meet with an all-party delegation from Lancashire County Council to discuss a Fair Deal for the 1.2 million residents of Lancashire.
- Allocate £1.6 billion pounds of infrastructure funding for projects across the County including the following:
 - ❖ Skelmersdale Train Station
 - ❖ Re-opening of the Colne to Skipton Train Line
 - ❖ East/West Connectivity including linking the M65 to Yorkshire
 - ❖ Re-instating the Fleetwood Train link to Poulton
 - ❖ Burscough Curves
 - ❖ Rossendale links to Greater Manchester
 - ❖ Preston Train Station (HS2 READY)
 - ❖ Carnforth Train Station

The following amendment was proposed by County Councillor Cooney and seconded by County Councillor Foxcroft:

After the general election on June 8, the Prime Minister entered into a supply and confidence arrangement with the Democratic Unionist Party to ensure a majority in the House of Commons.

The council recognises that the Government has made a significant investment to the infrastructure in Northern Ireland.

This Council instructs the Chief Executive to write to the Prime Minister, Chancellor of the Exchequer, and the Minister for the Northern Powerhouse asking them to note that in recent years Lancashire County Council has been successful in obtaining government support for four Enterprise Zones, the £430m City Deal and the £320m in Growth Deal funding, and that this administration will continue to work with Government and the Minister for the Northern Powerhouse to maximise the benefits to Lancashire's economy.

On being put to the vote, the amendment was CARRIED, and became the substantive motion. The motion was then put to the vote, and was CARRIED, and it was:

Resolved: - That:

After the general election on June 8, the Prime Minister entered into a supply and confidence arrangement with the Democratic Unionist Party to ensure a majority in the House of Commons.

The council recognises that the Government has made a significant investment to the infrastructure in Northern Ireland.

This Council instructs the Chief Executive to write to the Prime Minister, Chancellor of the Exchequer, and the Minister for the Northern Powerhouse asking them to note that in recent years Lancashire County Council has been successful in obtaining government support for four Enterprise Zones, the £430m City Deal and the £320m in Growth Deal funding, and that this administration will continue to work with Government and the Minister for the Northern Powerhouse to maximise the benefits to Lancashire's economy.

4. It was moved by County Councillor Driver and seconded by County Councillor Atkinson that:

Council is concerned over the possibility that voter impersonation may have occurred in Lancashire during the General Election on 8 June 2017.

Council therefore requests the Chief Executive to write:

- To Lord Ashcroft, informing him of our concerns and urging him to recommend in his forthcoming report that voters should be required to present personal photographic identification before being given a ballot paper; and
- To the Electoral Commission, to inform them similarly of our concerns and recommending that personal photographic identification be required prior to voting.

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

Resolved: - That:

Council is concerned over the possibility that voter impersonation may have occurred in Lancashire during the General Election on 8 June 2017.

Council therefore requests the Chief Executive to write:

- To Lord Ashcroft, informing him of our concerns and urging him to recommend in his forthcoming report that voters should be required to

present personal photographic identification before being given a ballot paper; and

- To the Electoral Commission, to inform them similarly of our concerns and recommending that personal photographic identification be required prior to voting.

Jo Turton
Chief Executive

County Hall
Preston

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
(All Divisions);

Report of the Cabinet (Part A)
(Annex 1 refers)

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

Executive Summary

Full Council is asked to consider the recommendations of Cabinet as they relate to the Library Strategy and Library Byelaws. The full report to Cabinet is attached at Annex 1.

Recommendation

That Full Council considers the Cabinet recommendations:

- (i) To approve the revised Library Strategy as set out in the report.
- (ii) To approve the submission of the revised Library byelaws to the Department for Digital, Culture, Media and Sport for confirmation by the Secretary of State, and agree that subject to the confirmation being received the byelaws be formally adopted and sealed by the County Council in accordance with the Public Libraries and Museums Act 1964.

Background and Advice

At its meeting on 14 September 2017, Cabinet considered a revised Library Strategy and revised Library Byelaws. The full report submitted to Cabinet is attached at Annex 1.

At that meeting, Cabinet recommended the strategy and byelaws to Full Council for approval.

Please note that Appendix C to the original report has not been included in the Full Council papers as it related to a separate matter that is not for decision by Full Council.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

As set out in the report to Cabinet at Annex 1.

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

Paper	Date	Contact/Tel
Existing Lancashire Library Byelaws (https://goo.gl/Y8jjy9)	March 1998	Josh Mynott/(01772) 534580

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 14 September 2017

Report of the Head of Libraries, Museums, Culture and Registrars

Part I

Electoral Divisions affected:
All

Revised Library Strategy which incorporates a revision of Library byelaws and a proposal to consult on Library Opening hours
(Appendices 'A' to 'C' refer)

Contact for further information: Julie Bell, (01772) 536727, Head of Libraries, Museums, Culture and Registrars julie.bell@lancashire.gov.uk

Executive Summary

This report presents a revision of the Library Strategy, building on the strengths of the existing strategy by encouraging the engagement of communities in the delivery of sustainable library services. The report also proposes a revision of the library byelaws and consultation with the public and staff on library opening hours.

Recommendation

Cabinet is recommended:

- (i) To consider the revised Library Strategy, as set out at Appendix 'A', and agree that it be submitted to Full Council for approval.
- (ii) To consider the revised Library byelaws, as set out in Appendix 'B', and request the Full Council to approve the submission of the byelaws to the Department for Digital, Culture, Media and Sport for confirmation by the Secretary of State, and agree that subject to the confirmation being received the byelaws be formally adopted and sealed by the County Council in accordance with the Public Libraries and Museums Act 1964.
- (iii) To authorise a consultation exercise on core opening hours and banding for those libraries currently open, as set out in Table 2 of Appendix 'C'.
- (iv) To approve the proposed core opening hours and banding for those libraries currently closed and approved for re-opening, set out in table 3 of Appendix 'C'.

Background and Advice

The proposed library strategy aims to provide direction on the delivery of library services for the next 4 years. The strategy, a draft of which is set out at Appendix

'A', would continue to enable the library service to be delivered in as flexible a manner as possible, working with communities and a range of stakeholders across Lancashire and with a greater emphasis on working in partnership to develop models of service delivery through engaging with communities. It is imperative that the service is as proactive as possible in addressing the opportunities and challenges over the next 4 years. The revised strategy references the reports and guidance which are driving national library policy and helping inform the delivery of library services throughout the country. The Library Strategy is a Policy Framework document which needs to be approved by Full Council.

In conjunction with a revised strategy, it is considered appropriate to bring forward a revision of the library byelaws (set out at Appendix 'B'). The current byelaws were approved on 17th July 1997. Since then technology has developed, society changed and what is delivered by a library service has developed and changed. For example, our current byelaws do not reflect the impact of digital technology and how it is utilised in library buildings. Section 19 of the Public Libraries and Museums Act 1964 (the legislation that governs the provision of library services by local authorities) makes provision for local authorities to make byelaws for their library services and this is seen as good practice. Byelaws can set out the expectations of library users and aid local authorities in the management of library buildings. Once agreed by a local authority (Full Council), byelaws need to be confirmed by the relevant Secretary of State. In proposing a revision of our byelaws, account has been taken of advice and guidance that is provided nationally by the Department for Digital, Culture, Media and Sport (DCMS) and the Society of Chief Librarians and follows a nationally agreed format.

In relation to library opening hours, it is intended that the 11 libraries which are due to reopen between November 2017 and March 2018 will reopen with revised opening hours, which have been modelled around 4 bands depending on the size of the communities being served. This report also proposes that the 47 libraries currently open should also be banded and made available on those 4 bands of opening hours. Details of the proposed bands are set out in Appendix 'C'. The bands of opening hours are also referred to in the strategy and will provide a much more equitable delivery of service across the county than currently exists.

Consultations

Consultation on core opening hours will be required to be carried out for those libraries which are currently open. This consultation will then inform any changes in opening hours which will be applied equitably across the county. It is intended that the Cabinet will be informed of the outcome of the consultation in a further report in January 2018.

Risk management

The implementation of the revised library strategy will support the service in its response to change over the next 4 years. The implementation of new library byelaws will facilitate the use of library services and facilities on a fair and equal basis by all sectors of the community. The implications of the proposed consultation on library core opening hours for 47 libraries are that the council will have a much

more streamlined and efficient service, which at the same time will be a much more equal and consistent service to all communities. There will be an impact on staff in relation to individual working hours, this may be an increase or decrease in working patterns. The detail of this will follow in the January 2018 report to Cabinet and any impact on staff will be managed in line with the established Council employment policies and procedures.

The library strategy needs to be fit for purpose and allow the service to become much more proactive. If the changes are not accepted the service will be restricted in its ability to respond quickly to the inevitable changes that are part of the evolving world of library provision.

Failure to implement the updated byelaws will withhold power from the Council to regulate use of the library services and facilities.

The risk of not carrying out the consultation on core opening hours is that the service delivery will operate on too many different variables which are not conducive to an equitable and consistent delivery of service for all residents within Lancashire.

Financial

The proposed consultation will inform any changes in opening hours which will be applied equitably across the county. Whilst the changes to opening hours proposed in the consultation would see a small overall increase in opening hours across the County Council's libraries of 7 hours per week, changes to opening patterns and consistent opening hours will enable libraries to be staffed in a more effective way thereby potentially reducing staff costs. It is intended that the Cabinet will be informed of the outcome of the consultation in a further report in January 2018 and that this report will include the financial implications of any proposed changes to opening hours.

List of Background Papers

Local Government (Access to Information) Act 1985

Paper	Date	Contact/Tel
Byelaws for the County Council of Lancashire for the regulation of the library service 1997	17/7/1997	Julie Bell 01772 536727
The DCMS - Libraries Deliver: Ambition for Public Libraries In England in 2016 -21	Dec 2016	
The Society of Chief Librarians Universal Offers of Reading, Information , Digital, Health, Culture and Learning	June 2013	
The All-Party group on Arts, Health, and Wellbeing Inquiry – Creative Health; The Arts for Health and Wellbeing	July 2017	

Reason for inclusion in Part II, if appropriate

N/A

Appendix 'A'

A revised strategy for Lancashire's libraries 2017-21

Delivering reading, learning, information, culture and
free digital access across Lancashire

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Foreword

Libraries are a vital service at the heart of our communities. They provide surroundings where people can feel safe and secure, where generations of all ages can meet freely in a public place and where learning can be encouraged.

Lancashire has a strong tradition of communities pulling together when the need arises, and this has been much in evidence over recent years when it comes to protecting their local library. We are grateful to all the voluntary and community groups who have and continue to commit time and resources into the library service and its future development.

This library strategy outlines our promises as a public library authority and sets out the priorities we will focus on to deliver a cost-effective, modern and flexible service.

It outlines our vision and strategic objectives, highlights the importance of our libraries within the community, describes our core offer and provides a clear direction for the future of our library service. We see constituted Friends groups being integral to the long-term sustainability of the service and, working together with our skilled and experienced library staff, we look to build on our Reading, Information, Digital, Health, Learning and Cultural offer.

County Councillor Peter Buckley
Cabinet Member for Community and Cultural Services

September 2017

Background

This strategy has been informed by, and supports the message and ambitions of four key documents:

- The Society of Chief Librarians (SCL):
Universal Offers of Reading, Information, Digital, Health, Learning and Culture
- The Department for Culture, Media and Sports (DCMS):
Libraries Deliver: Ambition for Public Libraries in England in 2016-2021
- The All-Party Parliamentary Group on Arts, Health and Wellbeing (APPGAHW):
Creative Health: The Arts for Health and Wellbeing
- The Chartered Institute of Library and Information Professionals (CILIP):
Public Library Skills Strategy 2017-2030

In setting out the Lancashire Library Service strategy we will make reference to, and be guided by the above documents but we also understand that in order to achieve our highest ambitions we must have an in-depth understanding of our communities. We have always sought to put the people we serve at the centre of service delivery and draw our inspiration from them in setting our goals and detailing our ambitions. This strategy therefore is a result of listening to what our residents see as important and reflecting that in this strategy but more importantly embedding this in the way we deliver our services.

To make sure we can do this in a meaningful way we will engage with our communities across the county; listening and responding to the conversations which have informed and will continue to inform our strategy. This is a living strategy which is proactive and not reactive. Working with our communities in this way we will be able to accurately foresee where we should focus our investment as well as reviewing and refreshing our approach to the strategy.

We are committed to providing comprehensive access to library services for people unable to attend a library building in person. This will form part of our core offer detailed later in this strategy.

We also aspire to have a flexible and open minded approach to developing the library offer in Lancashire over the next four years. We recognise that partnership working with all our communities is vital to the success of the service.

We also wish to deliver an equitable service and will be working to deliver a service built on a model of having library bands which establishes 4 different bands. Each band will have a set number of opening hours and opening patterns. Libraries will be allotted to a level which reflects the population that it serves but with each library providing the same core offer and facilities. It is envisaged that, throughout the next 4 years of the strategy, this framework of bands will allow us to develop a flexible and

[4]

dynamic service which will address local need, as we continue to review and develop the service. This is the practice we have adopted in the past and we will continue to regularly consult with our communities on opening times and service delivery.

In an age where loneliness and social isolation is identified as one of Britain's biggest problems, the library is a pivotal space in the wellbeing of our communities. The importance that we believe libraries have in supporting the health of people has been evidenced by a 2015 study commissioned by Arts Council England, *The health and wellbeing benefits of public libraries*. The study found that library engagement has a positive association with general health and being a regular library user is associated with a 1.4% increase in the likelihood of reporting good general health. It also predicted medical cost savings associated with library engagement based on reductions in GP visits by improved access to health information.

Libraries are one of the few free, accessible spaces where anyone can come and learn, share, connect and be active in a safe, neutral environment. We should not underestimate the personal value of libraries as a space and service which enriches lives and contributes both to wellbeing and life chances.

Our vision and strategic objectives

Our vision is:

"A library service which is embedded and flourishing at the heart of Lancashire communities and community life and which makes a difference through reading, information, digital, health, learning and culture".

Our strategic objectives are:

- To provide helpful and knowledgeable staff.
- To encourage people to enjoy reading.
- To provide spaces to enjoy culture and learning.
- To provide easy-to-use online services.
- To help people reach their potential and live independent lives.
- To support our communities to stay healthy.
- To provide opportunities for volunteers and Friends groups to help develop our libraries.

We have checked these objectives with our customers, asking respondents what they thought the Lancashire County Library Service should provide, in line with the service's strategic objectives. This was through an extensive consultation held in 2016.

Our consultation told us that 93% strongly agreed we should provide helpful and knowledgeable staff and 91% said we should encourage people to enjoy reading. 71% strongly agreed we should provide spaces to enjoy culture and learning, 64% easy-to-use online services and help people reach their potential and live independent lives. 59% said support for communities to stay healthy and 48% strongly agreed that there should be opportunities for volunteers to help in libraries.

These objectives link in with and will enable us to deliver the seven key outcomes set out in the Department for Culture, Media and Sport document *Libraries Deliver: Ambition for Public Libraries in England 2016-2021* as follows:

- Supporting economic change through learning and digital literacy.
- Promoting reading and literacy.
- Providing a 24/7 virtual offer.
- Buildings that provide cultural and learning experiences.
- Opportunities for volunteers.
- Health and wellbeing.
- Developing the library workforce.

They also link in with the six universal offers set out by the Society of Chief Librarians and partners including Arts Council England and the Reading Agency in order to keep our services relevant and accessible.

They are:

- Reading Offer: providing a modern reading service within a local community.
- Information Offer: supporting people to access information and services online in life-critical areas.
- Digital Offer: providing free internet access, clear and accessible online information about library services, and staff who are trained to help customers access digital information.
- Health Offer: providing and promoting Public Health information, sign-posting and referrals as well as creative and social reading activity.
- Learning Offer: developing and promoting our role and contribution to lifelong-learning.
- Cultural Offer: people enjoy a quality and diverse cultural experience in their libraries.

This strategy has been developed to build on the success of the past, and to enable the service to respond to the future challenges and opportunities facing the people of Lancashire.

To achieve this, we will:

- **Inspire** people to enjoy books and reading
- **Stimulate** new ideas and new ways of thinking through access to learning, information and local heritage
- **Engage** with communities to encourage cultural and creative activities
- **Deliver** excellent and inclusive customer services for all

Our libraries are our community and cultural spaces

The attraction of working with libraries for many organisations lies in their ability to connect with their communities on a local level. The neutrality of libraries engenders trust in people. Libraries are uniquely positioned in terms of customer interaction within their immediate community and sometimes far beyond. The service is also connected in different ways to many organisations, both large and small, from providing meeting rooms to being commissioned to deliver specific services, such as the prison and school library services.

The role of library venues is multifaceted. It is a provider of the library service, it is a venue used by other agencies to share public information and services, it is a learning and cultural venue, and it is a place to connect to the rest of the world through the internet and digital access.

The County Council has a statutory duty enshrined under the [Public Libraries and Museums Act 1964](#) to provide a comprehensive and efficient library service for all people working, living or in full-time education within the county of Lancashire. It is important that we consider this duty, to ensure that Lancashire's library service remains effective, innovative and fit for purpose.

The following quotation is taken from William Sieghart & Panel, [Independent Library Report for England DCMS, 2014](#) which informed the work being undertaken by the Library taskforce whose report is one of the key references for this strategy: Department for Digital, Culture, Media and Sports paper [Libraries Deliver: Ambition for Public Libraries in England in 2016 – 21](#).

“Libraries are, let us not forget, a golden thread throughout our lives... The library does more than simply loan books. It underpins every community. It is not just a place for self-improvement, but the supplier of an infrastructure for life and learning, from babies to old age, offering support, help, education, and encouraging a love of reading. Whether you wish to apply for a job, or seek housing benefit, or understand your pension rights or the health solutions available to you, or learn to read, the library can assist.”

We know, however, that people want even more than this and 36% of our customers tell us that attending a social or group activity at a library is the **most** important service a library can provide. We don't know how many of our customers would have limited or no social contact without their library but we do know the vital importance the library can play in helping to maintain the independence and enhance the self-worth of the most deprived people living in Lancashire today.

The following quotation from The Department for Digital, Culture, Media and Sports paper [Libraries Deliver: Ambition for Public Libraries in England in 2016 – 21](#) expands on this point.

"Libraries are cultural hubs within communities - places for inspiration, research, creativity, education, economic prosperity and enjoyment. They help people gain a sense of place and take pride in their neighbourhoods and communities."

Libraries also provide access and signposting to wider cultural activities, objects, knowledge and sites. They encourage people to explore their own culture and creativity, and offer the deep wealth of resources that creative people use for inspiration.

The All-Party Parliamentary Group on Arts, Health and Wellbeing (APPGAHW) was formed in 2014 and aims to improve awareness of the benefits that the arts can bring to health and wellbeing. During 2015–17, the APPGAHW conducted an Inquiry into practice and research in the arts in health and social care, with a view to making recommendations to improve policy and practice. In the [Inquiry Report](#), Lord Bichard of Nailsworth stated:

"More and more people now appreciate that arts and culture can play a valuable part in helping tackle some of the most challenging social and health conditions. Active participation in the visual and performing arts, music and dance can help people facing a lonely old age, depression or mental illness. It can help maintain levels of independence and curiosity and, let's not forget, it can bring great joy and so improve the quality of life for those engaged."

Our core offer

Our libraries will offer:

- Safe, accessible and welcoming spaces.
- Advice and guidance from knowledgeable and trained staff on a range of subjects from recommending reading materials to help getting online and signposting to local services.
- Welcoming and creative spaces where our communities can connect, be active, take notice, learn and share.
- Free access to the internet
- Free 24/7 access to our online library resources
- Support for children and families, through actively promoting health, learning and wellbeing initiatives.
- A range of books, digital resources, eBooks and other materials.
- A request service.
- Cultural activities and events.
- Free Wi-Fi.

Our Home Library Service will:

- Offer full access to the whole of the library services books and audio visual material.
- Provide a request service.
- Be provided free of charge if people are unable to get to a library building because of age, disability or ill health.

Our Mobile Library Service will provide:

- A service which serves Lancashire's more isolated communities.
- Full access to the whole of the library service collections including books and audio visual material suitable for all ages.
- A request service.

Our additional services provided include:-

- Schools Library Service which provides a paid for service to schools in Lancashire and also the unitary authorities of Blackpool and Blackburn.
- Prison Library Service which provides a paid for service to all five of Lancashire's prisons

Looking to the future

Public libraries across the country have been placed in the spotlight as local authorities deal with significant financial constraints. Although we recognise that we will have to live within our means we have a service which we can be proud of with staff who are passionate about delivering the very best they can for our customers. We will explore and develop our role in supporting the local economy through assessing where our available meeting rooms could support the needs of SMEs and bring income into the Library Service.

Within the resources we have available we will continue to provide a variety of options to access library resources through physical and virtual spaces, mobile libraries, digital services, the School Library Service, Home Library Service and Prison Library Service. We will continue to support the mental health and wellbeing of our communities through our [Reading for Health](#) and working with partners to provide enriching experiences for all.

In collaboration with the [Lancashire Volunteer Partnership](#) we will continue to develop our reading hack and adult library volunteers to support our library teams and help develop the skills and wellbeing of our volunteers.

Working in partnership with [The Reading Agency](#), [BookTrust](#) and others we will ensure our library offers support our communities and remain relevant, reliable and accessible

We will work collaboratively with our constituted Friends of Libraries groups to develop flexible and meaningful services for our communities. We see our constituted Friends groups integral to the sustainability of our libraries and by working with us they will be able to support the enhancement of our offer.

As our independent community libraries develop and flourish we will assist in their development and success by actively supporting them both financially and with professional expertise through the Community Libraries Manager and other library and cultural services professionals.

Our creative and collaborative approach and our continued commitment to invest in a wide range of library services will allow us to maximise our extensive network of libraries and customer contacts. We will continue to be a key part of the County Council's offer to the people of Lancashire and will use the opportunity to develop closer links with partners and colleagues from other services. In this way we will improve the customer experience through innovative and collective ways of working which can open up our libraries to whole new audiences.

Lancashire County Council

(Proposed) Public Library Byelaws made under

Section 19 of the Public Libraries and Museums Act 1964

1. In these byelaws, unless the context otherwise requires:
 - a. **"the Act"** means the *Public Libraries and Museums Act 1964*;
 - b. **"charge"** means any charge imposed in accordance with the Regulations and Policies of the Library Authority;
 - c. **"child"** means a person under the age of 16
 - d. **"emergency situation"** includes situations where a library or part of a library is required to be evacuated for security reasons or because of threat from fire or other hazard and practices and false alarms in relation thereto;
 - e. **"last known address"** means the last address held on the library authority's records;
 - f. **"the library authority"** means Lancashire County Council;
 - g. **"library"** means:
 - i) Any premises which are occupied by a library authority and are premises where library facilities are made available by the authority, in the course of their provision of a public library service, to members of the public;
 - ii) Any vehicle which is used by the library authority for the purpose of providing a public library service to members of the public and is a vehicle in which facilities are made available; and includes any part of such premises or vehicle;
 - h. **"the library officer"** means any officer employed by the library authority in connection with its functions under the Act;
 - i. **"library property"** includes property owned by or provided for the use of the library authority whether or not it is made available by the library authority for use by the public and property obtained by the library authority for the loan to or use of the public;
 - j. **"the Regulations"** means *The Library Charges (England and Wales) Regulations 1991 S.I. 1991/2712*;
 - k. Words importing the masculine gender include the feminine, words in the singular include the plural and words in the plural include the singular;
 - l. Expressions used, unless the contrary intention appears, have the meaning which they bear in the Act and Regulations.
2. An act necessary for the proper execution of his duty by a library officer shall not be a contravention of these byelaws.
3. A person shall not supply an age, name address or other means of identification which is false or misleading for the purpose of entering any part of the library premises or for the purpose of using any library facility.
4. No person who in the reasonable opinion of a library officer is offensively unclean in person or clothing or both shall remain in the library, after having been asked by a library officer to leave the library.

5. Except with the consent of a library officer, no person shall:
 - a. cause or allow any dog (other than an assistance dog) or other animal belonging to him or under his control to enter or remain in the library;
 - b. bring into any part of the library a wheeled vehicle or conveyance (other than those necessary for the assistance of people with limited mobility);
 - c. enter or remain in any part of the library which a reasonable person would or should know is prohibited to the public; or
 - d. access or remain in the library outside the times fixed for its opening.
6. No person shall remain in the library after an emergency situation has been made known to him.
7. No person shall, unless specifically permitted by a library officer, take or attempt to take any library property from the library or past a check out or security point.
8. No person shall, without lawful excuse, destroy or damage any library property intending to destroy or damage such property or being reckless as to whether such property should be destroyed or damaged or act with intent or recklessness that such property should be destroyed or damaged.
9. No person shall behave in a violent, disorderly or indecent manner in the library, use violent, abusive, offensive insulting or obscene language therein, or intentionally or recklessly cause or do anything likely to cause injury to any other person.
10. No person shall remain in a library without making proper use of the library's facilities after having been advised or requested, by a library officer, to make such proper use of the facilities.
11. No person shall intentionally or recklessly obstruct any library officer in the execution of his or her duty or intentionally or recklessly disturb, obstruct, interrupt, abuse or annoy any other person properly using the library.
12. No person shall, without the consent of a library officer, intentionally display, distribute, or leave any bill, placard, notice or other document on library premises.
13. No person shall, without the consent of a library officer, offer anything for sale or seek donations on library premises or canvass or seek signatures for petitions.
14. No person having charge of a child shall without the consent of a library officer leave him unsupervised in the library.
15. No person shall bring into or light any flame on library premises.
16. No person in any part of the library shall supply, take or be under the influence of alcohol or any toxic substance for the purpose of causing intoxication; or supply, take or be under the influence of any controlled drug as defined by Schedule 2 of the *Misuse of Drugs Act 1971* other than drugs dispensed for and pursuant to prescription issued for him by a doctor under and in accordance with the aforesaid Act.
17. No person shall, except with the consent of a library officer, partake of refreshment in the library.

18. No person who:
 - a. borrows library property which is returned late or if returned would be returned late, or
 - b. fails to pay any charge

shall, unless with the specific consent of a library officer, borrow any other library property.

19. Any person who has borrowed library property which if returned would be returned late and who has been served with a notice by the library authority demanding return of the library property shall return the library property or pay the appropriate replacement cost and charges [to a library provided by the library authority] within 14 days from the date the notice was served.
20. Any library user whose personal details change must notify a library officer as soon as reasonably possible or take responsibility for updating their own customer account.
21. A person shall use online resources in a way consistent with any Conditions of Use Policy or similar rules of the library, as advertised or notified by the authority. Breach of any such policy shall, without prejudice to any other legal sanction or remedy available to the library authority, lead to the barring of the use of such online resources.
22. Any person who contravenes any of these byelaws shall, without prejudice to any other legal sanction or remedy, be liable to prosecution by the library authority for contravention of the byelaws, and shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale in respect of each offence.
23. A library officer may exclude any person who contravenes any of the foregoing byelaws from any library maintained by the library authority under the Act.
24. On the coming into operation of these byelaws, the byelaws relating to libraries which were made by the Lancashire County Council on the 17th day of July 1997 and were confirmed by Secretary of State for Culture, Media and Sport on the 16th day of March 1998 shall be revoked.

[Official seal of local authority]

The Common Seal of [] was hereunto affixed in the presence of [].

The foregoing Byelaws are confirmed on behalf of the Secretary of State for Culture, Media and Sport by the Deputy Director, Culture Directorate, Department for Culture, Media and Sport and shall come into force on [].

[Signature].

[Print Name]. On [].

Secretary of State for Culture, media and Sport

[]

The date of coming into force is one month after date of signature.

The following is an optional note at the end of the Byelaws.

This note is not part of the byelaws.

Users of the library and library facilities are reminded that the provisions of the general law apply at all times. In particular as regards the activities referred to in byelaws 8 and 16 the library authority draws attention to the existence of the *Criminal Damage Act 1971* and the *Misuse of Drugs Act 1971*.

Something to this effect should also be displayed on or in the vicinity of the photocopy machines.

People who intend to make copies of works are advised that they may only do so in accordance with the provisions of the *Copyright Designs and Patents Act 1988* and are liable to prosecution under that Act if they fail to observe its provisions.

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Learning and Skills – Start Well

Part A

Electoral Division affected:
(All Divisions);

Review of the County Council's Policy relating to the Supply of Halal Meat to Schools

(Appendix 'A' refers)

Contact for further information:

democratic.services@lancashire.gov.uk

Executive Summary

This report presents the findings (see Appendix 'A') of a review of the County Council's policy on providing Halal meat to schools.

The Council's current policy is to provide both stunned and un-stunned Halal meat and the report looks at the implications of changing this policy to stunned meat only.

The report builds on the findings of the Halal Meat Supplies Task Group from December 2013 (see Annex 1).

This report has been referred to Full Council following agreement at Cabinet on Thursday 14 September 2017.

Recommendation

Full Council is recommended to consider and review the findings in this report and determine if the current policy should be amended.

Background and Advice

In June 2017, the Leader of the County Council requested a review of the Council's current policy on supplying Halal meat to schools. The Council's current policy is to provide both stunned and un-stunned Halal meat and this report sets out the implications of changing this policy to stunned meat only.

On Thursday 14 September, Cabinet considered this report as a Part II item due to its commercially sensitive content. Cabinet resolved that the matter be referred to Full Council for determination.

The attached report (and supporting annexes) has been updated to remove any commercially sensitive information.

The provision of Halal meat (meat slaughtered and prepared in accordance with Islamic/Sharia law) within school meals is not without controversy. School meal providers have to tread a fine line between satisfying the dietary expectations of a significant section of the community whilst respecting both procurement law and food standards legislation.

Key points:

- No single defined standard for Halal exists in the UK.
- Currently, a local authority may specify that animals must be stunned before slaughter within the supply tender.
- To favour one accreditation body over another would breach EU procurement law.

The supply of Halal meat has been the subject of numerous reviews by various European, UK and local public bodies for many years and yet, there still is no defined law or regulation governing the definition of Halal. Instead, there are a range of Halal accreditation agencies who inspect and accredit firms involved in the production and handling of meat in order for that meat to be described as Halal.

The pivotal issue within this debate is around stunning: The Qur'an does not expressly forbid stunning (animals must be alive).

There are differences of opinion within Muslim communities on this issue and, consequently, there is no single authoritative body in the UK representing a single agreed definition/standard for Halal. This has led to divided opinions and competing 'regulatory' regimes.

In July 2013, Full Council considered a motion that "This Council confirms that it will not provide meat to any of its kitchens unless the animal was stunned before it was slaughtered".

It was resolved by Full Council that consideration of this motion be referred to the Scrutiny Committee with the request to set up a task and finish group to examine all the issues relating to the Council's supply of Halal meat.

The recommendations from the task and finish group can be found at Annex 1 where the first recommendation was to;

1. Recognise the importance of providing meat for Muslim children in Lancashire schools that is;
 - a. Produced and prepared in line with Halal requirements
 - b. Accredited by a recognised Halal accredited body
 - c. From a trusted source and traceable

The attached report (see Appendix 'A') builds on the Halal Meat Task Group's final report from 21 October 2014 and presents the findings of an updated review of the supply of Halal meat to schools. It also looks at the wider debate and implications around Halal meat, taking into consideration other religions and socio-economic factors which will be impacted upon.

Consultations

As this is a policy review, no formal consultation has taken place at this time. However, the following information/reports/views have been considered:

- Lancashire Education Act 1984 - The Asian Religions, Their Dietary Restrictions: March 1984;
- Report of the Halal Meat Supplies Task Group: December 2013.

In addition a desk top exercise has been conducted to research the current national and local intelligence relating to the supply of Halal meat, particularly to schools.

The main bodies referred to are:

- Food Standards Agency;
- Halal Monitoring Committee;
- Halal Food Authority;
- Humane Slaughter Association;
- The Farm and Animal Welfare Council;
- Muslim Council of Britain;
- Lancashire Council of Mosques.

Consideration has also been given to the demographics of the areas most affected by this policy and representatives from key service areas within the County Council have been consulted, including School Meals/Catering Service, Legal, Procurement, Adult and Older Peoples Services and Equality and Cohesion.

If Full Council resolves to amend the current policy, a further Equality Analysis will need to be completed. This would include an extensive consultation exercise.

Implications:

This item has a number of implications, as detailed in Appendix 'A'.

Risk management

This report has significant risk implications as detailed in Appendix 'A' and are summarised below:

- Legal – Animal Welfare vs. School Food Regulations/Requirements of Sharia Law
- Procurement – restrict/distort competition
- Finance – potential loss to LCC and individual schools
- Community – increase in community tensions

- Market place – not seen as a supplier of school meals to Muslim schools

The monitoring and review of these risks have been included in the Council's Risk Register.

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

Paper	Date	Contact/Tel
Lancashire Education Act 1984 The Asian Religions – Their Dietary Restrictions (Ann 3)	12 March 1984	Ajay Sethi/(01257) 517100
Report of the Halal Meat Supplies Task Group (Ann 1)	6 December 2013	Josh Mynott/(01772) 534580
The Halal dilemma briefing – Association of Public Service Excellence	September 2011	Lynne Johnstone/(01772) 533414

Reason for inclusion in Part II, if appropriate

N/A

Review of the County Council's policy relating to the supply of Halal meat to schools

Background and Advice

In June 2017, the Leader of the County Council requested a review of the Council's current policy on supplying Halal meat to schools. The Council's current policy is to provide both stunned and un-stunned Halal meat and this report sets out the implications of changing this policy to stunned meat only.

On Thursday 14th September, Cabinet considered this report as a Part II item due to its commercially sensitive content. Cabinet resolved that the matter be referred to Full Council for determination.

This report (and supporting annexes) has been updated to remove any commercially sensitive information.

The provision of Halal meat within school meals is not without controversy. School meal providers have to tread a fine line between satisfying the dietary expectations of a significant section of the community whilst respecting both procurement law and food standards legislation.¹

Key points:

- No single defined standard for Halal exists in the UK.
- A local authority may specify that animals must be stunned before slaughter within the supply tender.
- To favour one accreditation body over another would breach EU procurement law.

What does Halal mean, how is it defined and by whom?

Halal - Arabic: 'Permissible' - Meat slaughtered and prepared in accordance with Islamic/Sharia law.

Haraam - 'prohibited by God, unwholesome, foul'.

The **Qur'an** makes reference to what is prohibited in terms of food and meat. From the verses, Muslims interpret what is Halal and Haraam (leaving scope for differing views).

Elements which are quite **clearly established for Halal slaughter** are:

- Only a permitted and healthy animal/bird can be slaughtered.
- Animal welfare is essential from farm to slaughter.
- The animal must be alive at the point of slaughter.
- Only a Muslim slaughter man using a sharp knife of adequate size can slaughter.
- The knife must be cleaned after each cut and sharpened out of sight.
- No animal must be allowed to see another being slaughtered or the blood.

¹ [Association of Public Service Excellence – The Halal Dilemma Sept 2011](#)

- The windpipe, gullet, and preferably 2 carotid arteries and 2 jugular veins must be cut in a single action. Slaughter man must audibly recite "Tsmiyya" that is Bismillah Allahu Akbar ('in the name of Allah, Allah is greatest') at the time of doing the Zibah (religious slaughter).

The Qur'an is also clear as to **what is not permitted**:

- Meat from swine, carrion (dead/rotting carcass), carnivorous animals/birds, and blood.
- Animals that have been sacrificed to other gods.
- Animals that have not been fed on a natural diet.
- Alcohol – in context of meat production – alcohol based cleaners and solvents for hand wash or equipment cleaning.
- Meat by-products, such as meat based gelatine and lard, from animals which have not been slaughtered in accordance with Islamic/Sharia law.

Pivotal issue: **Stunning**

- The Qur'an does not expressly forbid stunning (animals must be alive).

This manifests itself with differences of opinion within Muslim communities and consequently there is no single authoritative body in the UK representing a single agreed definition/standard for Halal. This has led to divided supply of options and competing 'regulatory' regimes.

School Food Regulations 2014

The requirements for School Food Regulations 2014, are to ensure that food provided to pupils in school is nutritious and of high quality; to promote good nutritional health in all pupils; protect those who are nutritionally vulnerable and to promote good eating behaviour.

School governing boards must provide school meals to a pupil free of charge if the pupil and/or a parent meets eligibility criteria set out within the Education Act 1996 and a request is received for free meals to be provided either by the pupil or someone acting on their behalf. The free school meal must comply with the requirements for School Food Regulations 2014; also referred to as the school food standards.

From September 2014 every child in reception, Year 1 and Year 2 in state-funded schools, is entitled to a free school lunch which must also comply with the school food standards.

The school governing board is also responsible for ensuring that the national school food standards are met.

Governing boards are strongly encouraged to work with its senior leadership team to develop a whole school food policy; setting out the school's approach to its provision of food, food education (including practical cooking), the role of the catering team as part of the wider school team and the school's strategy to increase the take-up of school lunches. This is expanded on further in The School Food Plan (Alliance)

which places an onus on schools to adopt a whole school approach to school meals and food education.

The School Food Regulations 2014 require meat or poultry to be served on at least three days per week. Lancashire school meal menus are designed to comply with this requirement, with meat and poultry dishes being predominantly served between Monday and Thursday. Where a meat or poultry dish is included on a Friday, Roman Catholic schools may adapt their menus to restrict the consumption of meat due to religious edict. However, the menu provision for the week must still include the provision of meat or poultry for a minimum of three days per week to ensure that the standards are met.

Prior to the School Food Regulations 2014, the government endorsed two sets of standards for school lunches:

- a) Food-based, which defined the types of food that children and young people should be offered in a school lunch and their frequency; and
- b) Nutrient-based which set out the proportion of nutrients that children and young people should receive from a school lunch.

The introduction of the School Food Regulations 2014 combined the benefits of these two standards, ensuring that the correct food choices and their constituent nutrients were reflected in the new standard. Meat and poultry are an important food group in respect of the 14 key nutrients, being a good source of protein, B vitamins and minerals, including iron and zinc.

Protein is required to repair body cells and make new cells, repair and build tissue. It is vital for building bones, muscle, cartilage, skin and blood. Zinc is needed for growth and maintenance in the body. It is also vital for the immune system and healing and is also used in the breakdown of carbohydrates.

Iron is required to make haemoglobin. Without haemoglobin the body cannot carry oxygen from the lungs to the rest of the body, without enough haemoglobin we are susceptible to anaemia. B vitamins are involved in many metabolic functions, including energy metabolism. B12 is generally lacking in a meat free diet as it is difficult to obtain from other sources, other than breakfast cereals which are fortified.

In 2012/13, the County Council conducted a limited year group survey which identified that upwards of 67% of pupils in Burnley and Pendle secondary school, arrive to school without having consumed breakfast; thus limiting the intake of fortified vitamins and minerals from breakfast cereals.

Department for Education

Advice from the Department for Education states that schools should make reasonable adjustments for pupils with particular requirements, for example to reflect medical, dietary and **cultural needs** and that school food menus are designed for the majority of the school population.

An evaluation of the benefits of universal free school meals was funded by the Department for Education (DfE) and the Department of Health (DH) between autumn 2009 and summer 2011. The pilot scheme and resultant evidence led to the then

coalition government introducing universal free school meals for all infants and key stage 1 pupils from September 2014.

The universal pilot had a significant positive impact on attainment for primary school pupils at Key Stages 1 and 2, with pupils in the pilot areas making **between four and eight weeks' more progress** than similar pupils in comparison areas. These effects could have arisen either through the provision of free school meals directly or through the wider activities that accompanied the pilot (such as the promotion of school meals and healthy eating to pupils and parents) or both.

The universal entitlement pilot also appeared to improve attainment by more, amongst pupils from less affluent families than amongst pupils from more affluent families. It also appeared to improve attainment by more, for pupils with lower prior attainment than for those with higher prior attainment.

Of particular note is the fact that the universal pilot approach improved outcomes among children from less affluent families: it increased the take-up of school meals among pupils who were already eligible for free school meals before the pilot was introduced and it had positive impacts on diet among these pupils. School staff in the qualitative case studies also noted that the pilot had a 'levelling effect' on the quality of lunches eaten by pupils from different backgrounds; the implication was that while the quality of packed lunches varied considerably by socio-economic background, all pupils taking school meals had access to a nutritious, balanced meal, thus reducing socio-economic differences in the quality of food eaten at lunchtime. The improvements in attainment in the universal pilot areas also appeared to be greater for children from less affluent backgrounds and those with lower prior attainment.

In July 2012, a report was presented to Lancashire County Council's Cabinet on an approach to increase the level of free school meals across Lancashire Schools. National evidence from take up campaigns suggested that the main reason for failure to claim was a lack of general awareness of entitlement, sometimes compounded by having to deal with a perception of a complex process of claiming free school meals. It was agreed that all Councils in Lancashire to joining up data to increase the level of free school meals across Lancashire schools (see Annex 2).

A move away from the current policy to supply both stunned and un-stunned Halal meat, may have adverse effects such as; fewer young people accessing their free entitlement of free school meals; risk of quality assurance within the supply chain; high uptake of packed lunches that don't meet the school food regulations; and longer term effects on attainment and achievement of young people, from high risk social economic backgrounds.

Ofsted's Common Inspection Framework

Under Ofsted's Common Inspection Framework, which came into force in September 2015, inspectors assess how "children and learners keep themselves healthy, including through healthy eating". Inspectors will look at "the food on offer and visit the canteen to see the atmosphere and culture in the dining space and the effect this has on pupils' behavior. In a recent Children's Food Trust survey only 1% of packed

lunches met the requirements for School Food Regulations 2014, the study also found anecdotal evidence that pupils behaviour was adversely influenced by the varying contents of packed lunches.

Current situation

In Lancashire, we currently supply twenty seven schools, where the Governing Body has chosen Halal school meals, with 'un-stunned' Halal school meals and cater for up to 12,000 children. These schools are within Lancashire County Council boundaries, Burnley, Preston, Pendle, Chorley, South Ribble, Ribble Valley including Blackburn with Darwen Borough council area.

The potential financial impact, if the current policy was changed, could see a potential loss of c.£285,000 (contribution to overhead) per annum, if the current school catering contracts are lost following any policy change.

There is also the possibility that schools will seek alternative suppliers of Halal meat who may not be 'Accredited' suppliers. We currently offer meat accredited by the Halal Monitoring Committee which is a trusted quality brand amongst Lancashire's Muslim communities.

Another key factor to consider here, is that there is currently no demand for stunned Halal meat from any school within the authority's catering service.

In Lancashire, where school meals are predominantly provided by the local authority, as a traded service, compliance with the school food standards is specified within the catering service level agreement and the catering service provide the governing board with evidence of compliance with the standards. The authority catering service is also intrinsic in ensuring that schools who use the service are able to meet their statutory obligations to provide pupil premium and universal infant free school meals.

The catering service strategy and pricing model acknowledges and communicates the combined benefits of increasing primary school meal uptake, with the price per meal charge to schools being lower the higher the school meal uptake percentage. Any reduction in school meal uptake has an adverse effect on the price per meal charged to schools and would most likely result in schools moving from a cost recovery making school meal service to a loss making service.

As mentioned earlier, a reduction in school meal uptake may also impact upon the overall academic attainment levels; affect pupil's behaviour during lunchtime and afternoon lessons; and lead to an increase in the attainment gap between pupils from different socio-economic backgrounds. However, we cannot claim that a potential change in the County Council's current policy, would see academic attainment reduce as a direct result. There are other providers, other than the County Council, of Halal meat available to schools, to help them meet their cultural food requirements.

In reviewing this policy, we have also considered other County Council establishments where Halal meat may be in demand. Having consulted the Head of Service, Adults and Older People, at present, there is no current demand for Halal in residential care establishments however, there is a possibility of receiving requests via rehabilitation for Halal meat dishes and for future residents.

Considerations

Nationally, Central Government and Local Authorities continue to address the needs of a diverse set of residents against the following issues:

- The UK's legal position in religious slaughter.
- Stunned or not stunned Halal – supply options and animal welfare matters.
- Labelling and food provenance.
- Possibility for a single supply option that respects both Halal and Non-Halal consumers.
- Halal.

What the legislation says:

- EU/UK law requires farm animals to be stunned prior to slaughter (Halal and Kosher slaughter Guidance October 2015).
- Exemption for religious slaughter: Schedule 12 of The Welfare of Animals (Slaughter or Killing) Regulations 1995 Jewish and Muslim.
- Significant meat producing countries such as Denmark (EU) and New Zealand legally mandate pre-stunning even for Halal slaughter.

The ability of the animal to feel pain following stunning is the subject of much debate and academic study and the exemptions to stunning are opposed by organisations such as the RSPCA who are opposed to the slaughter of any animal without first ensuring it is rendered insensible to pain and distress.

There is debate amongst Muslims about some aspects of the Halal rules, and there is no single set of national or international standards. In the UK, “Halal” is not defined in law. Instead, there are a range of Halal accreditation agencies who will inspect and accredit firms involved in the production and handling of meat in order for that meat to be described as Halal.

The two biggest accreditation agencies in the UK are currently the Halal Food Authority (HFA) and the Halal Monitoring Committee (HMC).

Whilst the two organisations agree on many things, there are also differences, perhaps most notably on the issue of stunning animals before slaughter. The HFA allows this in certain conditions, the HMC does not allow it at all.

In 2014, there was a Halal and Kosher meat debate in the House of Commons relating to the labelling of such meat at the point of sale. Part of this debate examined the method of 'slaughter labelling'². The Parliamentary Under-Secretary of State for Environment, Food and Rural Affairs at the time, (George Eustice), concluded that; *"such regulation should be introduced at a European level however, if one were to introduce compulsory method of slaughter labelling, I think one would go not for labelling as halal or kosher, for the reasons I gave earlier, but for labelling as stunned or unstunned"*.

In December 2013, written evidence was received from a number of the bodies listed below (see Annex 1 for further information). In reviewing the current policy, where the County Council supplies both stunned and un-stunned Halal meat to schools, a

² <https://hansard.parliament.uk/Commons/2014-06-12/debates/1406124000021/HalalAndKosherMeat>

desktop exercise took place where the following information was gathered. Notably, none of the advice and guidance has changed:

- **Food Standards Agency (FSA)** - The animal **should be alive or deemed to be alive** at the actual time of slaughter and slaughter must be carried out in compliance with Islamic Sharia and the Welfare of Animals (Slaughter or Killing) Regulations 1995 (as amended). The FSA animal welfare survey undertaken in abattoirs across Great Britain during one week in September 2013 showed around 84 per cent of animals slaughtered by the Halal method were stunned before slaughter.
- **Halal monitoring Committee** – The British Law allows the Muslim to carry out religious slaughter **without stunning**.
- **Halal Food Authority** – **stunning allowed** as per European Council Regulation EC1009/2099
- **Humane Slaughter Association (HSA)** - The view of the HSA remains that all animals **should be effectively stunned** prior to being bled, because this precludes the possibility of suffering.
- **The Farm Animal Welfare Council** (now Committee) (FAWC) - “Slaughter **without pre-stunning is unacceptable** and that the Government should repeal the current exemption”. Until then any animal not stunned before slaughter should receive an immediate post-cut stun.
- **Muslim Council of Britain (MCB)** - At the end of the day, informed consumer **choice, rather than prejudice** should be the motivating factor here.
- **Lancashire Council of Mosques (LCM)** – although we have not contacted LCM directly to avoid any unnecessary upset, it is the view that based on the events in 2103, that the LCM will take the same view and boycott school meals.

Advice received from Lancashire County Council services

This isn't the first consideration of this item as referred to in Annex 1 and 3. The following advice looks at the impact of a potential change in policy to supply stunned meat only, to Lancashire schools;

Financial implications

Lancashire County Council currently supplies, where the school and Governing Body have chosen Halal school meals, Halal meat to twenty seven schools and caters for up to 12,000 children who are served over 1.2m meals per annum. These schools are within Lancashire County Council boundaries, Burnley, Preston, Pendle, Chorley, South Ribble, Ribble Valley including Blackburn with Darwen Borough council area, where the catering service employ 139 part time, term time, catering employees.

When considering a change in this policy, if Lancashire County Council were only to buy Halal stunned meat, there would be variable factors to such a decision.

- When Halal un-stunned (HMC) meat was banned from use in Lancashire in 2013, the Lancashire Council of Mosques asked all Muslim families to boycott

Lancashire school meals completely, not just the ones who were affected by the ban of Halal un-stunned meat. This was followed not just in the schools who were affected by the ban of Halal un-stunned meat. The boycott resulted in a significant drop in meal uptake in schools serving both Halal and non-Halal menus and thus income and contribution. The effect was particularly damaging in the east of the county and the central Preston area where school meal uptake decreased by over 7%.

- The school meals service is charged to schools who in turn charge parents for paid meals or receive a price per meal from the government for universal infant free school meals. If primary schools are unable to satisfy the cultural food requirements of their pupils, and consequently their parents, there is a strong possibility that they will choose to contract with an alternative catering provider, or manage their own catering arrangements in house.
- Secondary school contract income is predominantly received from pupils, so again, if secondary schools are unable to satisfy the cultural food requirements of their pupils there is a strong possibility that they will also choose to contract with an alternative catering provider, or manage their own catering arrangements in house.
- A potential reduction in the County Council's competitiveness in a commercial environment as it could see new entrants in the market place providing this service for example, other Council Catering Services. This would also limit the services diversification plans in entering new markets and territories. As a change in current policy would reduce our ability to provide a full end-to-end service.
- The **potential loss** of the twenty seven Halal school meal catering contracts would result in the loss of c.£2.5m of traded income and **c.£285,000 per annum** reduction in contribution to corporate overheads; plus reduction in food procurement rebates, plus any additional impact of another school meal boycott by the Lancashire Council of Mosques.
- The headlines of the impact of the loss of the twenty seven schools meal catering contracts are;
 - food expenditure could decrease by £981,369 per annum, 75% of which is spent directly with local food manufacturers, and distributors.
 - 139 catering employees could be faced with TUPE transfer to alternative catering providers, or directly schools.
 - 10.59% of Lancashire's pupil population may be affected.
- There is currently no demand for stunned Halal meat, nor would there be an expected increase in demand for stunned Halal meat if the Lancashire Council of Mosques adopt the same position of boycotting all school meals and only advocating un-stunned Halal meat.
- Our pricing model is based upon a sliding scale of charges whereby the higher the meal uptake the lower the meal charge to schools. Any resultant reduction in meal uptake from a change in policy would see the price per meal charged to schools increase.

As detailed above, there are the additional impacts, such as the government's school food standards, nutritional impact, obesity and diabetes, increase in packed lunch uptake and pupils leaving the premises for home lunches to be considered.

There is also the financial impact on the Muslim community, if they were to boycott school meals. Families may be forced to provide alternative food options for their children (which may not meet the School Food Regulations) whether this be as a packed lunch or provided at home. This also could lead to additional costs in terms of travelling from school to home and back again.

Legal implications

It is possible that the Council would face a risk of challenge to a decision to procure only halal meat that has been stunned prior to slaughter. Such a challenge could be based upon an allegation that:

- (1) The Council has breached the Public Contracts Regulations 2015; and/or
- (2) The Council has failed to comply with the equality Act 2010.

Procurement implications

The County Council is obliged to procure in accordance with the Public Contract Regulations 2015 (the "Regulations") which prohibit any form of tender process which effectively restricts or distorts competition. Accreditation (or any aspect of the accreditation including for example a restriction on stunning prior to slaughter) of meat as Halal is classed under the Regulations as a "technical specification"

Regulation 42 (10) states that:

"Technical specifications shall afford equal access of economic operators to the procurement procedure and shall not have the effect of creating unjustified obstacles to the opening up of public procurement to competition".

A requirement that animals should be stunned prior to slaughter could also be categorised as a "characteristic" of a technical specification addressed under Regulation 42 (6) which provides that:

"In the case of any public contract, the required characteristics may also refer to -
(a) the specific process or method of production or provision of the requested works, supplies or services, or
(b) a specific process for another stage of its life cycle, even where such factors do not form part of the characteristics' material substance provided that they are linked to the subject-matter of the contract and proportionate to its value and its objectives".

To stipulate one sole accreditation body, or a specific slaughter process, for Halal meat in Lancashire may breach Regulation 42 (10) if it could be proved that it creates an unjustified obstacle to potential bidders. However, Regulation 42 (6) suggests that there is some flexibility allowing authorities to specify processes as part of a technical specification provided that the process relates to what is being procured and does not for example lead to a disproportionate increase in costs.

It does not seem immediately apparent that limiting the range of possible bidders to those who stun animals prior to slaughter would either unfairly restrict competition or introduce an extraneous requirement that would be unreasonable of itself.

Equality Impact Implications and Assessment

The County Council is under an obligation to consider each strategic proposal in terms of possible impact upon certain groups (defined in the Equalities Act 2010 by reference to protected characteristics). This process is usually undertaken by way of an equality impact assessment which addresses the potential impact of a proposal upon equality issues in a substantive and thorough manner. Whilst the Equalities Act 2010 does not prohibit public authorities from taking decisions which may detrimentally affect those with protected characteristics, authorities must have due regard to such matters when making relevant decisions. As the assessment attached as Annex 4 to this report makes clear, the review of the procurement of halal meat is likely to have an impact upon a number of groups with protected characteristics in a number of ways.

Undertaking an equality impact assessment evidences the process by which appropriate information is sought and analysed in terms of the potential impact upon groups with protected characteristics. The contents of the assessment must be considered when making a decision in order to be able to make a lawful decision and to evidence that relevant considerations have been taken into account.

Failure to comply with the Act and to evidence that this is the case has in the past proved a fruitful ground of challenge and the assessment should be fully considered as part of the decision-making process.

An Equality Analysis has been completed and can be found at Annex 4.

Academic implications

As explained in detail above, the provision of a nutritious meal in the middle of the day to the children of Lancashire is of fundamental importance. This is not just a matter for Muslims or Muslim children. For some children, it may be the only meal they get in a day, and for all children, the importance of good nutrition in the development and achievement is key. The aim of all the people involved in this ongoing debate has been to make sure that Lancashire is offering something to its children that presents them with a genuine choice, that presents them with meat they, and their parents, feel comfortable with as being reflective of their needs and wishes.

Economic implications

The economic impact would affect the County Council, the suppliers the County Council currently trade with and the suppliers along the food chain, schools and families.

The international market for Halal is worth around £423bn making up approximately 16% of the global food market;

- 1.8 million Muslims live in the UK,
- 356,458 in the North West and

- 96,600³ in the Lancashire 14 area.
 - Blackburn with Darwen (27.0%) and
 - Pendle (17.4%) had high rates of Muslims.
 - The Blackburn with Darwen rate was the third highest in England and Wales.

The debate is not just around the supply of Halal meat to schools, The Muslim Council of Britain claim that many popular curry houses and restaurants clearly displaying Halal, attract customers who are not often Muslims. They welcome any move by mainstream companies to cater for Muslim consumers. They also believe that at the end of the day, informed consumer choice, rather than prejudice should be the motivating factor here.

It is also understood that well known food retailers such as Nandos and KFC in the Blackburn area, only serve Halal meat based on studying the racial make-up of the area.

In terms of schools, the impact on schools has been explained in terms of them recovering cost through a take up of school meals against the potential loss of income if Halal supply did not meet the demand. As schools are now more self-sufficient and have a choice on whether to buy services from the County Council or elsewhere, a change in this policy could see a reduction in the number of school catering/lunchtime supervisor staff at certain times, due to the reduction in pupils staying in school for lunch.

There is also the potential for more schools to seek Academy status as we may be seen as not responding to the market. If we cannot supply choice within the market, schools may choose to buy elsewhere. Just by the County Council changing its policy, doesn't mean that schools will follow.

Emergency Planning

Government Guidance on evacuation and shelter (2014) requires Emergency Planners to consider individuals or groups who may require special care and attention and to consider potential special requirements. These could be for example, dietary (Halal food) cultural (unisex facilities) or religious (need for prayer facilities). A change in the County Council's policy will impact on our emergency responses planning.

Social implications

The fact remains that slaughter without stunning for religious purposes remains legal in this country, and that government agencies such as the Foods Standards Agency have made it clear that there is no single 'correct' definition of Halal.

As identified by the Halal Meat Supplies Task Group, the opportunity remains that a choice is made available to Muslims at a local level. This could be achieved by allowing individual schools, if they so choose, to make a judgement for their own pupils on issues connected to accreditation and stunning. Parents would be able to

³ Census, March 2011 indicated that their religion was Muslim

make their views known to the Head Teacher and Governors of an individual school, and the County Council would be able to meet that requirement.

It should be noted that locally and nationally policy changes around the provision of stunned and un-stunned halal meat to schools have resulted in community tensions and feed the agenda of the far right whose activity is currently growing across the UK and Europe. Community tensions are already heightened following recent terrorist attacks from both ISIL/Daesh and Far Right in London and Manchester. As experienced in 2013 there is likely to be a strong response from the both the Muslim community and far right activist impacting negatively on community tensions, community cohesion and integration across our Lancashire communities.

A change in policy may also lead to individuals undertaking acts of hate incident/crime and Leaders/ Governing Boards/ communities spokespersons will have a role and be key to managing this negative impact – and need to be prepared for this. Extreme hate ideology can be a trigger along with other frustrations of an individual that lead to them to carrying out a terrorist act. Evidence shows that the community tensions are very delicate at the moment. From the opposite spectrum certain communities can feel marginalised and feel they are being targeted by the effects of policy changes made by public bodies e.g. the Muslim community and Halal meat provision. This can be exacerbated by press coverage and social media comment.

However, there is support available from across Lancashire agencies to respond following any referrals or concerns raised.

Thought and consideration also needs to be given in terms of Lancashire's Muslim population where they have expressed a preference for un-stunned Halal meat only and that the Jewish community will only accept un-stunned meat and will watch closely what happens in the Muslim community.

Cultural leadership across Lancashire is very strong and the County Council should be mindful of the reaction of communities and schools, who may perceive the authority distancing themselves from their cultural needs and differences and thus marginalising the affected schools.

Communications

The last time un-stunned Halal meat was banned in school meals there was a significant amount of negative media attention, particularly focused on opposition to the policy by the Lancashire Council of Mosques, and their boycott of Lancashire school meals.

Media reaction this time around is likely to be determined by the reaction of the Muslim community. If the Lancashire Council of Mosques again opposes the policy, as seems likely, then it would be reasonable to assume that more negative stories will again be generated.

Consultations

As this is a policy review, no formal consultation has taken place at this time. However, if Full Council resolves to amend the current policy, a further Equality Impact Assessment will need to be completed. This would include an extensive consultation exercise.

Implications:

This item has a number of implications, as indicated above.

Risk management

This report has significant risk implications as detailed above and are summarised below:

- Legal – Animal Welfare vs. School Food Regulations/Requirements of Sharia Law
- Procurement – restrict/distort competition
- Finance – potential loss to LCC and individual schools
- Community – increase in community tensions
- Market place – not seen as a supplier of school meals to Muslim schools

The monitoring and review of these risks have been included in the Policy, Information and Commissioning Team's Risk Register.

List of Background Papers

Paper	Date	Contact/Tel
Lancashire Education Act 1984 The Asian Religions – Their Dietary Restrictions (Annex 3)	12 th March 1984	Ajay Sethi 01257 517100
Report of the Halal Meat Supplies Task Group (Annex 1)	6 th December 2013	Josh Mynott 01772 534580
The Halal dilemma briefing – Association of Public Service Excellence	September 2011	Lynne Johnstone 01772 533414

Halal Meat Task Group – Final report

Background

In July 2013, Lancashire County Council's Full Council considered a motion that

"This Council confirms that it will not provide meat to any of its kitchens unless the animal was stunned before it was slaughtered."

Following discussion, it was resolved by Full Council

"That consideration of this motion be referred to the Scrutiny Committee with a request that a task and finish group be set up to examine all issues relating to the council's supply of Halal meat"

The proposal was put to the Scrutiny Committee in September 2013, where it was agreed to establish a Task Group to consider the matter.

Membership

CC Bill Winlow (chair)
CC Geoff Driver CBE
CC David O'Toole
CC Sandra Perkins
CC Yousuf Motala
CC Chris Henig
CC Munsif Dad

Scope

At the Scrutiny meeting in September 2013, the scope of the task group was agreed. The key objective was agreed as:

To consider all issues relating to the supply of Halal meat to the County Council in order to recommend to the Cabinet the basis for a policy on the provision of Halal meat.

Initial analysis made it clear that by far the most significant area in which the supply of Halal meat was an issue was in relation to the provision of school meals. It was therefore this area where the Task group concentrated their attention.

Methodology

The Task Group considered a range of evidence, written and oral.

- Roger Eakhurst, Assistant Director (Catering), Lancashire County Commercial Group (LCCG) attended all meetings of the Task Group to advise and support.

The task group spoke to:

- Lancashire Council of Mosques (LCM)
 - Abdul Qureshi, Chairman
 - Imam Yusuf Shabbir
 - Ishmael Nakhuda, General Manager

- Halal Monitoring Committee (HMC)
 - Nadeem Adam, Operations Manager
 - Mohammed Giga

- Halal Food Authority (HFA)
 - Saqib Mohammed, Acting Chief Executive
 - Sardar Qadri, Sharia law expert
 - Munsur Ahmed, Meat and Poultry lead

The Task Group watched a video produced by the English Beef and Lamb industry organisation EBLEX, showing various types of Halal slaughter.

Written evidence was received from:

- RSPCA “Religious Slaughter” February 2013
- Laura Sales, Assistant County Solicitor (Contracts and Procurement), Lancashire County Council
- Association of Public Service Excellence (APSE) “The Halal Dilemma” September 2011
- Lancashire Council of Mosques Halal Sub Group “Criteria and Definition of Halal” April 2007
- EBLEX Halal Survey results November 2013
- Halal Monitoring committee “UK Scholar Halal Survey” August 2009
- 2011 Census Information on Religious Belief
- Briefing Note prepared by Roger Eakhurst outlining the history of the issues from 2001-present

Findings

Lancashire has a significant Muslim population. According to the 2011 census, around 5% of the total population of Lancashire is Muslim, rising in some districts to between 10% and 17%. It is clearly essential that Lancashire County Council properly takes into account the needs of this population when making its decisions. One key area is the provision of food for Muslim children in Lancashire schools, which means making sure that the food offered is Halal.

“Halal” is an Arabic term which means permissible or lawful. In terms of food, it relates to both what food can be eaten, and also how that food must be prepared. In terms of meat, certain animals are completely prohibited or forbidden (haram), such as pork. Other meat – beef, chicken, lamb, for example - can be eaten so long as it is prepared in line with certain rules. A brief summary of some of the key rules is as follows:

- The slaughterman must be a Muslim
- The slaughterman must invoke the name of Allah before every slaughter

- The slaughter must be done with a single stroke of a clean, sharp blade, severing the arteries without damaging the spinal cord
- The animal must be alive prior to slaughter

There are also rules that require each animal to be slaughtered separately without seeing or hearing the slaughter of another animal or seeing its blood.

There is debate amongst Muslims about some aspects of the Halal rules, and there is no single set of national or international standards. In the UK, “Halal” is not defined in law. Instead, there are a range of Halal accreditation agencies who will inspect and accredit firms involved in the production and handling of meat in order for that meat to be described as Halal. The two biggest accreditation agencies in the UK are currently the Halal Food Authority (HFA) and the Halal Monitoring Committee (HMC). Whilst the two organisations agree on many things, there are also differences, perhaps most notably on the issue of stunning animals before slaughter. The HFA allows this in certain conditions, the HMC does not allow it at all.

UK law requires that all animals are stunned before slaughter. However, in the regulations that set out what is permissible, the Welfare of Animals (Slaughter or Killing) Regulations 1995 – known as WATOK, there is a specific exemption for religious slaughter, meaning that for Muslims and Jews, slaughter may take place in properly licensed slaughterhouses without stunning.

Stunning is a major area of debate for Muslims and non-Muslims alike. For some, it is an issue of animal welfare. The RSPCA, for example, actively campaign for a change to the law to remove the exemption for religious slaughter. They believe that slaughter without stunning increases the pain and distress felt by the animals, and have produced studies they say proves this.

There is no consensus within the Muslim community itself. Whilst the more Muslims oppose stunning than support it, it is clear that many will accept meat as “Halal” even if it is stunned. The main issue for Muslims is ensuring that the meat is killed by the incision, and whether stunning can be done in a way that is reliably recoverable. In other words, for many Muslims, whilst there remains a risk that the stunning will (inadvertently) kill the animal, the technique cannot be relied upon as Halal. Other Muslims believe that stunning can be done in a way that ensures that the stun doesn’t kill the animal, for example through appropriately low current, or by a “post-cut” stun (where the animal is stunned after its neck is cut).

What Lancashire County Council cannot do is come to any judgement on what is and what isn’t Halal. That is entirely a matter for Muslim scholars and the wider Muslim community. Individual Muslims will make their own choices on what they accept as Halal, based on advice and information. When it comes to school meals, however, the supplies are procured by Lancashire County Commercial Group (LCCG) on behalf of schools, and so there is an imperative to ensure that this food is acceptable to those to whom it is being served.

In Lancashire, Halal meat has been an option on the school menu from at least 1994. In 2007, The Lancashire Council of Mosques (LCM) Halal Sub Group undertook a considerable amount of work on the issue, and, having developed a

criteria and definition, approached the County Council to discuss the issue. The LCM Halal Sub Group aimed at a definition that was as all-inclusive as possible, setting criteria that all Muslims in the county would agree were Halal. One key issue highlighted by the LCM was that whilst some Muslims may accept stunned meat, all Muslims accept non-stunned meat, and so, to ensure as many Muslims as possible could accept the criteria, non-stunning became part of the definition. The LCM expressed a view supportive of the Halal Monitoring Committee's approach and accreditation, which does not allow stunning, and which also required a high level of strict monitoring throughout the production process. The County Council adopted the LCM criteria for its procurement of Halal meat, including the requirement in its tender documentation of "HMC accredited Halal Meat or equivalent"

In 2009, the contract was due for renewal. At this point, the County Council's legal team provided advice that made it clear that the term "HMC accredited Halal Meat of Equivalent" severely restricted competition, in a way that left the county council open to challenge. Approaches had already been received from the HFA expressing concern about companies with their accreditation being excluded. Advice from the County Council's legal department was that the term should be removed, and that Halal meat from any accreditation body should be accepted. This advice was shared with the LCM at the time.

No changes to the supply were made, however, until October 2012, when the County Council's policy was changed to require that all Halal meat supplied to the County Council was stunned before slaughter. The LCM expressed concern at this move, and, following conversations with the County Council, the LCM took the decision to advise that all Muslims boycott school meals. Following discussions, it was agreed that this boycott would be reduced to simply be a boycott of meat meals. The LCM have continued to ask the County Council to reconsider the policy, and in the meantime, to withdraw any meat described as by the County Council as "Halal".

Whilst the County Council has always sought the views of the LCM in developing its policy on Halal, a major issue exists in reconciling that with the legal obligations on the County Council in relation to procurement. The Task Group sought to confirm the legal advice provided in 2009, and the County Council's legal department provided a clear statement (see "Legal Position" below). The advice was also supported by guidance produced by the Association of Public Service Excellence (APSE). The Task Group were clear that, regardless of any other consideration, these rules meant that the Council simply could not either specify a single accreditation agency or set of production processes where these would exclude significant parts of the market. It was made clear that, if the council was to specify non-stunned meat only, that this would be open to challenge, which would very likely lead to the council losing the challenge, at significant expense.

Although the task group considered at some length the issue of whether slaughter without stunning was more painful or distressing for animals, and strong views were expressed on both sides of the argument by task group members, the task group ultimately resolved that the County Council should be recommended to accept both stunned and non-stunned meat. This was reflective of the fact that slaughter without stunning for religious purposes remains legal in this country, and that government

agencies, such as the Food Standards Agency have made it clear that there is no single “correct” definition of Halal.

What was identified by the Task Group, however, was an opportunity to ensure that a choice was available to Muslims at a more local level. This could be achieved by allowing individual schools, if they so chose, to make a judgement for their own pupils on issues connected to accreditation and stunning. Parents would be able to make their views known to the Head Teacher and Governors of an individual school, and the County Council, through LCCG, would be able to meet that requirement.

In the Task Group’s considerations, it was very clear that there was significantly more to the issue than the single point of slaughter. The Task group noted and accepted many of the points made by the LCM and both accreditation agencies spoken to in relation to the integrity of the food served, the importance of understanding the provenance of all our food, and the need to create trust in the food on our plates. The Task Group was cognisant of the significant food security issues in the news earlier this year, and, whilst this was not formally part of the task groups’ remit, it was very clear that the criteria and definition of Halal developed by the LCM, as well as the wider principles of Halal food, had much to say about the provenance of food and respect for animals that could usefully apply to all food supplies to the County Council and elsewhere. It was clear to the task group that there were many lessons that could be learnt from the rules of Halal that applied to all food bought and served by the County Council, and the task group was keen to see that work developed further, in partnership with the LCM as well as other interested bodies.

Partly with these issues in mind, the task group received significant reassurance from LCCG about the inspection regimes in school kitchens. LCCG conforms to ISO9001, which is a raft of requirements set down to ensure that food is prepared in a clean safe environment, that cross contamination of different foods (for example Halal and non-Halal meat) did not occur, and that staff were well trained to understand the issues. The task group noted that some Halal accreditation bodies would willingly accredit schools (the HMC, for example, offer a service involving a termly inspection for a fee of £50 pa with a £100 initial joining fee), which some schools may be interested in, where this would add reassurance to their local communities. It was widely agreed, however, that the ISO9001 standards provided ample reassurance to schools, parents and children that the food they were served was sourced and prepared in line with whatever requirements they might have.

This final point highlights what was universally regarded as the real key issue. The provision of a nutritious meal in the middle of the day to the children of Lancashire is of fundamental importance. This is not just a matter for Muslims or Muslim children. For some children, it may be the only meal they get in a day, and for all children, the importance of good nutrition in the development and achievement is key. The aim of all of the people involved in this debate has been to make sure that Lancashire is offering something to its children that presents them with a genuine choice, that presents them with meat they, and their parents, feel comfortable with as being reflective of their needs and wishes.

To achieve this, the task group heard, requires good information to enable choices to be made. Whilst the task group was clear that the County Council must operate

within procurement law, it was felt that, by providing information to schools and parents, informed choices could be made which would enable children and parents to confidently enjoy school meals in Lancashire schools.

Legal Position

The following advice was provided to the task group by the County Council's lawyers:

"Before specifically advising on the regulations governing procurement some careful research was undertaken in relation to how Halal meat is classified and dealt with by food regulation agencies in the UK.

The classifications "HMC" and "HFA" refer to two out of the many accreditation bodies that accredit Halal meat products. "HMC" is generally considered to be more orthodox although both comply with Sharia law according to the Food Standards Agency. There is no clear cut definition of Halal, and this extends to the belief as to whether stunning the animal prior to slaughter is appropriate otherwise.

The County Council is obliged to procure in accordance with the Public Contract Regulations 2006 (the "Regulations") which prohibit any form of tender process which effectively restricts or distorts competition. Accreditation (or any aspect of the accreditation including for example a restriction on stunning prior to slaughter) of meat as Halal is classed under the Regulations as a "technical specification". Regulation 9(4) states that we must :

".....ensure that technical specifications afford equal access to [bidders] and do not have the effect of creating unjustified obstaclestocompetition".

To stipulate one sole accreditation body, or a specific slaughter process, for Halal meat in Lancashire would breach Regulation 9(4). It would unnecessarily limit competition which would enable dissatisfied suppliers to challenge the decision and if successful to claim substantial compensation from the Authority".

Note that this advice applies only to Halal meat supplies. It was made clear to the Task Group that meat supplied to Lancashire schools is not Halal unless it is clearly labelled as such. No children in Lancashire schools would eat Halal meat unknowingly. Even in schools where the majority of meat meals may be Halal, a non-Halal equivalent alternative will always be provided for those children for whom there is no requirement or wish to eat Halal food.

Conclusions

Clearly the County Council cannot and should not make a judgement of any time on what is or is not Halal.

It is also clear that the law allows for religious slaughter. This is specifically included in the WATOK regulations. It is the view of the task group that, whilst individuals may

hold views on that for moral, ethical or religious reasons, the county council should focus on the practical matter of procurement and contracting.

The task group does note that the aim of all bodies involved is honourable in intent, and all agree on certain key issues, such as the need to increase our knowledge on where our food comes from and our trust in the products being provided. Recent scandals in Lancashire and across the country have highlighted the wider issue of contaminated food. This is not just a matter for Muslims and Halal, but a crucial lesson from the evidence supplied is that the Halal meat issue is about much more than the moment of slaughter; It is about respect for the animals we eat and a desire to properly understand its provenance.

Recommendations

The Task Group recommends that Lancashire County Council should:

1. recognise the importance of providing meat for Muslim children in Lancashire schools that is:
 - a. Produced and prepared in line with Halal requirements
 - b. Accredited by a recognised Halal accreditation body
 - c. From a trusted source and traceable
2. recognise the value of the work of the Lancashire Council of Mosques (LCM) in this area; acknowledge that LCM is a representative body which speaks for the vast majority of Muslims in Lancashire; and understand and respect the principles behind the LCM statement on Halal, but recognise that legal constraints prevent the council from specifying the procurement of only non-stunned meat.
3. recognise and accept the current legislation that allows for religious slaughter without stunning.
4. recognise that the production of meat in accordance with Halal principles is not simply about the actual moment of slaughter, but a question of all aspects of the welfare of animals and the provenance of the food on people's plates.
5. recognise it is not in a position to make a judgement itself on what constitutes Halal meat. It should procure from suppliers accredited as Halal, and should work with suppliers and schools to provide accurate information about the production methods used.
6. should take steps through its procurement process to ensure that schools are able to make a choice which allows them to meet local needs.
7. make clear its belief that the current inspection regime to ISO9001 standard provide ample assurance for schools, parents and children that food is prepared and served in line with Halal requirements. It should also note that some accreditation agencies offer accreditation to schools as food preparers, and that individual schools may wish to consider this.

8. continue to work with the Lancashire Council of Mosques and others to promote school meals, provide information to schools, parents and children, and work to ensure that the food provided by Lancashire County Council meets the needs of individual schools
9. take steps to provide the information to schools, parents and children to enable them to make an informed choice about the meat they eat, and the reassurance to enable them to be certain that Halal meat is provided to those children who want it, and non-Halal meat to those who don't
10. recognise that the provenance of food served to our children is a vitally important issue, not just for Muslim children, and so would support any initiatives which increase reassurance about the provenance and integrity of all food.
11. support efforts nationally and internationally to agree universal standards for Halal food.

Cabinet - 5 July 2012

Report of the Chief Executive

Electoral Division affected: All

Benefits Take Up - Free School Meals and the Data Sharing Opportunities

Contact for further information:
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Executive Summary

To set out an approach to increasing the level of free school meals across Lancashire Schools.

Recommendation

The Cabinet is asked to:

- (i) Note the approach agreed by all Councils in Lancashire to joining up data to increase the level of free school meals across Lancashire Schools;
- (ii) Authorise the Chief Executive to take forward these proposals with One Connect Ltd.

Background and Advice

In 2011/2012 some 23,500 children were awarded free school meals (FSM) in Lancashire. However, national statistics would suggest that more than 10% of entitled families to this benefit do not claim this entitlement.

Free school meals are recognised as a vitally important contribution to the nutrition of children in low income families. The cash value of free school meals is around £400 per child per year. A significant sum to a family in poverty.

Failure to award free school meals has a major impact on school funding. Schools now receive an annual pupil premium worth £600 for each child eligible for free meals. It is likely that Lancashire schools are missing out on around £1.5 million. Essential local spending to support improving the life chances of the most economically deprived children is not available due to a simple failure to join up data and ensure entitlement.

National evidence from take up campaigns suggests that the main reason for failure to claim is a lack of general awareness of entitlement which can sometimes be compounded by having to deal with what seems like a complex process of claiming free school meals.

The majority of families that are entitled to free school meals will be receiving Housing and / or Council Tax Benefit from their local Council. They will have actually provided all the income information needed to process a claim for free school meals as part of this process. If this data could be used then all families entitled to (but not receiving) free school meals could be identified and the benefit awarded to the benefit of; families, children and schools.

An approach to joining up data has been proposed that will overcome these historic problems of failure to claim. This approach has been agreed by each of the Councils of Lancashire. This approach will also help to open up the possibilities of further data integration to support improved intelligence led take up claims for other vulnerable households and individuals across Lancashire.

Working Together To Award Free School Meals

By all Councils (and the County Council) working together the failure to take up free school meals can be remedied very quickly and simply. However this will need full support and cooperation from all Borough and District Councils over the coming weeks and months. However the prize is great.

A new and proactive approach to maximising the take up and award of free school meals is proposed which looks to secure the customer's consent to share income and household details from Housing and Council Tax Benefit (HB/CTB) claims with the County Councils. This will allow the children of families entitled to free school meals to be awarded and schools to receive additional funding **without parents** having to make any further claim.

This approach overcomes reservations that some Councils have previously expressed about data sharing. District and Borough Councils HB/CTB claim forms often allow for the claimant to consent that the data held about them can be used to positively identify their entitlement to other benefits. However some Councils have suggested that information supplied for HB/CTB claims could not be used for this purpose because free school meals do not fall within the legal definition of a 'benefit'. Others have expressed concerns that some information was supplied by DWP solely for HB/CTB processing.

The simple remedy to overcome these concerns is to write to all customers to advise them of this change and ask their permission to share the data using an 'informed consent' process.

What will happen next?

Councils across Lancashire award HB/CTB to around 110,000 households. Information on income and family make up is used to calculate entitlement to these benefits. By comparing this with the existing records for free school meals claims

and school admissions data held by the County Council it is possible to identify households that are entitled to but not claiming free school meals.

By writing to households receiving HB/CTB with school age children and seeking 'informed consent' to share data with the County Council all those entitled to free school meals can be awarded **without the need** to complete a claim form.

The first stage will involve each Council running reports from its HB/CTB system to identify households who meet the criteria for free school meals. At this stage it will not be possible to ascertain which households are already receiving free school meals.

The next stage will involve a mail shot to all potentially qualifying households to advise that unless they object, then the Council will share their details with Lancashire County Council to allow them to confirm and award free school meals entitlement.

A special telephone and email 'hotline' will be set up by One Connect Limited for a 4 week period in line with data protection requirements to any customers that do not want to take part and to opt out. During the final stage for those customers who decide not to opt out, their details will be securely shared with the County Council's Children and Young People Service to confirm and award any missing entitlements. The school and the child's parent or guardian would then be notified of their award ahead of the early October school census data. This census data will be used for the allocation of funding in the coming year and it is therefore essential to both families and schools to complete this exercise before October 2012.

The high level tasks associated with the project are:

- Councils identify FSM eligible households.
- County Council provides template to all local Councils for mail shot to eligible parents.
- Hotline set up with One Connect Limited to receive any opt out responses.
- Mails hot issued by local Councils with 4 week period for parents to respond.
- Hotline closes and all opted out households removed from list.
- Remaining households sent securely to the County Council Children's Services.
- Eligibility confirmed and entitlements awarded.
- Schools and parents notified of awards.

Future Opportunities

This exercise will demonstrate that by integrating data and working together vulnerable households can be assisted to claim. The approach is far more effective than publicity or outreach campaigns because it uses specific data intelligence to identify under-claiming and award benefits. Traditional take up campaigns cannot target in this way and ultimately place the responsibility to claim on the individual (who has already failed to claim perhaps due to ignorance, the complexity of the process or other reasons).

Soon the Government plans to introduce new data sharing powers enabled under the Welfare Reform Act. Regulations will come into force in July 2012 to enact new powers. These will enable local Councils to share data gathered for the processing of HB/CTB with other 'welfare services' and County Councils. This will include:

- Social Care Financial Assessments (home and residential care).
- Blue badges.
- Homelessness.
- Disabled Facilities Grant.

Data sharing will relate to households affected by restrictions on housing benefit under new rules about excessively large accommodation in the social sector.

This opens up major opportunities to maximise the income of vulnerable households within local areas. At the same time by re-using data it will be possible to make sure customers do not have to repeatedly supply the same information to different services. This also reduces costs to Councils with fewer transactions and duplication. For example it would be possible to:

- Compare data on households receiving care to confirm if local Councils hold details of disability benefits that trigger higher HB/CTB payments.
- Remove the need for customers receiving a new care package to supply financial details if these have already been used to claim HB/CTB.
- Identify further take up campaigns around disability benefits.

These are new opportunities and they demand that County, Boroughs and District services start to understand how they can best join up to support vulnerable customers, maximise entitlements, improve customer services and ease the process of claiming benefits or receiving a financial assessment.

Consultations

District Councils in Lancashire.

Implications:

This item has the following implications, as indicated:

Financial

As indicated in the body of the report, by increasing the take up of free school meals the County Council will be maximising the resources available to Lancashire schools through the pupil premium mechanism potentially increasing resources within the schools budget by c£1.5m (c0.2%). In addition, the provision of free school meals if taken up by families will reduce the financial pressure they are under which may reduce demand on other County Council services.

Risk management

The risks relating to data sharing will be managed by writing to customers to advise them of the change and ask their permission to share the data using an "informed consent" process.

Any representations made to the Cabinet prior to the issue being considered in accordance with the Public Notice of Forward Plans

Name:	Organisation:	Comments:
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N/A

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

Paper	Date	Contact/Directorate/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A

The Asian Religions - Their Dietary Restrictions

The three major religions found among Asian immigrants are Islam, Hinduism and Sikhism; each profoundly affects the diet and customs of its followers.

Islam

Islam, the religion of the Muslims encompasses a multitude of different sects which exhibit varying degrees of orthodoxy, ranging from the strict Sunnis of Pakistan, to the westernised Ismailis of East Africa. For a muslim, religion, law and social organisation form an inseparable whole governing not only religious practice and morality but social relationship, diet and hygiene. The Koran (Muslim Bible) decrees that "the flesh of those animals that are cloven footed and those that chew the cud, is lawful food, but that which dieth of itself, the blood and swine's flesh and that over which any other name than that of God hath been invoked is forbidden to you." Because of this injunction, a Muslim will eat no Pork or pig products. Great care is taken not to break the edict, frequently ice cream, pastries and jellies are refrained from in the belief that they contain pig products; fish and chips are not bought in case the oil they are fried in has also been used to fry pork sausages.

A Muslim should, if he is not sure, ascertain the ingredients of a dish before partaking of it. Schools and canteens have to take care not to use the same utensils for pork and other dishes for Muslims will not eat the food once it has been touched by pork. This concept also prevents them from shopping at English butchers where one knife is used to cut all the meat including pork.

Some Muslims will only eat Halal meat, others are prepared to eat animals slaughtered by Christians or Jews. The term Halal is applied to an animal which is bled to death and dedicated to God by a Muslim. Many Halal butchers now exist in this country, they visit the slaughterhouses to supervise the killing of their meat which is specially stamped with a Halal symbol. Frequently they keep live chickens in the rear of their shops and slaughter these in Halal fashion on demand. In Bradford and Nelson special canning factories have been set up by Asians to provide canned food which is acceptable to the Muslim community. Many Muslim children will not take meat for school lunch if they believe it is not Halal.

Fish must be alive when caught, but does not have to be killed in any particular fashion. However, Muslims may only eat fish that have fins and scales, therefore, shellfish and eels are effectively forbidden. Tinned and fresh filleted fish sold in British shops may not be purchased by Muslims for they cannot be sure if it had fins and scales before preparation.

Muslims are forbidden to take alcohol, they should take care to avoid food containing it, and to keep away from places selling it. Traditionally in a Muslim home the men eat first and the wife and children eat later unseen by the man. Food is considered to be a gift from God and Muslims are not expected to waste it, neither are they encouraged to over-eat they are instructed to eat only until their stomachs are two-thirds full.

On reaching 'the age of responsibility' all Muslims are expected to fast for the ninth month of the lunar year known as Ramadhan. The age of responsibility is taken as 15 years for boys and 12 years for girls. A few people, such as pregnant and lactating women, the incurably sick and the elderly are exempted from the fast, instead they must provide food for a poor person for the month. The fast demands that no food or drink should be taken between dawn and sunset. It is not, therefore, surprising to find that during this month at School Muslim children faint and find it difficult to concentrate.

Orthodox Muslim sects believe that a woman should not expose her face or body to any men other than close relatives. If she leaves the house she has to observe purdah which prevents any of her skin being exposed to sunlight, Muslim men rarely take their wives out and may even do the shopping themselves. In most sects the women do not go to worship in the mosque with the men. Every evening from 5.00 p.m. to 8.00 p.m. many Muslim children attend Mosque School. For these reasons Muslim women and children are unable to spend enough time in the sunlight to prevent their developing osteomalacia and rickets.

Hinduism

Hinduism is a religion which is largely practiced in the home, it has strong caste affiliation and a joint family system which together act to impose social sanctions on the family controlling everything from eating habits to marriage.

Hindus believe that if they behave incorrectly in this life, they might be reincarnated as an animal; hence they regard all life as being related to them. Most Hindus refuse either to kill or eat any animal; the JAINS an extreme sect even sweep the ground before them to avoid stepping on an insect. Mice run freely in the kitchens of some JAINS in this country because they cannot bring themselves to kill them.

The cow is a particularly sacred animal to the Hindu and since the 7th Century it's slaughter in India has been restricted. Gandhi explained that the cow is the supreme symbol of the animal world and that by saving it from death a Hindu is able to achieve penance and self purification. Milk and its products may be eaten, because they do not involve taking the animal's life, indeed they are highly prized, particularly ghee.

Fish is not eaten by most Hindus, both because they believe they should not kill it and because they consider it dirty. If they do eat fish, they prefer to select varieties with white flesh which bear least resemblance to meat; this means that if a Hindu in this country of eating fish, it is unlikely to be any of the vitamin d rich oily fish. Eggs may be taken by less orthodox Hindus and are frequently enjoyed by men; women often know eggs are good for them, but cannot overcome their revulsion at eating them. Men wanting to eat eggs may have to cook them as their wives refuse to touch them.

Hindu children staying for lunch at school usually take only vegetable; as they are used to home-made mild cream cheese they find unpalatable the English cheese offered as an alternative to meat. Puddings and custard seem to be enjoyed by most children, but some may not even take these in case the pudding contains eggs. Working Hindus dislike the canteen food provided in factories and often refuse it for religious reasons. As a result many bring Asian snack food as well as crisps and biscuits for lunch. Hindus in general, and particularly children, most readily adopt those parts of the English diet supplying so-called 'empty' calories, sugar, sweets and soft drinks being very popular. These are deleterious to them because a vegetarian diet can only supply enough protein if most of the foods eaten contain at least some proteins.

The more rigidly Hindus adhere to a vegetarian diet, the more they feel they are likely to better themselves. The high castes like the priests may exist only on the 'purest' of foods, for example, one priest maintained he had eaten nothing but peanuts and milk for the last eleven years. Abstention from eating food is a much praised virtue among Hindus; most Hindus spend two or three days a week 'fasting'. This 'fast' entails taking only 'pure' foods such as milk, fruit, nuts and starchy root vegetables like carrows and potatoes, of which they may take as much as they wish. One fasting family had for their evening meal potato crisps with peanuts, chips, potato curry and Page 70
made from milk and sweet potato.

Vows of abstinence from certain foods are believed to influence events. For example, for two years a Hindu lady has abstained from rice while awaiting permission for her son to come from India.

For the Hindu food is closely connected with religious ceremonies, fruit is often offered to the Gods before being eaten and during the wedding ceremony the bride and groom feed each other with sweet meats.

Hinduism does not require its women to remain in seclusion, but few go out to work because employers do not allow them to wear saris. The women go out shopping but usually frequent Indian grocers where they do not have to cope with the language problem. Hindu girls are not expected to start wearing saris until late in their teens or in some cases only after they marry. Consequently, the girls freely partake in games at school, although once they reach puberty they may prefer to wear trousers to school rather than short skirts. Hindu girls are, therefore, less restricted than the Muslim girls and are more likely to get out into the sunshine.

Sikhism

Sikhism, which combines concepts from Hinduism and Islam was founded only 600 years ago by GURU NANAK. Sikhs believe there is only one God. All men are believed to be equal and all Sikhs are given the surname 'SINGH' in order to prevent identification of their caste which is normally indicated in a Hindu's surname. Sikhs like Hindus believe in the concept of reincarnation as animals.

It is forbidden for Sikhs to eat beef; they may eat pork, but very rarely do so. Their meat should be killed with one blow on the head and unlike the Muslims, should not be bled to death. Some Sikh children may not eat meat at school if they believe it is beef, but they are rarely particular about the method of slaughter. Sikh women sometimes abstain from meat, but most take eggs. Orthodox Sikhs are expected not to drink alcohol, but many Sikh men ignore this.

Women in Sikh homes have considerable freedom. They are able to worship with men and are given the same education. Many Sikh women go out to work once they have overcome their initial difficulties of life in a new society. Sikh women dress in trousers and tunic; they are not expected to wear this traditional dress to school, but are expected to return straight from school and put it on in the evenings. They usually spend their evenings helping with housework and cooking. Even with the freedom to go out, Sikh women and girls expose little of their skin to sunlight because of the nature of their clothing.

Sikh boys, who wear turbans once they reach their teens, are traditionally good at sport, many play in school teams in the evenings and at weekends, thereby acquiring plenty of exposure to sunshine.

Section 4

Equality

Analysis Toolkit

**Review of the County Council's Policy relating
to the supply of Halal Meat to Schools
For Decision Making Items**

October 2017

What is the Purpose of the Equality Decision-Making Analysis?

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed) or EHRC guidance at

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

AskEquality@lancashire.gov.uk

Specific advice on completing the Equality Analysis is available from your Service contact in the Equality and Cohesion Team or from Jeanette Binns

Jeanette.binns@lancashire.gov.uk

Name/Nature of the Decision

Review of the County Council's Policy on the supply of Halal meat to schools.

What in summary is the proposal being considered?

Where the County Council supplies school meals, we have to ensure that the food provided is nutritious, and of high quality; to promote good nutritional health in all pupils; protect those who are nutritionally vulnerable and to promote good eating behaviour. We also should make reasonable adjustments for pupils with particular requirements, for example to reflect medical, dietary and **cultural needs** and that school food menus are designed for the majority of the school population.

The policy on "Supply of Halal Meat to Schools" currently states that we will provide both stunned and un-stunned Halal meat and the school will take the decision, based on local demand, on which option to purchase.

The review of this policy could result in a proposal to remove the un-stunned Halal meat option or retain the current arrangements.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

Whilst the policy is applied across the County it is of most significance to schools in Burnley, Preston, Pendle, Chorley, South Ribble, Ribble Valley including, Blackburn with Darwen Borough council area, which provide Halal meat as part of their menu options for pupils. Twenty seven schools currently provide Halal meat as part of their school

lunch menus (as chosen by the school and Governing Body) and all have chosen the un-stunned option. Up to 12,000 pupils are affected.

At this time none of the County Council's Older Peoples services use halal meat as a menu option but potentially this could change in establishments in some parts of the county in the future.

Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Age – this policy will impact on school age pupils who are consumers of school meals provided through the County Council's Traded School Meals Service and most particularly on those in the twenty seven schools which currently provide Halal meat options. It is estimated that this will affect up to 12,000 pupils.

Religion or Belief – Religion: for pupils who are Muslim, any change in policy to provide only stunned Halal meat options may result in a boycott of school meals, as occurred in 2013 when a previous decision to provide only stunned Halal meat was applied. This resulted in Lancashire Council of Mosques (LCM) asking pupils/parents to boycott their school meals. It is unlikely that LCM's response would be different if this situation arose again. Affected pupils might then need to bring packed lunches or leave school at lunchtime to go home or elsewhere for lunch. This could impact adversely upon family finances and the nutritional content of the pupils' lunch, as a school lunch is required to meet a range of food and nutritional standards. In the areas where schools take the un-stunned Halal meat option, Blackburn with Darwen has a 27% population who identify as Muslim, 17% in Pendle and over 10% of residents in Preston and Burnley according to the 2011 Census.

There is also concern that Jewish parents/pupils may also feel adversely affected if the un-stunned Halal meat option was removed as similar requirements for meat to be "un-stunned" apply to kosher meat products. This may prompt a concern that the school meals service may no longer meet their own cultural dietary requirements. The most significant percentage of Jewish residents is in Fylde, although currently no schools in this area are included on the list of those affected by this Review.

Belief – those with a strong belief in animal rights (which may be seen as a strongly held philosophical belief) may be affected by this review. A number of organisations including the RSPCA, Humane Slaughter Association, Farm Animal Welfare Council and others as well as individuals, are opposed to the provision of un-stunned Halal meat and these groups and individuals will be present in Lancashire. However, for school pupils with these views, alternative meal options are available.

Ethnicity – the 2011 Census recorded that 7.7% of Lancashire's population (or 90,652 people) are from a Black and Ethnic Minority background, and 6.1% of the Lancashire population identify as Asian/Asian British. Whilst people of all ethnicities may be affected by the outcome of this review, it is likely to have a disproportionate impact

on those who are Asian/Asian British.

Gender – it was estimated that during the "boycott" of school meals in 2013, take up of school meals fell by over 7% across the county. Should such a situation be repeated, it is possible that the impact on income generated from school meals in affected schools, could impact on how many catering staff are required. Women make up the vast majority of employees in these roles.

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

Age – this policy will impact on school age pupils who are consumers of school meals provided through the County Council's Traded School Meals Service and most particularly on those in the twenty seven schools which currently provide Halal meat options, it is estimated that this will affect up to 12,000 pupils.

Religion or Belief – Religion: for pupils who are Muslim, any change in policy to provide only stunned Halal meat options may result in a boycott of school meals, as occurred in 2013 when a previous decision to provide only stunned Halal meat was applied. This resulted in Lancashire Council of Mosques (LCM) asking pupils/parents to boycott their school meals. It is unlikely that LCM's response would be different if this situation arose again. Affected pupils might then need to bring packed lunches or leave school at lunchtime to go home or elsewhere for lunch. This could impact adversely upon family finances and the nutritional content of the pupils' lunch as a school lunch is required to meet a range of food and nutritional standards. In the areas where schools take the un-stunned Halal meat option, Blackburn with Darwen has a 27% population who identify as Muslim, 17% in Pendle and over 10% of residents in Preston and Burnley according to the 2011 Census.

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Gender – it was estimated that during the "boycott" of school meals in 2013, take up of school meals fell by over 7% across the county. Should such a situation be repeated, it is possible that the impact on income generated from school meals in affected schools, could impact on how many catering staff are required. Women make up the vast majority of employees in these roles.

Question 2 – Engagement/Consultation

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

As this is a policy review, no formal consultation has taken place at this time. However, the following information/reports/views have been considered:

- Lancashire Education Act 1984 - The Asian Religions, Their Dietary Restrictions: March 1984;
- Report of the Halal Meat Supplies Task Group: December 2013;

We have also conducted a desk top exercise to research the current national and local intelligence relating to the supply of Halal meat, particularly to schools. The main bodies we referred to are:

- Food Standards Agency;
- Halal Monitoring Committee;
- Halal Food Authority;
- Humane Slaughter Association;
- The Farm and Animal Welfare Council;
- Muslim Council of Britain;
- Lancashire Council of Mosques.

We have also considered the demographics of the areas most affected by this policy and consulted with representatives from key service areas within the County Council including School Meals/Catering Service, Legal, Procurement, Adult and Older Peoples Services and Equality and Cohesion.

Question 3 – Analysing Impact

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

Were a decision is to be taken to cease providing un-stunned Halal meat, it is possible that the County Council will be accused of discrimination on either religious or race grounds. The previous boycott of school meals when such a policy was last in place and the evidence that twenty seven schools all decided to use un-stunned halal meat rather than the stunned version available, indicates that the demand from the pupils affected is for un-stunned Halal meat. Failure to provide this is likely to lead to claims that the Council is discriminating against these pupils by not meeting their religious requirements for un-stunned Halal meat.

Potentially Jewish pupils/parents may also be concerned that their dietary requirements are also adversely affected by any change in

policy.

As the school meals service currently provides a meat-free menu for some Roman Catholic schools on Fridays to meet their religious requirements, there is the potential for claims to be made of both religious and race discrimination if the service no longer made what is seen as specific provision to meet the dietary requirements of Muslim pupils.

Any change in policy – particularly if a school meals boycott did result – could impact on the health and wellbeing of some pupils. School meals provide a nutritious meal which must conform to national standards on food and nutrition. It is possible that alternatives such as packed lunches, eating at home or obtaining lunch from other sources (e.g. fast food outlets or sandwich shops) may not meet the same standards.

In 2012/13, the County Council conducted a, limited, year group study in Burnley and Pendle which indicated that 67% of pupils did not eat breakfast before school – given the demographics of Burnley and Pendle that is likely to include some pupils who could be affected by any change in policy. For these pupils, a school lunch might be the first and most nutritious meal of the day so there could be a particularly adverse impact if a change in policy meant they no longer ate school meals.

Free school meals for pupils in reception class, Years 1 and 2 have been available since 2014 and there has also been increased promotion and take up of free school meals by those low income families who are eligible. This appears to have led to improvements in attainment for some of the most disadvantaged pupils and general improvements in behaviour.

As a number of the schools which use un-stunned Halal meat are in more socio-economically deprived areas, it could be expected that if pupils withdrew from school meals as a result of this policy, it could impact on their future attainment and on their family budgets if alternative lunches had to be funded.

However, we cannot claim that a potential change in the County

Council's current policy, would see academic attainment reduce as a direct result. There are other providers, other than the County Council, of Halal meat available to schools, to help them meet their cultural food requirements.

There is a possibility that if Muslim pupils boycott school lunches, this may reduce the opportunities for pupils to spend time together and may instead raise tensions between different groups of pupils. Were it to be identified or assumed that any boycott had resulted in a rise in school meals prices at affected schools, tensions may be particularly heightened.

Any media publicity which results from a change in policy may also increase tensions through media or social media comment. This is of particular concern as there have been increased tensions following recent terrorist attacks in the UK and elsewhere and evidence of rises in Islamophobic hate crime both nationally and locally.

Question 4 –Combined/Cumulative Effect

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

The review of this policy has identified that if a change to provide stunned Halal meat only were made, there could be the following

impacts/effects within the County Council:

- Financial – The potential financial impact, if the current policy was changed, could see a potential loss of c.£285,000 (contribution to overhead) per annum, if the current school catering contracts are lost following any policy change. The headlines of the impact of the loss of the twenty seven schools meal catering contracts are;
 - food expenditure could decrease by £981,369 per annum, 75% of which is spent directly with local food manufacturers, and distributors.
 - 139 catering employees could be faced with TUPE transfer to alternative catering providers, or directly schools.
 - 10.59% of Lancashire's pupil population may be affected.
- Legal – it is possible that the Council would face a risk of challenge to a decision to procure only halal meat that has been stunned prior to slaughter. Such a challenge could be based upon an allegation that:
 - (1) The Council has breached the Public Contracts Regulations 2015 and/or
 - (2) The Council has failed to comply with the Equality Act 2010
- Procurement - the County Council is obliged to procure in accordance with the Public Contract Regulations 2015 (the "Regulations") which prohibit any form of tender process which effectively restricts or distorts competition. Accreditation (or any aspect of the accreditation including for example a restriction on stunning prior to slaughter) of meat as Halal is classed under the Regulations as a "technical specification".

Regulation 42 (10) states that:

"Technical specifications shall afford equal access of economic operators to the procurement procedure and shall not have the effect of creating unjustified obstacles to the opening up of public procurement to competition."

A requirement that animals should be stunned prior to slaughter could also be categorised as a "characteristic" of a technical specification addressed under Regulation 42 (6) which provides that:

"In the case of any public contract, the required characteristics may

also refer to –

(a) The specific process or method of production or provision of the requested works, supplies or services, or

(b) A specific process for another stage of its life cycle.

Even where such factors do not form part of the characteristics' material substance provided that they are linked to the subject- matter of the contract and proportionate to its value and its objectives".

To stipulate one sole accreditation body, or a specific slaughter process, for Halal meat in Lancashire may breach Regulation 42 (10) if it could be proved that it creates an unjustified obstacle to potential bidders. However, Regulation 42 (6) suggests that there is some flexibility allowing authorities to specify processes as part of a technical specification provided that the process relates to what is being procured and does not for example lead to a disproportionate increase in costs.

It does not seem immediately apparent that limiting the range of possible bidders to those who stun animals prior to slaughter would either unfairly restrict competition or introduce an extraneous requirement that would be unreasonable of itself;

- Emergency Planning – concern about compliance with requirements to consideration for individuals or groups who may require special care and attention and to consider potential special requirements.
- Academic – lower attainment levels linked to lack of or no nutritional meal at school.
- Economic – impact on the market to suppliers of Halal meat and also suppliers of other foodstuffs; reduction in school staff; increased cost to families in terms of having to provide an alternative lunchtime meal.
- Older Peoples Services – potential that an aging population will demand Halal provision and will select residential care or other options which will cater for their requirements.
- Social – potential rise in community tensions; other religious groups – e.g. Jewish community – may react to the change negatively; the County Council's reputation may be damaged in being seen to

remove "choice" from Muslim communities – particularly when the Council has had policies in place to meet the dietary requirements of different religions since 1984.

Question 5 – Identifying Initial Results of Your Analysis

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

This is a policy review and as such no amendment has been made at this time.

Question 6 - Mitigation

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

Should the County Council cease to provide un-stunned Halal meat, it will clearly promote this to relevant schools and establishments and ensure that a vegetarian option is available as an alternative to meet the dietary requirements of Muslim and other pupils.

Should the current policy remain in place, there are in-built

arrangements to address the needs of all pupils – i.e. schools can purchase stunned or un-stunned Halal meat, other meat and poultry options are available in other schools, menus reflect the needs of other religions and vegetarian options are widely available.

Question 7 – Balancing the Proposal/Countervailing Factors

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

This proposal is a review of the County Council's Policy on the supply of Halal meat to schools which at this stage does not recommend a course of action.

Question 8 – Final Proposal

In summary, what is your final proposal and which groups may be affected and how?

Review of the County Council's Policy on the supply of Halal meat to schools.

Question 9 – Review and Monitoring Arrangements

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

Any changes in the take up of school meals by pupils arising from this policy review outcome will be monitored on an ongoing basis by the School Meals Service as will any changes in the numbers of schools using this Traded Service.

Equality Analysis Prepared By: Lynne Johnstone (Policy, Information & Commissioning Manager: Live Well) & Jeanette Binns (Equality & Cohesion Manager)

Equality Analysis Endorsed by Line Manager and/or Service Head: Ajay Sethi (Head of Service Learning and Skills (Start Well))

Decision Signed Off By

Cabinet Member or Director

Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.

For further information please contact:

Jeanette Binns

Equality and Cohesion Manager

Jeanette.binns@lancashire.gov.uk

Telephone 01772 533516

Thank you

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
(All Divisions);

The Audit and Governance Committee - Revised Name and Terms of Reference
(Annex 1 refers)

Contact for further information:
Dave Gorman, Tel: (01772) 534261, Senior Democratic Services Officer,
dave.gorman@lancashire.gov.uk

Executive Summary

The recommendation of the Audit and Governance Committee to revise the name and Terms of Reference of the Committee.

Recommendation

Full Council is recommended to approve:

- (i) That the name of the Audit and Governance Committee be revised to that of Audit, Risk and Governance Committee.
- (ii) The Committee's revised Terms of Reference, as set out at Annex 1.

Background and Advice

On 31 July 2017, the Audit and Governance Committee considered a report from the Head of Internal Audit, 'Actions to enhance the Committee's effectiveness as an element of the Council's Governance Framework'.

The report resulted from an assessment by the Internal Audit Service of the Audit and Governance Committee's objectives in the context of the County Council's governance framework and current good practice. As a result of this, it was considered appropriate to revise the Committee's name and Terms of Reference to better reflect the Committee's role as part of a wider framework of corporate governance that achieves good governance for the County Council as a whole.

It is proposed that the name of the Committee be changed to the "Audit, Risk and Governance Committee". The revised Terms of Reference are attached at Annex 1.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

N/A

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

Paper	Date	Contact/Tel
Agenda and Minutes of the Audit and Governance Committee	31 July 2017	Dave Gorman/(01772) 534261

Reason for inclusion in Part II, if appropriate

N/A

Terms of Reference

Audit, Risk and Governance Committee

Statement of purpose

- 1 The Audit, Risk and Governance Committee is a key element of Lancashire County Council's corporate governance. It provides an independent and high-level focus on the risk management, audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 2 The primary purpose of the committee is to provide independent assurance to the members (being those charged with governance) of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.
- 3 The committee's members should therefore behave objectively and independently in their deliberations and decisions.
- 4 The committee is also required to fulfil other functions relevant to its overall responsibilities as required by the Council. In particular, the committee oversees the Council's treasury management activity.

Governance

The committee will:

- 5 Review the council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
- 6 Review and recommend the code of corporate governance for adoption by the Council.
- 7 Review the annual governance statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the head of internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
- 8 Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 9 Consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- 10 Consider the Council's arrangements for discharging its duties in relation to promotion and maintenance of high standards of conduct by members and co-opted members, in accordance with the Localism Act 2011.

Risk management and control

The committee will:

- 11 Monitor the effective development and operation of the risk management framework and processes across the Council.
- 12 Monitor progress in addressing risk-related issues reported to the committee.
- 13 Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- 14 Review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- 15 Monitor the counter-fraud strategy, actions and resources.

Internal audit

The committee will:

- 16 Approve the internal audit charter.
- 17 Approve the risk-based internal audit plan, including the Internal Audit Service's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 18 Approve significant interim changes to the risk-based internal audit plan and resource requirements.
- 19 Make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- 20 Consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - a. Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.
 - b. Regular reports on the results of the quality assurance and improvement programme.
 - c. Reports on instances where the Internal Audit Service does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the annual governance statement.
- 21 Consider the head of internal audit's annual report:
 - a. The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the quality assurance and improvement programme that supports the statement.
 - b. The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion, which will assist the committee in reviewing the annual governance statement.
- 22 Consider summaries of specific internal audit reports as requested.
- 23 Receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be

unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.

- 24 Contribute to the quality assurance and improvement programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- 25 Support the development of effective communication with the head of internal audit.
- 26 Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

External audit

The committee will:

- 27 Consider appointment of the Council's external auditor proposed by the appointing person under the Local Audit (Appointing Person) Regulations 2015 and assess whether there are any valid reasons for the Council to object.
- 28 Approve the letters of representation required by the external auditor and consider the external auditor's annual letter, audit opinion, relevant reports, and the report to those charged with governance.
- 29 Consider specific reports as agreed with the external auditor.
- 30 Comment on the scope and depth of external audit work and to ensure it gives value for money.
- 31 Commission additional work from the external auditor as necessary.

Financial reporting

The committee will:

- 32 Review and approve the annual statement of accounts of the Council and the Lancashire Pension Fund. Specifically, it will consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit work that need to be brought to the attention of the Council.
- 33 Consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Accountability arrangements

The committee will:

- 34 Report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements; and internal and external audit functions.
- 35 Prepare a report annually on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

Treasury management

The committee will:

- 36 Oversee and scrutinise the Council's treasury management function, receiving regular advice and reports on treasury management activity.
- 37 Consider and recommend the treasury management strategy for Council's approval.
- 38 Consider and recommend changes to the borrowing and investment strategy for Council's approval.
- 39 Consider and recommend the prudential indicators for Council's approval.
- 40 Consider and recommend the treasury management indicators for Council's approval.

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
None;

Lancashire County Council Timetable of Meetings 2018/19
(Annex 1 refers)

Contact for further information:
Cath Rawcliffe, Tel: (01772) 533380, Democratic Services Officer
cath.rawcliffe@lancashire.gov.uk

Executive Summary

This report sets out a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2018 to 31 May 2019.

Recommendation

The Full Council is recommended to approve the timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2018 to 31 May 2019 inclusive as set out at Annex 1.

Background and Advice

Attached at Annex 1 is a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2018 to 31 May 2019 inclusive.

The timetable has been prepared taking into account:

- The County Council's existing governance and decision making arrangements
- School holiday closures
- Conferences e.g. annual political party, national local government events (where dates are confirmed)
- Major religious holidays
- District Council budget meeting dates (where dates are confirmed)
- District Council elections to be held on 2 May 2019

Once agreed the timetable of meetings will be circulated widely around the County Council and to all 12 Lancashire District Councils for information.

Consultations

N/A

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
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N/A

Reason for inclusion in Part II, if appropriate

N/A

Lancashire County Council Timetable of Meetings 2018/19

Annex 1

		JUN '18	JUL '18	AUG '18	SEP '18	OCT '18	NOV '18	DEC '18	JAN '19	FEB '19	MAR '19	APR '19	MAY '19
Audit and Governance Committee (w)	2.00 pm Monday		30			29			28				20
Cabinet (w)	2.00 pm Thursday	14	12	9	13	11	8	6	17	7	7	11	16
Cabinet Committee on Performance Improvement	2.00 pm Thursday	*27				4		5*		21		18	
Children's Services Scrutiny Committee (w)	2.00pm on Wednesday		4			10	28		16	27		10	22
Corporate Complaints Committee #	10.00 am Monday		23				19			4			13
Development Control Committee (w)	10.00 am Wednesday		11		12	31		12	23		6		8
Education Scrutiny Committee (w)	10.30 am Tuesday	*25					13				26		
Employment Committee	2.00 pm Monday	11	*10		3	8	12	10	14	11	11	8	13
External Scrutiny Committee (w)	10.30 am Tuesday		17			16			22			16	
Full Council (w)	1.30 pm Thursday		19			18		13		14 (B) 28			23(AGM)
Health Scrutiny Committee (w)	10.30 am Tuesday		3		25		6	11		5		2	14
Internal Scrutiny Committee (w)	10.00am Friday		13		21		16		18		15		17
Lancashire Health and Wellbeing Board	10.00pm Tuesday		17		18		20		29		19		21
Pension Fund Committee	10.00 am Friday	8			14			7			22		
Regulatory Committee (w)	10.30 am Wednesday	6	18		19		14		30		13		
Student Support Appeals Committee #	10.00 am Monday	4	2		3	1	5	3	14		11	8	

^ = Provisional meeting

B = Budget

= Meeting not open to press and public

* = Change of day

AGM = Annual General Meeting

(w) = Meeting is webcast

Agenda Item 9

Meeting of the Full Council Meeting to be held on Thursday, 26 October 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 the Cabinet from its meetings on 13 July, 10 August, 21 August, 14 September and 12 October 2017.

Recommendation

That the report of Cabinet be noted

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

Paper	Date	Contact/Tel
Agenda and Minutes of Cabinet	13 July 2017	Josh Mynott/(01772) 534580
	10 August 2017	
	21 August 2017	
	14 September 2017	
	12 October 2017	

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 26 October 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 13 July 2017

- **Revisions to the 2017/18 Budget**

Resolved: That

- Full Council be recommended to add an additional £3.995m to the 2017/18 revenue budget.
- Full Council be recommended to agree to add an additional £7.071m to the 2017/18 capital budget as per the Budget Amendment (Appendix 'B').
- the Director of Financial Resources be requested to incorporate the impact of the Budget Amendment within the Medium Term Financial Strategy from 2018/19 onwards which will be reported to Cabinet in September 2017.
- officers be requested to bring a further report on the procedures necessary to remove all paid Trade Union officers

- **Procurement Report - Request Approval to Commence Procurement Exercises**

Resolved: The commencement of the procurement exercises as set out for the Lancashire 0-19 Healthy Child programme; Service for homeless households with complex needs; and the M55 Heyhouses Link Road be approved

- **Local Initiative Fund 2017/18**

Resolved: That

- the LIF scheme for 2017/18 be launched and bids be invited for funding from the Third Sector.
- the underspend of £18,080.67 be brought forward from the 2016/17 LIF scheme and be added to the relevant districts budget for the LIF 2017/18 scheme.
- the underspend of £28,550.58 from Local Member Grants Scheme for 2016/17 be brought forward to the relevant district's budget for the LIF 2017/18 scheme.
- officers, in consultation with the Head of Service, Legal and Democratic Services, keep the LIF scheme under regular review and make minor changes to maintain expedient delivery of the programme as deemed appropriate.

- **Review of Tendered Bus Services in Skelmersdale**

Resolved: That

- i. the proposed revisions to the tendered bus service in West Lancashire as set out at Appendix 'A' to the report be approved
- ii. officers undertake the necessary contract variation process to allow the service revisions to commence on 24 July 2017.

- **Preston Park & Ride – Walton-le-Dale**

Resolved: That

- i. the procurement of a bus service for the Walton-le-Dale Park & Ride service on an initial 6 month contract be approved
- ii. officers undertake the necessary procurement process to allow the replacement service to commence on 24 July 2017.

- **Highways and Transport Capital Programmes - Proposed Amendments**

Resolved: That the proposed amendments to the Highways and Transport Capital Programmes as outlined in Appendix 'A' and Appendix 'B' to the report be approved.

- **The Future of Central Lancaster High School's Post 16 Provision**

Resolved: That the proposal, as detailed in the statutory notice, to discontinue the post 16 sixth form provision at Central Lancaster High School (CLHS), by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2018 be approved.

- **Recommendation of the Edward Stocks Massey Bequest Fund Joint Advisory**

Resolved: That approval be given to the recommendations of the Joint Advisory Committee from its meeting on 23 June 2017 as set out below:

- i. The following allocation of funds in 2017/2018 (totalling £51,540)
 - a. Lancashire County Council - £15,500
 - b. Burnley Borough Council - £15,500
 - c. Burnley Mechanics Trust Allocation - £5,000
 - d. Individuals and Voluntary Organisations - £8,540
 - e. Higher Education Student Support Scholarship Awards - £7,000
- ii. In respect of the Higher Education Student Scholarship Awards, the interview panel of the JAC be authorised to award the scholarships at its meeting on 22 December 2017.

- **Mental Health Partnership Agreement with Clinical Commissioning**

Groups for Jointly Funded Rehabilitation Services

Resolved: That

- i. Approval be given to the County Council commencing negotiations with the aim of establishing a Section 75 partnership agreement with the following Lancashire Clinical Commissioning Groups (CCGs) to provide the governance for a new framework for Mental Health Rehabilitation Services:
 - a. Chorley and South Ribble CCG
 - b. Greater Preston CCG
 - c. West Lancashire CCG
 - d. Fylde and Wyre CCG
 - e. East Lancashire CCG
 - f. Morecambe Bay CCG (Lancashire North)
- ii. the Director of Adult Services and the Director of Legal and Democratic Services be authorised to agree the terms of the Section 75 Agreement.

- **Proposals relating to Library Buildings which were closed/proposed for closure as part of the Property Strategy (Neighbourhood Centres)**

Resolved: That

- i. a full library service be provided from: Coppull Library, Eccleston Library, Ansdell Library, Brierfield Library, Bacup Library and Whitworth Library.
- ii. a full library service be operated from Milbanke Older People's Day Service, Kirkham, with a full library service to continue at Kirkham Library pending the completion of works to the new accommodation.
- iii. there be a phased re-opening and delivery of a full library service at: Burnley Campus Library; Freckleton Library; Oswaldtwistle Library; Bolton-le-Sands Library; Silverdale Library; Barrowford Library; Fulwood Library; Whalley Library and Springwood Children's Centre; and Lostock Hall Library and Children's Centre.
- iv. progress be noted in relation to the community asset transfer and
 - a. development of independent community libraries at: Pike Hill Library;
 - b. Trawden Library and Riverside Children's Centre; Crawshawbooth Library and Community Centre; and Penwortham Library and Penwortham Young People's Centre.
- v. further consideration be given to the following buildings: Briercliffe Library; Rosegrove Library; Adlington Library and Children's Centre; Lytham Library; Rishton Library; Earby Library; Bamber Bridge Library; Burscough Library; Parbold Library; Upholland Library; Cleveleys Library and Children's Centre; and Thornton Library.
- vi. where a group that has proposed Community Asset Transfer withdraws their request, consideration be given to re-opening the premises as a County Council managed Library.
- vii. the decision to declare surplus the following buildings be rescinded: Ansdell Library; Burnley Campus Library; Freckleton Library; Oswaldtwistle Library; Bolton-le-Sands Library; Silverdale Library; Barrowford Library; Fulwood Library; Whalley Library and Springwood Children's Centre; and Lostock Hall Library.

viii. the grateful thanks of the cabinet to the voluntary and community groups who had committed time and resources into the Library service and its future development be noted.

- **Public Footpath along Culbeck Lane, Euxton (ref. 09-14-FP37/38/39)**

Resolved: That Cabinet approve Option 2 as set out in the report

- **Commissioning of Services for Homeless People with Complex Needs**

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

- **Recommendation to Full Council**

Resolved: That a recommendation to Full Council be approved.

Report of the Cabinet meeting on 10 August 2017

- **The County Council's Financial Position - 2016/17 Outturn**

Resolved: That,

- i. the County Council's final revenue and capital outturn position for 2016/17 be noted.
- ii. the 2016/17 underspend be transferred to the transitional reserve.

- **Procurement Report - Request Approval to Commence Procurement Exercises**

Resolved: That the commencement of the procurement exercise for a Preston Youth Zone operator, as set out in the report, be approved.

- **Schools Apprenticeship Levy**

Resolved: That,

- i. Lancashire Schools access Apprenticeship Levy funding through the Lancashire County Council Digital Account.
- ii. The SL&D Service establishes mechanisms for delivery, governance and operating protocols with Lancashire Schools through the LSF.
- iii. SL&D work with LSF to explore funding options to assist in supporting this activity.

- **Additional Highway Maintenance Funding – Proposed Apportionment Criteria**

Resolved: That the proposed criteria as detailed in the report be approved to apportion:

- i. £5 million of additional highway maintenance capital funding approved by Full Council on 20 July 2017 comprising:
 - Highways Projects and Resources (Planned Works) - £3 million.
 - Responsive/Reactive Maintenance (Minor works) - £1 million.
 - Preventative Defect Repairs - £1 million.
- ii. The additional highway maintenance revenue funding approved by Full Council on 20 July 2017 comprising:
 - Flood Risk (gully cleaning) – 2017/18- £0.300 million / 2018/19 - £0.300 million.
 - Public Realm Improvements

- **Traffic Calming Scheme and Weight Restriction on Branch Road and Intack lane, Mellor Brook**

Resolved: That the highway works on Branch Road and Intack Lane, Mellor Brook, and the promotion of an associated Traffic Regulation Order to introduce a weight limit, as set out in the report, be approved.

- **M55 Heyhouses Link Road**

Resolved: That,

- i. the arrangements for the construction of the Heyhouses Link Road, as set out in the report, be approved.
- ii. an allocation of £1.7million from the indicative Department for Transport 2020/21 Integrated Transport allocation of £6.054 million to support the accelerated delivery of the M55 Heyhouses Link Road be approved.
- iii. it be noted that the County Council as scheme promoter would be bear the financial risk should a scheme outturn cost exceed the value of contributions received.
- iv. a further report be presented in due course to consider a scheme proposal.

- **Burnley Town Centre Improvements**

Resolved: That,

- i. an additional £325,000 be added to the 2015/16 Burnley Town Centre Improvements project to be funded from the capital programme, subject to confirmation from Burnley Borough Council of their agreement to provide additional funding of £325,000 towards the project.
- ii. Burnley Borough Council's contribution of £325,000, once received, be added to the 2015/16 Burnley Town Centre Improvement project.

- iii. officers be requested to develop alternative proposals for the additional £325,000 LCC funding should Burnley Borough Council not agree to provide additional funding of £325,000.

- **Highways Capital Programme - Proposed Amendments**

Resolved: That the proposed amendments to the Highways Capital Programme, as outlined in Appendix 'A' to the report, be approved.

- **National Productivity Investment Fund - Proposed Allocation of Direct Grant Payment**

Resolved: That £0.200 million of the National Productivity Investment Fund direct grant award of £4.655 million be allocated to fund detailed design of improvements to the M65 key Growth Corridor at Junctions 8, 9, 10 and 13 and North Valley Road/Vivary Way in Colne.

- **Capital Strategy for Schools 2017/18 to 2019/20**

Resolved: That,

- i. the proposed expenditure priorities for 2017/18 to 2019/20, as set out at Appendix 'A' of the report, as amended, be approved.
- ii. further reports be presented on individual project costs, any further in-year allocations of capital funding and any adjustments to the three year programme as required.
- iii. the inclusion of additional funding be authorised from individual schools into the respective capital project which, in turn, should be added to the capital programme and reported quarterly within the "Money Matters" report.
- iv. the change in phasing of the condition programme be acknowledged.
- v. additional funding of £0.505m, from the Schools Condition allocation for 2017/18, be provided to carry out dry rot remedial works at Heasandford Primary School Burnley.
- vi. additional funding of £0.120m from the Schools Condition allocation for 2017/18, be provided to carry out dry rot remedial works at Peel Park Primary School, Accrington.

- **School Place Provision Strategy 2017/18 to 2019/20**

Resolved: That, subject to a review of the figures provided for Pendle and in particular Nelson and Colne, the School Place Provision Strategy 2017/18 to 2019/20, as set out at Appendix 'A', be approved.

- **Secondary Education Provision in Burnley**

Resolved: That

- i. the information on the future of Hameldon Community College, Burnley, as set out in the report, be noted.
- ii. a stage 1 consultation be undertaken, starting in September 2017, on the proposed closure of Hameldon Community College, Burnley, with effect from 31 August 2018.

- **Revision of Home to School Transport Policy 2018-19**

Resolved: That,

- i. the responses to the public consultation on a revised Home to School Transport Policy, as set out in the report, be noted.
- ii. the provision of discretionary denominational transport subsidies be ceased as from 1 September 2018, for all pupils commencing at primary or secondary school.
- iii. the changes be phased-in, so that children who started school under one set of transport arrangements continue to benefit from them, until they either conclude their education at that school, or choose to move to another school.
- iv. the revised Home to School Transport Policy for the academic year 2018/19 be approved.

- **Proposals relating to Library Buildings**

Resolved: That,

- i. the phased re-opening and delivery of a full library service at Parbold Library and Thornton Library be approved.
- ii. the decision to declare surplus the Parbold Library and Thornton Library buildings be rescinded.

- **Deprivation of Liberty – Prioritisation of Applications to the Court of Protection**

Resolved: That,

- i. the legal requirements placed on the Council as a result of the Cheshire West ruling and the consequential financial implications, as set out in the report, be noted.
- ii. the Court of Protection Prioritisation Tool, as set out at Appendix 'A', be adopted.

- **Implementation of the Care Act 2014 - Approval of revised Adult Social Care Policies and Procedures**

Resolved: That the following revised Adult Social Care Policies be approved:

- a. Independent Mental Capacity and Mental Health Advocacy;
- b. Assessment of Needs; and
- c. Review of Care and Support Plans

- **Land at Heysham Gateway Lancaster**

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

- **Disposal of Property - Land at Kiddrow Lane, Burnley**

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

- **Former Glenburn Sports College Skelmersdale/Skelmersdale Rail Link**

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

- **Capital Contribution to the Development of an Extra Care Scheme in Preston**

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

- **Community Asset Transfer**

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

Report of the Cabinet meeting on 21 August 2017

- **Senior Management Restructure**

Resolved:

- i. That the contents of the report now presented, including the officer advice in relation to each of the Options identified in the report and the representations made by members of the Council at the meeting, be noted.
- ii. That Option 'A' including the proposed arrangements for the appointment of staff to a new senior management structure, as set out in the report, be approved for the purposes of consultation with the staff affected and that the outcome of the consultation be reported to Cabinet on 14 September 2017.
- iii. That the decision at (ii) above be implemented immediately for the purposes of Standing Order 35 as any delay could adversely affect the execution of the County Council's responsibilities, and in particular to enable the Council's operating structure to be aligned with the administration's policy priorities and to deliver savings as a matter of urgency.

Report of the Cabinet meeting on 14 September 2017

- **Lancashire Safeguarding Boards - Annual Report 2016/17**

Resolved: That

- i. the contents of the report be noted
- ii. the implications for the conduct of council business of the key issues highlighted be considered.

- **Money Matters 2017/18 Position - Quarter 1**

Resolved: That

- i. the forecast underspend of £5.022m on the 2017/18 revenue budget be noted.
- ii. the revised Medium Term Financial Strategy (MTFS) and funding gap of £167.132m covering the period 2018/19 to 2021/22 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 for 2017/18 be noted.
- v. the additions to the Capital Programme approved during Quarter 1 of 2017/18 set out in Table 1 of Appendix 'F' be noted.
- vi. the re-profiling of the County Council's Capital Programme for 2017/18 as set out in Table 1 of Appendix 'F' be approved.
- vii. the budget proposals set out within Appendix 'D' be approved, officers be authorised to proceed with their implementation and that the 2018/19 budget be based upon these revenue decisions.
- viii. the budget proposals set out within Appendix 'E' be noted and officers be requested prepare a full Equality Impact Assessment to be considered at the next meeting of Cabinet on 12 October.

- **Procurement Report - Request Approval to Commence Procurement Exercises**

Resolved: That the commencement of the procurement exercises as set out in the report for the following areas

- i. Lancashire Fostering Framework Agreement;
 - ii. Lancashire Break Time Framework Agreement;
 - iii. Supply and Delivery of Cleaning Materials
- be approved

- **Boost – Lancashire's Business Growth Hub**

Resolved: That

- i. a maximum £1million match funding be approved to allow the continuation of Growth Hub activity from January 2019 to the end of
- ii. December 2021.the additional priorities and focus for economic development support in 2017/18 and 2018/19 be approved.

- **Housing Infrastructure Fund**

Resolved: That

- i. the development of two potential Forward Fund EOIs, one for the Preston, South Ribble and Lancashire City Deal initiative with another in support of South Lancaster be approved
- ii. £50,000 from the County Council's Transitional Reserve be provided to support the development of proposed EOI case-making.
- iii. both Forward Fund proposals should be submitted, with the City Deal EOI being ranked first.
- iv. the Leader of the County Council, Cabinet Member for Economic Development, Environment and Planning, and the Cabinet Member for Highways and Transport be authorised to finalise the County Council's EOI submissions, in consultation with the Director of Economic Development and S151 Officer.

- **Marketing Lancashire**

Resolved: That the reinstatement of £0.400m from 2018/19 in the County Council's Medium Term Financial Strategy be approved to enable a contribution of this value to be paid to Marketing Lancashire, subject to yearly performance reviews.

- **Preston City Centre Traffic Management**

Resolved: That

- i. the experimental traffic regulation order for the bus lanes is made permanent without amendment.
- ii. the camera enforcement be re-commenced from 6th November 2017 as set out in the report.
- iii. the proposed Experimental Traffic Regulation scheme to Lune Street be approved
- iv. the revocation of the length of bus lane on Church Street between Derby Street and Ringway be approved.

- **Highways and Transport Capital Programmes - Proposed Amendments**

Resolved: That the proposed amendments to the Highways Capital Programme as set out in the report be approved.

- **Revision of the Tendered Bus Service Network in Lancashire**

Resolved: That

- i. the proposed revisions to the tendered bus service network in Lancashire as set out in the report be approved.
- ii. officers be requested develop the detailed service schedules and undertake the necessary contract procurement process to allow the revised service network to commence from 10 December 2017.
- iii. the decision be implemented immediately for the purposes of Standing Order 35 as any delay could adversely affect the execution of the County Council's responsibilities, specifically to ensure that the revised tendered bus service network will commence from 10 December 2017.

- **Proposed shared use cycle track & Toucan crossing - Blackpool Road, Kirkham (Junction with Ribby Rd & Kirkham Bypass)**

Resolved: That

- i. the removal of footway and the installation of a proposed 3m wide shared use cycle track and toucan crossing, located at the roundabout junction of the A583 and A585, where the southern end of the Kirkham and Wesham bypass meets Blackpool Road (detailed in the report) be approved.
- ii. the S278 funding for this scheme, estimated at £235,000, be added to the 2017/18 Highways Block of the capital programme as it is envisaged that this funding will be required in 2017/18.

- **Trash Screen Code of Practice**

Resolved: That the Trash Screen Code of Practice, as set out in the report, be approved for adoption.

- **Children and Young People's Emotional Wellbeing and Mental Health**

Resolved: That

- i. the current level of County Council investment in the nonstatutory Emotional Health and Wellbeing Core Offer be continued (subject to any further budget reviews and potential reductions that may take place as a result of the financial gap that the County Council is forecasting).
- ii. that consideration continues to be given to the impact on the emotional wellbeing and mental health of children and young people, when making investment or disinvestment decisions.
- iii. the council continues to work with Partners, as part of the Pan-Lancashire Children and Young Peoples Resilience, Emotional Wellbeing and Mental Health Transformation Programme.

- **Proposed expansion of Barrow Primary School, Clitheroe**

Resolved: That

- i. the consultation arrangements which were undertaken and the responses that were received in respect of the authority's proposal be noted.
- ii. the County Council publish a Statutory Notice of its proposal to expand Barrow Primary School, Clitheroe, by increasing the number of reception pupils admitted to the school from 20 to 30 from September 2019.

- **Awarding of Small Grants to Third Sector Groups which are Registered with the Wellbeing, Prevention and Early Help Service, including Grants to individual young people**

Resolved: That

- i. The recommendations of the District Youth Councils on the applications for grants from third sector groups which are registered with the Wellbeing, Prevention and Early Help Service, as set out in the report, be approved.
- ii. The recommendations of the District Youth Council on the grant application from one young person totalling £411, which exceeds the £250 threshold that the District Youth Council is authorised to approve, be approved.
- iii. District Youth Councils be asked to report to the Cabinet Member on how they are promoting the availability of these grants and the steps they will take to promote it further

- **Refreshed Special Educational Needs and Disabilities Joint Commissioning Framework 2017-2019**

Resolved: That County Council officers seek to obtain collective agreement, through the Lancashire Collaborative Commissioning Network, of the draft Joint Commissioning Framework for Children and Young People with Special Educational Needs and Disabilities and their Families 2017-2019.

- **Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures**

Resolved: That the following revised Adult Social Care Policies be approved, as set out in the report:

- a. Carer's Assessments
- b. Carer's Eligibility Criteria and Carer's Budgets
- c. Reablement

- **Supporting Patients Choice to Avoid Long Hospital Stays Policy and Funding Framework**

Resolved: That

- i. the Supporting Patients Choice to Avoid Long Hospital Stays Policy for Lancashire and South Cumbria set out in the report be approved.
- ii. the adoption of the Funding Framework set out in the report be approved;
- iii. the Director of Adult Services, in conjunction with the Director of Financial Resources, be authorised to finalise the County Council's own implementation arrangements for the policy and funding framework as and when it has received approval by other NHS and local authority organisations.

- **Proposals Relating to Library Buildings**

Resolved: That

a full library service be operated from Adlington Library.

- i. the decision to declare surplus the Adlington Library and Children's Centre building be rescinded
- ii. the community asset transfer of Cleveleys Library and Children's Centre, be approved in principle, subject to successfully meeting the criteria set out in the Community Asset Transfer Policy including among other items VAT implications and clawback provisions subject to final approval of the Cabinet.
- iii. the establishment of an independent community library at Cleveleys Library and Children's Centre be approved in principle, subject to successfully meeting the criteria set out in the Community Asset Transfer policy.
- iv. the cost of capital works estimated at £0.849m in order to re-open 11 libraries that were previously closed, as agreed by Cabinet to date, be funded from the Libraries Re-instatement Capital Allocation of £1.571m as set out in the report

- **Revised Library Strategy which incorporates a Revision of Library byelaws and a Proposal to consult on Library Opening hours**

Resolved: That

- i. the revised Library Strategy be submitted to Full Council for approval.
- ii. the Full Council be requested to approve the submission of the revised Library byelaws to the Department for Digital, Culture, Media and Sport for confirmation by the Secretary of State, and that, subject to the confirmation being received, the byelaws be formally adopted and sealed by the County Council in accordance with the Public Libraries and Museums Act 1964.
- iii. a consultation exercise on core opening hours and banding for those libraries currently open be authorised, as set out in the report, with the alteration that Colne Library be placed in Band A for opening hours and Nelson Library in Band B..
- iv. the proposed core opening hours and banding for those libraries currently closed and approved for re-opening be approved

- **Review of the County Council's Policy relating to the Supply of Halal meat to Schools**

Resolved: That the matter be referred to Full Council for determination.

Cuerden Strategic Site Development

Resolved: That the recommendations be approved as set out in the report, with the following amendments:

- a. Recommendation (iv) to be amended from "Scenario 1" to "Scenario 2"
- b. Recommendation (v) to be amended from "October" to "November"

- **Lancashire Youth Offending Team's Service Continuous Improvement Plan**

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

- **Senior Management Restructure**

Resolved: That

- i. the recommendations as set out in the report be approved.
- iii. the decision be designated as urgent in accordance with Standing Order 35 as any delay could adversely affect the execution of the County Council's responsibilities and in particular to enable the Council's operating structure to be aligned with the administration policy priorities and deliver savings as a matter of urgency.

Report of the Cabinet meeting on 12 October 2017

- **Money Matters - Additional Savings 2018/19 - 2020/21**

Resolved: That the budget proposals set out within the report be approved, following consideration of the Equality Impact Assessments, and officers be authorised to proceed with their implementation, and that the 2018/19 budget be based upon these revenue decisions.

- **Procurement Report - Request Approval to Commence Procurement Exercises**

Resolved: That the commencement of the following procurement exercises as set out in the report be approved

- Provision of Day Time Support Services
- Lancashire Teaching Agency – Provision of Supply Services to Schools
- Supply of Water and Wastewater Services
- Supply of Catalytic Regeneration Systems – Clean Bus Technology

- **Towards a smoke free generation: A Tobacco Control Plan for Lancashire 2017 - 2022**

Resolved: That the tobacco control ambition and objectives as set out in the report be approved and adopted.

- **Greyhound Bridge - Proposed Major Maintenance Repairs**

Resolved: That the addition of the £3.711million Department for Transport Challenge Fund award to the 2017/18 Bridges Capital Programme be approved.

- **Amendment to existing Speed Limit and Introduction of new speed limits, weight restriction and Bus Lane on Garstang Road, Whittingham Lane and Woodplumpton Lane, Broughton**

Resolved: That the proposals for the reduction of the speed limits, introduction of a weight restriction and the implementation of a bus lane on the roads detailed in the report be approved.

- **Highways and Transport Capital Programme - Proposed Amendments**

Resolved: That

- the proposed amendments to the Highways Capital Programme as outlined in the report be approved
- the proposed criteria for developing the 2017/18 Cycling Safety programme as outlined in the report be approved.

- **Highway Cross Boundary Agreement between Lancashire County Council and Blackpool Council**

Resolved: That

- a S8 of the Highways Act (1980) agreement be entered into with Blackpool Council in terms substantially similar to the draft agreement attached at Appendix 'A'.
- the Head of Service for Asset Management be authorised to negotiate the terms of the agreement.
- a further report come to a future meeting for Cabinet to approve the final agreement.

- **Highways Act 1980 - Section 116 Proposed stopping-up of the Public Highway (U5847) Redwood Avenue (part), Leyland, South Ribble District**

Resolved: That the Director of Governance, Finance and Public Services be authorised to apply to the local magistrates for the stopping-up, under Section 116 Highways Act 1980, of a highway known as Redwood Avenue (part) as shown in the report, on the basis that it is no longer necessary for public use.

- **A6 Corridor Works, Broughton, Cycle Tracks**

Resolved: That the construction and removal of cycle tracks as detailed in the report be approved.

- **Lancashire Children Looked After Sufficiency Strategy 2017- 2020**

Resolved: That

- i. the Lancashire Children Looked After (CLA) Sufficiency Strategy 2017-2020, as presented, be approved
- ii. a report on the Residential Strategy and enhancing the Council's residential provision come to a future Cabinet

- **Awarding of Small Grants to Third Sector Groups which are Registered with the Wellbeing, Prevention and Early Help Service, including Grants to individual young people**

Resolved: That the recommendations of the District Youth Councils on the applications for grants from third sector groups which are registered with the Wellbeing, Prevention and Early Help Service, as set out in the report, be approved.

- **Proposals relating to Library Buildings and Community Asset Transfer**

Resolved: That

- i. the progress in the community asset transfer of Bamber Bridge Library be noted.
- ii. the establishment of an Independent Community Library in the former Bamber Bridge Library building be approved in principle.
- iii. a feasibility study be developed to determine the costs and implications for the provision of a library service within Earby New Road Community Centre.

- **Programme of Works to Operational Buildings**

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

- **Extension of the Roving Nights Service Contract**

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

- **Waste Company Fire Risk Mitigation Strategy Initiatives**

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

- **Billington and Langho St. Leonards CE School Expansion Project - Approval for Additional Funding Request**

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

- **Extension of the Carer Support Service Contracts**

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

- **Capital Projects schedule for Older People's Residential Homes**

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

- **Norden High School**

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

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(All Divisions);

The Urgency Committee

Contact for further information:

Dave Gorman, Tel: (01772) 534261, Senior Democratic Services Officer,
dave.gorman@lancashire.gov.uk

Executive Summary

The report sets out details of the following:

- (i) Decisions taken by the Chief Executive under the County Council's Urgent Business Procedure on behalf of the Urgency Committee.
- (ii) The report of the Urgency Committee from its meeting held on 14 September 2017.

Copies of the agenda and reports considered by the Committee on 14 September 2017 are available to view via the following link:

<http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeId=187>

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

Recommendation

Full Council is recommended to note the report.

Background and Advice

Decisions taken by the Chief Executive under the County Council's Urgent Business Procedure on behalf of the Urgency Committee

Since the last meeting of the Full Council, the Chief Executive has, in consultation with the Chair and Deputy Chair of the Urgency Committee, taken the following decisions under the Urgent Business Procedure on behalf of the Urgency Committee:

Treasury Management – Director of Investment

On 24 August 2017, approval was given to establish and recruit to a new post of Director of Investment.

This report is not for publication as it contains exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972:

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Delegation of Pension Administration Functions – London Borough of Havering

On 24 August 2017, approval was given:

- (i) To the delegation of the pension administration function of the London Borough of Havering to Lancashire County Council pursuant to s.101 Local Government Act 1972.
- (ii) To the Director of Legal and Democratic Services in consultation with the Head of the Pension Fund entering into an agreement with Local Pensions Partnership Ltd (LPPL) for LPPL to deliver the necessary services to enable the County Council to undertake this function on behalf of London Borough of Havering.

Member Appointments on Council Committees

On 24 August 2017, approval was given to the replacement of:

- (i) County Councillor David Stansfield by County Councillor Charles Edwards as chair of the Student Support Appeals Committee.
- (ii) County Councillor Tony Jones by County Councillor Jayne Rear as deputy chair of the Internal Scrutiny Committee.
- (iii) County Councillor Tony Jones by County Councillor Andrew Gardiner as deputy chair of the Corporate Complaints Committee.

Meeting of the Urgency Committee on 14 September 2017

Senior Management Restructure

The Committee considered a report setting out proposals to temporarily amend the Terms of Reference of the Employment Committee to enable the Committee to implement the Council's new senior management structure

Resolved: - That the Terms of Reference of the Employment Committee be temporarily amended to enable the Committee to make all appointment decisions and any dismissals due to redundancy in relation to the new Senior Management Structure.

This report is not for publication as it contains exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972:

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

N/A

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

Paper	Date	Contact/Tel
Agenda and Minutes of the Urgency Committee	14 September 2017	Chris Mather/(01772) 533559
Item of Urgent Business	24 August 2017	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, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(All Divisions);

The Overview and Scrutiny Committees
(Annexes '1' to '5' refer)

Contact for further information:
Samantha Parker, Tel: (01772) 538221, Senior Democratic Services Officer,
sam.parker@lancashire.gov.uk

Executive Summary

The most recent cycle of meetings of the Overview and Scrutiny Committees took place in the period July to October 2017.

The reports of the committees are attached as Annexes 1 to 5 as follows:

- Annex 1 – Children's Services Scrutiny Committee
- Annex 2 – Education Scrutiny Committee
- Annex 3 – External Scrutiny Committee
- Annex 4 – Health Scrutiny Committee
- Annex 5 – Internal Scrutiny Committee

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

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

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	26 July 2017 6 September 2017	Garth Harbison/(01772) 530596
Education Scrutiny Committee	26 September 2017	Garth Harbison/(01772) 530596
External Scrutiny Committee	25 July 2017 10 October 2017	Garth Harbison/(01772) 530596
Health Scrutiny Committee	24 July 2017 19 September 2017	Garth Harbison/(01772) 530596
Internal Scrutiny Committee	21 July 2017 22 September 2017	Garth Harbison/(01772) 530596

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 26 October 2017

Report on the Children's Services Scrutiny Committee meeting on 26 July and 6 September 2017

Chair: County Councillor Andrea Kay

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](#)

26 July 2017

Lancashire Wellbeing, Prevention and Early Help Offer

Members were provided with an update on Lancashire's Wellbeing, Prevention & Early Help offer. A range of areas were discussed by the Committee, including the service delivery model, integrated working principles and the referral pathways.

Resolved: That;

- i. The report and comments be noted.
- ii. An update report be presented to the Committee at a future meeting.

6 September 2017

Ofsted Monitoring Visit Update

Members were presented with an update following the fifth Ofsted monitoring visit since the local authority was judged inadequate in the autumn 2015.

Resolved: That;

- i. The report be noted
- ii. A briefing note be circulated to members following the October monitoring visit

New SEND Service Pathway

A presentation was provided to members on the new SEND service pathway.

The Committee were advised that the key principles behind the reforms were:

- Outcomes – improving progress for children and young people with SEND;
- Integration – a joint approach across all agencies; and
- Involvement – full involvement of young people, parents and carers.

Resolved: That the report be noted.

School Nursing

A report was presented to members on school nursing. The Committee was informed that since 1 September 2014, school governing bodies were required to make arrangements to support pupils at school with medical conditions. The aim was to ensure that all children with medical conditions, in terms of both physical and mental health, were properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Resolved: That;

- i. The report be noted.
- ii. A request for establishing a task group be submitted to Internal Scrutiny Committee for approval on supporting pupils at school with medical conditions.

Meeting of the Full Council - 26 October 2017

Report on the Education Scrutiny Committee meeting on 26 September 2017

Chair: County Councillor Christian Wakeford

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

[Education Scrutiny Committee](#)

School Place Provision Strategy 2017/18- 2019/20

The School Place Provision Strategy 2017/18 to 2019/20 was presented to members which replaces the Strategy for the Provision of School Places and Schools' Capital Investment 2015/16 to 2017/18, which was last published in 2015.

The Strategy, which was approved by Cabinet on 10 August 2017 sets out the framework for delivery of new places and school capital investment priorities.

Resolved: That;

- i. The School Place Provision Strategy 2017/18 – 2019/20 be noted.
- ii. An update on the supporting data within the timescale of the Strategy to reflect changes on an annual basis be noted.
- iii. The challenges to providing school places contained within Section 6 of the Strategy be considered and recommendations offered.

Report on School Appeals

A report was presented to members on the current position of school appeals activity and issues.

Resolved: That;

- i. The report be noted
- i. Recommendations in relation to matters for consideration outlined in the report be discussed and agreed

Meeting of the Full Council - 26 October 2017

Report on External Scrutiny Committee meetings held on 25 July and 10 October 2017

Chair: County Councillor David O'Toole

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

[External Scrutiny Committee](#)

25 July 2017

Community Safety

The report presented provided an overview of Community Safety Partnership (CSP) arrangements in Lancashire. It set out the legislative requirements for partnership working in relation to community safety and the governance arrangements in place across Lancashire, together with the current Lancashire Community Safety Agreement.

Resolved: That;

- i. The Committee note the report;
- ii. A copy of the agreed annual work plan used by the analysts for carrying out partnership intelligence assessments be circulated to the Committee; and
- iii. Information on the Living in Lancashire survey's reach and return rate be provided to the Committee.

10 October 2017

Hate Crime/Incident Update

The draft Lancashire Hate Crime Strategy 2017-20 and Annual Delivery Plan for 2017/18 was presented for the Committee to review prior to it being finalised and presented to the Lancashire Public Services Board on the 25 October 2017.

Resolved: That;

- i. The developments on the Hate Crime Strategy and the report be noted;
- ii. Details and locations of third party reporting centres and more detailed data on reported hate crimes and incidents be provided to the Committee.

Lancashire Enterprise Partnership (LEP)

An update on the Lancashire Enterprise Partnership, Strategic Economic Plan, Key Initiatives and the Northern Powerhouse was presented to the Committee.

Resolved: That;

- i. The presentation be noted; and
- ii. The work plan be updated to include the Lancashire Enterprise Partnership as a requested topic for further consideration.

Meeting of the Full Council - 26 October 2017

Report on Health Scrutiny Committee meetings held on 24 July and 19 September 2017

Chair: County Councillor Peter Britcliffe

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

[Health Scrutiny Committee](#)

24 July 2017

Lancashire Teaching Hospitals Foundation Trust - Recruitment and Retention and the mobilisation of Chorley and South Ribble Hospital Emergency Department and Urgent Care Centre

An update was provided to the Committee on the mobilisation of Chorley and South Ribble Hospital's Emergency Department and Urgent Care Centre and the issues faced with recruitment and retention.

Resolved: That:

- i. The update on the mobilisation of Chorley and South Ribble Hospital's Emergency Department and Urgent Care Centre be noted; and
- ii. Further updates on the mobilisation of Chorley and South Ribble Hospital's Emergency Department and Urgent Care Centre be assigned to the Health Scrutiny Committee Steering Group.

Scrutiny Inquiry Event - "Sustainability and Transformation Plans (STP) - Workforce", 9 March 2017

The former Chair of the Health Scrutiny Committee, County Councillor Steve Holgate presented the report of the Scrutiny Inquiry Event – "STP Workforce", which was held on 9 March 2017.

Resolved: That; the Scrutiny Inquiry Event report be;

- i. Received and noted;
- ii. Formally handed to the Local Workforce Action Board (LWAB); and
- iii. Circulated to all organisations who attended the event.

Lancashire and South Cumbria Sustainability and Transformation Partnership - Update on the work of the Local Workforce Action Board (LWAB)

An update on the work of the Local Workforce Action Board (LWAB) was presented to the Committee. The update highlighted progress that had been made since the Scrutiny Inquiry Event held on 9 March, 2017.

Resolved: That;

- i. The work of the Local Workforce Action Board (LWAB) be noted; and
- ii. The Committee write to the Secretary of State for Health and the Chairs of Health Education England and Health Education North West to formally invite appropriate representatives to attend a future meeting of the Committee to address the inequity of funding for medical under-graduate and post-graduate training in Lancashire and South Cumbria.

19 September 2017

Next Steps on the NHS Five Year Forward View: Integrating Care Locally

A presentation was given detailing the progress made since the Next Steps on the NHS Five Year Forward View was published on 31 March 2017 and the Sustainability Transformation Partnership (STP) for Lancashire and South Cumbria.

Resolved: That;

- i. The report be noted; and
- ii. The Sustainability and Transformation Partnership Refresh be presented to a future meeting of the Health Scrutiny Committee in the New Year.

Meeting of the Full Council - 26 October 2017

Report on the Internal Scrutiny Committee meetings held on 21 July and 22 September 2017

Chair: County Councillor John Shedwick

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

Scrutiny Committee

21 July 2017

Regulation of Investigatory Powers Act 2000

Members were presented with a report on the Regulation of Investigatory Powers Act 2000 (RIPA) which provides a framework for certain public bodies, including local authorities, to use "covert surveillance" to gather information about individuals without their knowledge for the purposes of undertaking statutory functions in connection with the prevention or detection of crime.

Resolved: That the report be noted

Local Authority Funding Update

A presentation was provided to the Internal Scrutiny Committee outlining the funding streams and mechanisms that the County Council are subject to.

Resolved: That;

- i. A Task Group be established to look at local authority funding, in particular increasing income streams to the council.
- ii. Membership and detailed Terms of Reference for the Task Group be agreed with Group Secretaries, in consultation with the Chair.

22 September 2017

The County Council's Expenditure on Statutory and Non-Statutory Services, and Income Generation Activities

Members received presentations from the Director of Financial Resources regarding the County Council's expenditure on statutory and non-statutory services, and on the County Council's income generation activities.

Resolved: That;

- i. The report and comments be noted.
- ii. Initial objectives and outcomes for the task group be confirmed.

Task Group Request

The report presented set out the request from the Children's Services Scrutiny Committee for a task and finish group to be established on supporting pupils at school with medical conditions.

Resolved: That the task and finish group request be approved.

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(All Divisions);

The Audit and Governance Committee
(Annex 1 refers)

Contact for further information:
Dave Gorman, Tel: (01772) 534261, Senior Democratic Services Officer,
dave.gorman@lancashire.gov.uk

Executive Summary

The report of the Audit and Governance Committee from its meetings held on 31 July 2017 and 25 September 2017 is attached at Annex 1.

The agenda, reports and minutes of the meetings are available to view [here](#).

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

Recommendation

That the report of the Audit and Governance Committee, as now presented, be noted.

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

Paper	Date	Contact/Tel
Agenda and Minutes of the Audit and Governance Committee	25 September 2017 31 July 2017	Dave Gorman/(01772) 534261

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - Thursday 26 October 2017

Report of the Audit and Governance Committee meetings on 31 July 2017 and 25 September 2017

Chair: County Councillor Alan Schofield

Meeting held on 31 July 2017

Approval of the Council's Statement of Accounts 2016/17

The Committee considered a report setting out, for approval, the County Council's Statement of Accounts for 2016/17.

Resolved: - That:

- (i) Any subsequent amendments as a result of the councils out turn report should be completed by the Director of Financial Resources following consultation with the Chair and Deputy Chair;
- (ii) The Lancashire County Council Statement of Accounts for 2016/17 be approved and signed by the Chair of the Committee.

Approval of the County Council and County Pension Fund Letters of Representation 2016/17

The Committee considered a report setting out, for approval, the County Council and Lancashire County Pension Fund Letters of Representation for 2016/17.

Resolved: - That the management representation letters, as set out at Appendices 'A' and 'B', to the report now presented, be approved and duly signed.

External Auditor's Annual Audit Findings for Lancashire County Council 2016/17

The Committee considered a report on the external auditors annual audit findings for Lancashire County Council for 2016/17.

Resolved: - That:

- (i) The external audit findings report covering the audit of the County Council for year ended 31 March 2017, be noted;
- (ii) The adjustments to the financial statements and the other issues raised by the external auditor, as set out in the report presented, be noted.

External Audit - Lancashire County Council Pension Fund Audit Findings Report 2016/17

The Committee considered a report setting out details of the audit findings in relation to the accounts of the Lancashire County Pension Fund.

Resolved: - That the external audit findings report covering the audit of the Lancashire County Pension Fund for year ended 31 March 2017 be noted.

External auditor appointment process

The Committee considered a report setting out details of the process for the appointment of an external auditor.

Resolved: - That the Director of Financial Resources in consultation with the Chair of the Committee is authorised to respond to the PSAA's consultation on the proposed appointment of an external auditor for the council, and subsequent consultations as necessary.

Actions to enhance the Committee's effectiveness as an element of the Council's Governance Framework

The Committee considered a report on the effectiveness of the Committee following an assessment by the Internal Audit Service.

Resolved: - That:

- (i) The revised terms of reference, including the change of name to the Audit, Risk and Governance Committee are approved and submitted to the next full council for approval;
- (ii) The actions set out in the report at Appendix 'B' are approved;
- (iii) The Committee receives a report on the current standards regime at its next meeting in September.

Meeting held on 25 September 2017

The Annual Audit Letter for Lancashire County Council and Lancashire County Pension Fund 2016/17

The Committee considered a report setting out the Annual Audit Letter for the County Council and the Lancashire County Pension Fund for 2016/17.

Resolved: - That the report, now presented, be noted.

Treasury Management Activity 2017/18

The Committee considered a report setting out details of the County Council's treasury management activity for the period April - July 2017.

Resolved: - That:

- (i) The treasury management activities for the period April to July 2017, as set out in the report, now presented, be noted;
- (ii) The changes to the Council's treasury management resource, as set out in the report, now presented, be noted;
- (iii) The process for fund selection, as set out in the report, now presented, including decisions for funds of up to £15m to be made by the Director of Financial Resources, be approved;
- (iv) The changes, as set out in the report, now presented, relating to IFRS 9 that are to be implemented from 1 April 2018, be noted.

Health, Safety and Resilience Service Overview and Risk Register

The Committee considered a report setting out an overview of the County Council's Health, Safety and Resilience Service.

Resolved: - That:

- (i) The report, now presented, be noted;
- (ii) That the take-up of places on Councillor training be supported and promoted as set out above;
- (iii) That members of the Committee promote the use of the 'In The Know' website to the public as and when opportunities to do so arise.

Internal Audit Progress Report

The Committee considered a report setting out details of the work undertaken by the Internal Audit Service against the Audit Plan for 2017/18 which had been approved by the Committee at its meeting on 26 June 2017.

Resolved: - That the report, now presented, be noted.

Standards and the Code of Conduct

The Committee considered a report setting out details of the County Council's Code of Conduct, together with the legislative context, the process for dealing with complaints and the sanctions available to the Conduct Committee.

Resolved: - That:

- (i) The report, now presented, be noted;
- (ii) The proposals for responding to the DCLG consultation 'Disqualification Criteria for Councillors and Mayors' be noted.

Risk and Opportunity Register Quarter 2

The Committee considered a report setting out details of an updated (Quarter 2) Risk and Opportunity Register for the Committee's consideration.

Resolved: - That:

- (i) The report, now presented, be noted;
- (ii) Officers report back on those issues identified.

Update on Overpayment of Salaries

The Committee considered a report setting out an update on the overpayment of salaries to individuals who were no longer employees of the County Council and which had previously been identified by the Internal Audit Service as part of an audit of payroll.

Resolved: - That:

- (i) The report, now presented, be noted;
- (ii) A further report, as set out above, be considered by the Committee at its next meeting.

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(None)

The Pension Fund Committee
(Annex 1 refers)

Contact for further information:
Mike Neville, Tel: (01772) 533431, Senior Democratic Services Officer,
mike.neville@lancashire.gov.uk

Executive Summary

The report from the Pension Fund Committee held on 15 September 2017 is attached at Annex 1.

Copies of the agenda and reports considered by the Committee are available on the County Council's [website](#). Members can also contact the individual officers specified in the reports for further information.

Recommendation

That the report of the Pension Fund Committee, as now presented, be noted.

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

Paper	Date	Contact/Tel
Agenda and Minutes of the Pension Fund Committee	15 September 2017	Mike Neville/(01772) 533431

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 26 October 2017

Report of the Pension Fund Committee on 15 September 2017

Chair: County Councillor Eddie Pope

Part I (Open to the Press and Public)

1 Minutes of the Meeting held on 30th June 2017

The Head of Fund informed the meeting that a report on the draft revised Strategic Plan for the Lancashire County Pension Fund was not included on the agenda and would be presented to the Committee in December 2017.

Decision Taken:

1. That a report on the draft revised Strategic Plan for the Lancashire County Pension Fund be presented to the Committee in December 2017.
2. That, subject to the update specified at 1 above, the Minutes of the meeting held on the 30th June 2017 are confirmed as an accurate record and signed by the Chair.

2 Lancashire County Pension Fund - Admission and Termination Policy

Mr J Livesey, Principal Actuary from Mercers, reported that the main area of the Policy which had been reviewed related to the actuarial assumptions used to assess the value of the liabilities at the point an employer exited the Fund as it was considered that the current methodology did not provide enough protection for the remaining employers from the downside risks.

It was reported that a number of different options for setting a discount rate had been considered and it was proposed to adopt an approach based on the yields available on corporate bonds at the date of exit which was a recognised approach used by a number of other LGPS Funds, based on publically available information, and was similar to the approach used to calculate pension liabilities in employers accounts.

A minor amendment was also proposed for the existing charging structure for new admission agreements and academies joining the Fund which would involve additional interest charges where initial pension contributions were paid to the Fund late.

It was noted that, if approved, the revised Policy would be subject to a 3 month consultation period with employers which would also provide an opportunity for them to prepare to exit the Fund if they wished as a result of the changes in policy.

Decision taken:

1. That the changes to the admission and termination policy, as set out in Appendix 'A' to the report presented, are approved for consultation with the employers in the Lancashire County Pension Fund.
 2. That a further report on the outcome of the consultation specified at 1 above is presented to the Committee on the 23rd March, 2018.
- 3 External Audit – Lancashire County Pension Fund Audit Findings Report 2016/17**

Karen Murray, Director from Grant Thornton, presented her report and informed the Committee that the Audit Findings Report attached at Appendix 'A' set out the findings of the external audit of the Pension Fund Accounts for 2016/17.

It was reported that the findings had been presented to the Council's Audit and Governance Committee in July and any outstanding items highlighted in red at that time had subsequently been finalised with the external auditor issuing an unqualified audit opinion on the Fund accounts following the meeting on 10th August 2017.

Decision Taken: That the contents of the Audit Findings report for the Lancashire County Pension Fund Accounts for 2016/17, as set out in the Appendix to the report presented, is noted.

4 Lancashire Local Pension Board 2016/17 Annual Report

Mr W Bourne, Chair of the Lancashire Local Pension Board, presented the Annual Report on activity by the Board in 2016/17 which included details of Board members attendance at meetings and training events, activity during the year and the costs associated with the operation of the Board.

He also highlighted specific recommendations which the Board had made in relation to tracing missing members and the need for additional resources for the Head of Fund and the subsequent action which had been taken.

Decision Taken:

1. That the Annual Report of the Lancashire Local Pension Board for 2016/17, as set out in the Appendix to the report presented, is noted.
2. That the Chair and members of the Board be thanked for their contributions to the work of the Board and supporting the operation of the Fund.

5 2016/17 Pension Fund Annual Report

The Head of Fund presented a report on the Lancashire County Pension Fund Annual Report for the year ended 31 March 2017.

In considering the report the Committee noted the number of calls received by the dedicated helpdesk during the year and that additional resources had been allocated to address the dip in performance. It was reported that the Head of the Administration Service was due to attend the Lancashire Local Pension Board in October to discuss performance against agreed KPIs.

The Chair welcomed the report and recognised that the LCPF had grown in terms of membership and value over the last year.

Resolved: That the Lancashire County Pension Fund Annual Report for the year ended 31 March 2017, as set out in Appendix 'A' to the report presented, is approved for submission to the Full Council.

6 Responsible Investment

The Committee received an update report on a range of responsible investment matters. The Head of Fund informed the meeting that the Responsible Investment Manager from the Local Pensions Partnership had been invited to attend the Working Group on the 20th September 2017 which had been arranged in accordance with the decision taken at the last Committee.

Decision Taken:

1. That the update on responsible investment activity, as set out in the Appendix to the report presented, is noted.
2. That the Working Group on the 20th September 2017 be authorised to review the Fund's current approach to responsible investment and establish its ongoing reporting requirements in that area.
3. That the recommendations of the Working Group specified at 2 above be reported to the Committee on the 1st December 2017

7 LCPF - 2017/18 Q1 Budget Monitoring Report

A report was presented on the income and expenditure of the Lancashire County Pension Fund for the period 1st April to 30th June 2017 with comparison to the budget for the same period.

Decision Taken: That the analysis of variances between actual results and the budgeted income and expenditure for the period 1st April to 30th June 2017, as set out in the report presented, are noted.

8 LPP Annual Report and Financial statements 2016/17

The Head of Fund presented a report on the Annual Report and accounts for the Local Pensions Partnership (LPP) for the period ended 31st March 2017 which had been approved by LPP's Board on the 24th July 2017.

When considering the report the Committee noted the salaries of Executive and Non-Executive Directors and recognised that this was consistent with the market place and the Remuneration Policy previously agreed by the County Council Employment Committee.

Decision Taken: That the contents of the Local Pension Partnership Annual Report for 2016/17, as set out in the Appendix to the report presented, is noted.

9 Feedback from members of the Committee on pension related training, conferences and events

A report was presented on the attendance by members of the Committee at internal/external pension related training events since the last meeting.

Resolved: That the report and feedback given at the meeting is noted.

10 Supply of Lancashire Pension Fund Custodian Service

The Head of Fund presented a report on the timelines and award criteria for the procurement of a new custodian services contract for the LGPS as the current contract was due to expire on 31st July 2018. In considering the report the Committee noted that the selection criteria would include both quality of service and price and that the County Councils procurement framework would include consideration of any associated social value.

Decision taken: That the County Council's Procurement Service undertake the following procurement processes:

1. Appoint an independent specialist firm via a 3 quote process, to assist the Fund in developing a specification for the custodian services and assist in the evaluation of potential tender responses as a result of the procurement exercise outlined below;
2. Undertake an independent open OJEU compliant procurement exercise to appoint an independent provider of custodian services for 3 years (commencing on 1st April 2018) with an option to extend for any given period up to a maximum of a further 3 years.

11 Urgent Business

No items of business were raised under this heading.

12 Date of Next Meeting

It was noted that the next scheduled meeting of the Committee would be held at 10.30am (preceded by a 30 minute briefing) on the 1st December 2017 in Committee Room 'C' - The Duke of Lancaster Room at County Hall, Preston.

Part II (Not Open to the Press and Public)

13 Local Pensions Partnership - Quarter 1 update

(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).

The Director of Strategic Programmes and Group Company Secretary and the Managing Director and Chief Investment Officer from the Local Pensions Partnership (LPP) presented a report on the investment and administration functions operating within LPP.

Decision Taken: That the report is noted.

14 Investment Panel Report

(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).

The Committee received a report on matters considered by the Investment Panel since the last meeting which included:

- The Investment and Market context in which the LCPF operated.
- The performance of the LCPF.
- The Policy Portfolio and current asset allocation.

It was also reported that the Panel was in the process of reviewing the current Investment Strategy against cash available to meet the payment of future pensions. The Strategy would be discussed further with members of the Committee at a workshop in November and a further report presented to the Committee in December 2017.

Decision Taken:

1. That the report of the Investment Panel is noted.
2. That the recommendations of the Panel in relation to the future Investment Strategy of the LCPF are reported to the Committee on the 1st December 2017

15 LCPF Performance Overview June 2017

(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).

The Committee was informed that the LCPF continued to outperform both internal and external actuarial benchmarks and noted that the recommendations of the Investment Panel with regard to the future Investment Strategy would be presented to the next meeting for consideration.

Decision taken: That the report is noted.

Meeting of the Full Council
Meeting to be held on Thursday, 26 October 2017

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(All Divisions);

Report of the Lancashire Combined Fire Authority
(Annex 1 refers)

Contact for further information:
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dianebrooks@lancsfireandrescue.org.uk

Executive Summary

Annex 1 sets out a summary report of the Lancashire Combined Fire Authority following its meeting on 18 September 2017. 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	18 September 2017	Diane Brooks/(01772) 866720

Reason for inclusion in Part II, if appropriate

N/A

**REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY
18 SEPTEMBER 2017**

1. GRENFELL TOWER FIRE TRAGEDY IN LONDON – HIGH RISE BUILDINGS IN LANCASHIRE UPDATE

Members received an update report from Group Manager Tony Crook on the Grenfell Tower Fire investigation process and the actions being undertaken to reassure the public in Lancashire. The Grenfell Tower Fire occurred on 14 June 2017 at the 24-storey tower block. It caused at least 80 deaths and over 70 injuries. A definitive death toll was not expected until at least 2018. Sadly, this was the biggest loss of life from fire in the UK in a generation.

GM Crook advised that the Public Inquiry had opened on 14 September 2017. Police and Fire services believed that the fire had started accidentally in a fridge-freezer on the fourth floor. The rapid growth of the fire was thought to have increased by the building's exterior cladding which was of a common type in widespread use. An independent review of building regulations and fire safety had been launched. The National Fire Chiefs Council was co-ordinating a Fire and Rescue Services' inspection of high rise premises and the Building Research Establishment were testing all ACM (aluminium composite) cladding material. The National Fire Chiefs Council had put forward a submission to the Inquiry, outlining what it thought should be included in the terms of reference to help shape the Inquiry.

The Authority was pleased to note that at the Lancashire County Council's full Council meeting held on 20 July 2017 a resolution was unanimously approved that called for the Government to legislate for the retro-fitting of sprinklers into residential high-rise buildings and that this should be called the Grenfell Act in memory of many lives lost in the disaster and it resolved to install sprinklers in all new Lancashire County Council schools and major school extensions.

GM Crook advised that inspections had been carried out by the Service. 100% of 'Residential high rise' buildings, 72 had been inspected and other buildings were being inspected on a risk based approach. It was noted that no school fell into the category of 18 metres or more. The findings from the inspections would be reviewed to inform our risk based inspection programme for 2018/19, along with the recommendations from the Public Inquiry and potential future governmental changes to fire safety standards.

2. FIRE PROTECTION REPORTS

Members received a report that detailed prosecutions in respect of fire safety management failures and arson related incidents within the period 1 June 2017 to 1 September 2017. In addition, Fire Protection and Business Support Information were included in the report which included an update on the Primary Authority Scheme and business Safety Advisor activity.

In response to Member questions it was confirmed that the Service looked at trends in relation to arson incidents which occurred across the county. In addition, it was noted that the Service was currently running a number of pilots for the training and education of young people in year 7 at school which included anti-social behaviour and deliberate fire

setting. A new training education programme was planned for delivery to all year 7 pupils across Lancashire in 2018.

3. COMMUNITY FIRE SAFETY REPORTS

As part of the report Members received a presentation by Area Manager Simon Fryer on the Service's response to a Pylon Rescue at Howick Cross.

AM Fryer advised that the call was received at 15:03 on 7th August 2017, reporting that a man, alive but incapacitated was trapped at a height of 20 metres above the ground hanging upside down from an electricity pylon.

The Air Support Unit was requested and Fire crews from Penwortham, Fulwood, Hyndburn and 'Rope Rescue' colleagues from St Annes and Urban Search and Rescue were assigned. The utility company shut off the electricity to the pylon and members of the Rope Rescue Team ascended the pylon, initially securing the casualty to prevent him falling, then they administered medication provided by medical personnel at the scene.

Agencies in attendance were Lancashire Constabulary, North West Ambulance Service (NWAS), NWAS HART, Millers Recovery and the National Grid. The casualty had climbed the side of the pylon, which had been electrically isolated for maintenance purposes. The hem of his jeans had caught on a pylon nut which had prevented his fall. At 6.36pm the casualty was rescued. He was then transferred by the Rope Rescue personnel to a stretcher on Hyndburn's Aerial Ladder Platform, then lowered to the ground and attended to by paramedics.

In response to Members that staff be acknowledged for their dedication, professionalism and bravery the Chief Fire Officer confirmed that the process to recognise staff who had undertaken such difficult deeds was the Chief Fire Officer Commendation Award.

FRANK DE MOLFETTA
Chairman

LFRS
Fulwood