

Full Council

Thursday, 24th May, 2018, Council Chamber, County Hall, Preston

Question time begins at 1.30pm.

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

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C. Notice of Motion

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

Angie Ridgwell
Interim Chief Executive and
Director of Resources

County Hall
Preston

15 May 2018

Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston,
on Thursday, 22nd February, 2018

Present:

County Councillor Terry Aldridge (Chairman)

County Councillors

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

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Joe Cooney and Barrie Yates.

Announcements

Death

The Chair reported the recent sad death of former County Councillor George Woods MBE, who passed away on 23 January 2018.

The Council stood in silent tribute.

Award of MBE

Afrasiab Anwar, Community Faith Co-ordinator in the School Improvement Service, was recently awarded an MBE by Her Majesty The Queen in the New Year's Honours List.

The award was in recognition of the pivotal role which Afrasiab had played in promoting inclusion and community relations across Lancashire and beyond through his work with schools, community and faith organisations, and partners.

Afrasiab, together with his line manager, Alison Lloyd, was present at Full Council and was congratulated by the Full Council on his award and his work.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Name of Councillor	Agenda Item Number	Nature of Interest (non-pecuniary unless stated)
Peter Steen	Notice of Motion 3 - Grant Maintained Nurseries	Wife is a Governor of Bacup Maintained Nursery

3. Confirmation of the Minutes from the Meetings held on 14 December 2017 and 8 February 2018

Resolved: - That the minutes of the meetings of Full Council held on 14 December 2017 and 8 February 2018 be confirmed and signed by the Chair.

4. Finding of the Local Government Ombudsman - 7 November 2017

County Councillor Graham Gooch, Cabinet Member for Adult Services, moved a report setting out details of actions that had already been taken in response to the Ombudsman's recommendations following an investigation into a complaint about adult social care services.

Resolved: - That:

- (i) The recommendations set out in the Local Government Ombudsman's report, as set out at Appendix 'A' of the report now presented, be noted.
- (ii) The actions already taken be noted and the further steps proposed in response to the report's recommendations, as set out in the report now presented, be endorsed.

5. Members' Allowance Scheme 2018/19

County Councillor Geoff Driver moved a report setting out the proposed Members' Allowance Scheme for 2018/19.

County Councillor David Whipp proposed the following amendment, seconded by County Councillor David Howarth:

The addition to the existing recommendation of "That the Leader's Special Responsibility Allowance be reduced by 10%, with pro-rata reductions to other Special Responsibility Allowances".

The amendment was put to the vote and was LOST.

County Councillor Paul Greenall proposed the following further amendment, seconded by County Councillor Paul Hayhurst:

In view of the recent 5.99% increase in Council Tax and the ongoing need for the County Council to make savings, the following modest reductions to the members allowance scheme will be made with effect from April 1st, 2018:

- (i) Councillors will not be entitled to claim travel expenses from home to County Hall as this should be treated as their normal place of work and covered by their basic allowance.
- (ii) Councillors will not be entitled to claim subsistence allowances when attending meetings at County Hall as this should be considered as covered by their basic allowance.
- (iii) The special responsibility payments made to political group whips and secretaries will cease.
- (iv) In accordance with current and historical practice within Parliament, the percentage of Councillors who receive a special responsibility allowance will be set to a maximum of 22% of all elected members.

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:

The 2018/19 Members' Allowance Scheme, as presented at Appendix 'A' to the report now presented, be approved.

6. The Localism Act 2011 - Pay Policy Statement 2018/19

County Councillor Geoff Driver moved a report setting out details of the County Council's proposed 2018/19 Pay Policy Statement as required by the Localism Act 2011.

Resolved: - That:

- (i) The recommendations of the Employment Committee be noted and that the 2018/19 Pay Policy Statement, as set out at Appendix 'A' to the report now presented, be approved.
- (ii) The annual adjustment to the Living Wage for centrally employed staff for 2018/19, as set out in the report now presented, be approved.

7. Amendments to the Constitution - Development Control Committee and Regulatory Committee

County Councillor Paul Rigby moved a report setting out details of proposed changes to the County Council's Constitution in relation to the Development Control Committee and the Regulatory Committee.

County Councillor Steve Holgate proposed the following amendment, seconded by County Councillor Lizzi Collinge:

The addition of "and Scrutiny Committee Chairs and Deputy Chairs" at the end of item (ii) in the Executive Summary.

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 changes, as set out in the report now presented, to Standing Order 19(2) and to the Terms of Reference of the Development Control Committee, be approved.
- (ii) The Director of Corporate Services be authorised to make any other consequential changes to the Council's Constitution arising from this report.

8. Financial Threshold for Key Decisions

County Councillor Geoff Driver moved a report setting out details of the financial threshold above which decisions should be treated as Key Decisions as defined in Standing Order 25(1).

Resolved: - That the financial threshold for Key Decisions, for the purposes of Standing Order 25(1), as set out in the report now presented, should remain at £1.5m for 2018/19.

9. Report of the Cabinet (Part B)

County Councillor Geoff Driver moved the report of the Cabinet from its meetings on 18 January and 1 February 2018.

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

10(a) The Urgency Committee

County Councillor Geoff Driver moved the report of the Urgency Committee setting out details of decisions taken by the Council's Monitoring Officer and the Interim Chief Executive and Director of Resources under the County Council's Urgent Business Procedure on behalf of the Urgency Committee.

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

10(b) The Audit, Risk and Governance Committee

County Councillor Alan Schofield moved the report of the Audit, Risk and Governance Committee from its meeting on 29 January 2018.

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

10(c) The Overview and Scrutiny Committees

County Councillor David O'Toole moved the report of the Overview and Scrutiny Committees from their meetings as follows:

- Children's Services Scrutiny Committee - 6 December 2017 and 31 January 2018
- Education Scrutiny Committee - 28 November 2017
- Health Scrutiny Committee - 12 December 2017 and 23 January 2018
- Internal Scrutiny Committee - 19 January 2018

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

11. Report of the Lancashire Combined Fire Authority

County Councillor Frank De Molfetta moved the report of the Lancashire Combined Fire Authority from its meeting on 18 December 2017.

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

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

**1. It was moved by County Councillor Gina Dowding and seconded by
County Councillor Paul Hayhurst that:**

According to recent research, eight million metric tons of plastic waste ends up in the world's oceans each year [1], endangering marine life. There is also a growing understanding of the risks posed to human health by toxic chemicals present in plastics [2]. Less than a year after the introduction of the 5p bag charge, use of single-use plastic bags had already dropped by 85% [3], 300 million tons of plastic are produced around the globe each year. Public awareness of the problems of our throwaway culture is at an all-time high.

It is time for Lancashire to take a lead on this issue.

Council resolves to ask Cabinet to:

- (i) Develop a robust strategy to make Lancashire County Council a 'single-use-plastic-free' authority by the end of 2018 and encourage the county's institutions, businesses and citizens to adopt similar measures;
- (ii) End the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services;
- (iii) Encourage schools and social care facilities to adopt measures, with the aim of phasing out single-use plastic, for example containers and cutlery in their premises by the end of 2018;
- (iv) Ensure that the County Council, via its procurement of goods and suppliers, has integrated the aim to end SUPs by suppliers by 2018 wherever feasible and appropriate.

[1] <http://www.sciencemag.org/content/347/6223/768>

[2] <http://rstb.royalsocietypublishing.org/content/364/1526/2153.short#sec-5>

[3] <https://www.theguardian.com/environment/2016/jul/30/england-plastic-bag->

The following amendment was proposed by County Councillor Graham Gooch and seconded by County Councillor Philippa Williamson:

According to recent research, eight million metric tons of plastic waste ends up in the world's oceans each year, endangering marine life. There is also a growing understanding of the risks posed to human health by toxic chemicals present in plastics.

Less than a year after the introduction of the 5p bag charge, use of single-use plastic (SUP) bags had already dropped by 85%, 300 million tons of plastic are produced around the globe each year. Public awareness of the problems of our throwaway culture is at an all-time high.

It is time for Lancashire to take a lead on this issue.

Council resolves to ask Cabinet to work towards:

- (i) Developing a robust strategy to make Lancashire County Council a 'single-use-plastic-free' authority and encourage the county's institutions, businesses and citizens to adopt similar measures;
- (ii) Ending the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services;
- (iii) Encouraging schools and social care facilities to adopt measures, with the aim of phasing out single-use plastic, for example containers and cutlery in their premises;
- (iv) Ensuring that the County Council, via its procurement of goods and suppliers, has integrated the aim to end the use of SUP products by suppliers wherever feasible and appropriate;
- (v) Exploring measures to encourage District and Borough Councils and other statutory partners of Lancashire County Council within Lancashire to adopt a rigorous enforcement policy on disposal of SUP products.

The amendment was accepted and became the substantive motion. The substantive motion was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

According to recent research, eight million metric tons of plastic waste ends up in the world's oceans each year, endangering marine life. There is also a growing understanding of the risks posed to human health by toxic chemicals present in plastics.

Less than a year after the introduction of the 5p bag charge, use of single-use plastic (SUP) bags had already dropped by 85%, 300 million tons of plastic are produced around the globe each year. Public awareness of the problems of our throwaway culture is at an all-time high.

It is time for Lancashire to take a lead on this issue.

Council resolves to ask Cabinet to work towards:

- (i) Developing a robust strategy to make Lancashire County Council a 'single-use-plastic-free' authority and encourage the county's institutions, businesses and citizens to adopt similar measures;
- (ii) Ending the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services;
- (iii) Encouraging schools and social care facilities to adopt measures, with the aim of phasing out single-use plastic, for example containers and cutlery in their premises;
- (iv) Ensuring that the County Council, via its procurement of goods and suppliers, has integrated the aim to end the use of SUP products by suppliers wherever feasible and appropriate;

- (v) Exploring measures to encourage District and Borough Councils and other statutory partners of Lancashire County Council within Lancashire to adopt a rigorous enforcement policy on disposal of SUP products.

2. It was moved by County Councillor Christian Wakeford and seconded by County Councillor Jenny Purcell that:

Lancashire County Council welcomes the announcement made by the Secretary of State for Transport, Rt. Hon. Chris Grayling that the Department for Transport and Transport for the North are funding a feasibility study into the reopening of the Colne to Skipton railway line. The study which will report by Summer 2018 will take into account the viability and business case for reopening the line.

Council recognises the huge benefit the reopening of the line could have for East Lancashire both economically and connectivity but Council also recognises there are further opportunities to improve connectivity East to West and will continue to work towards a deliverable plan for a Colne and villages bypass that would not only ease congestion but also provide a huge economic boost.

Council therefore resolves to:

- (i) Welcome the study into the reopening of the Colne to Skipton railway line.
- (ii) Reaffirm its support for the line to be reopened.
- (iii) To contribute and support as necessary the Department for Transport and Transport for the North throughout the study.
- (iv) Pay tribute to SELRAP for all their work and campaign to have the line reopened.
- (v) Thank Andrew Stephenson MP and Julian Smith MP who both played pivotal roles in securing the funding for the study from the Department of Transport.
- (vi) Continue to explore all options for a Colne and villages bypass.

The following amendment was proposed by County Councillor Mohammed Iqbal and seconded by County Councillor Azhar Ali:

Lancashire County Council welcomes the announcement made by the Secretary of State for Transport, Rt. Hon. Chris Grayling that the Department for Transport and Transport for the North are funding a feasibility study into the reopening of the Colne to Skipton railway line. The study which will report by Summer 2018 will take into account the viability and business case for reopening the line.

Lancashire County Council also welcome the announcement by John McDonnell MP to committing to re-opening the Colne to Skipton railway line.

Council recognises the huge benefit the reopening of the line could have for East Lancashire both economically and connectivity but Council also recognises there are further opportunities to improve connectivity East to West and will continue to

work towards a deliverable plan for a Colne and villages bypass that would not only ease congestion but also provide a huge economic boost.

Council therefore resolves to:

- (i) Welcome the study into the reopening of the Colne to Skipton railway line.
- (ii) Reaffirm its support for the line to be reopened.
- (iii) To contribute and support as necessary the Department for Transport and Transport for the North throughout the study.
- (iv) Pay tribute to SELRAP for all their work and campaign to have the line reopened.
- (v) Thank all political parties who are playing a pivotal role in the reopening of the Colne to Skipton railway line.
- (vi) Continue to explore all options for a Colne and villages bypass.

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:

Lancashire County Council welcomes the announcement made by the Secretary of State for Transport, Rt. Hon. Chris Grayling that the Department for Transport and Transport for the North are funding a feasibility study into the reopening of the Colne to Skipton railway line. The study which will report by Summer 2018 will take into account the viability and business case for reopening the line.

Council recognises the huge benefit the reopening of the line could have for East Lancashire both economically and connectivity but Council also recognises there are further opportunities to improve connectivity East to West and will continue to work towards a deliverable plan for a Colne and villages bypass that would not only ease congestion but also provide a huge economic boost.

Council therefore resolves to:

- (i) Welcome the study into the reopening of the Colne to Skipton railway line.
- (ii) Reaffirm its support for the line to be reopened.
- (iii) To contribute and support as necessary the Department for Transport and Transport for the North throughout the study.
- (iv) Pay tribute to SELRAP for all their work and campaign to have the line reopened.
- (v) Thank Andrew Stephenson MP and Julian Smith MP who both played pivotal roles in securing the funding for the study from the Department of Transport.
- (vi) Continue to explore all options for a Colne and villages bypass.

3. It was moved by County Councillor Sobia Malik and seconded by County Councillor Nikki Hennessy that:

In Lancashire we are fortunate to have many Ofsted rated outstanding nursery schools across the county. These grant maintained nurseries serve children and their families in our most deprived communities. Having listened to many of those head teachers talk about the pressures they face in their work, it is clear their greatest concern is being able to remain viable up to, and beyond, 2020.

To remain outstanding in socio-economically challenging contexts means caring day in and day out, above and beyond the call of duty. That is the calibre of professionals we have working in early years. It's worth noting the early years sector in Lancashire has a higher proportion of Ofsted rated outstanding schools than any other education sector in the county.

This Council resolves to:

- (i) Instruct the Interim Chief Executive and Director of Resources to write to the Secretary of State for Education asking him for a meeting with an all-party delegation from Lancashire County Council to discuss the early year funding challenges facing our nursery schools.
- (ii) Arrange an all-party meeting with all Lancashire MPs to discuss lobbying for funding changes to support our children.
- (iii) Establish a Scrutiny Task and Finish Group to look in to the difficulties faced by Lancashire grant maintained nursery schools and report back to Full Council in May 2018.

The following amendment was proposed by County Councillor Susie Charles and seconded by County Councillor Philippa Williamson:

In Lancashire we are fortunate to have many Ofsted rated outstanding nursery schools across the county. These grant maintained nurseries serve children and their families in our most deprived communities.

To remain outstanding means caring day in and day out, above and beyond the call of duty. That is the calibre of professionals we have working in early years. It's worth noting that the early years sector in Lancashire has a higher proportion of Ofsted rated outstanding schools than any other education sector in the county.

This Council notes that grant maintained nurseries will be an item at Education Scrutiny in June for discussion.

The amendment was put to the vote and was CARRIED and became the substantive motion. The substantive motion was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

In Lancashire we are fortunate to have many Ofsted rated outstanding nursery schools across the county. These grant maintained nurseries serve children and their families in our most deprived communities.

To remain outstanding means caring day in and day out, above and beyond the call of duty. That is the calibre of professionals we have working in early years. It's worth noting that the early years sector in Lancashire has a higher proportion of Ofsted rated outstanding schools than any other education sector in the county.

This Council notes that grant maintained nurseries will be an item at Education Scrutiny in June for discussion.

4. It was moved by County Councillor Steve Holgate and seconded by County Councillor Lizzi Collinge that:

This Council believes that local authorities should retain the powers to approve or reject fracking planning applications. Council instructs the Interim Chief Executive and Director of Resources to respond to the select committee inquiry with a statement that supports retaining local government powers in this area.

The key reasons for this are:

- Decisions should be made at the most local level possible - this is the principle of subsidiarity.
- Fracking is an extremely important issue for local people and their local representatives, accountable to them directly, should be accountable for planning decisions leading to any fracking.
- The exploratory nature of fracking, and the fact that it does not contribute to our energy needs in any significant way, means that it cannot be considered national infrastructure.

The following amendment was proposed by County Councillor Michael Green and seconded by County Councillor Aidy Riggott:

This Council believes that local authorities should retain the powers to approve or reject fracking planning applications. Decisions should be made by the County Council, having due regard to current planning policy as set out in the development plan, Government guidance on the National Planning Policy Framework and material planning considerations.

Council therefore resolves to instruct the Interim Chief Executive and Director of Resources to respond to the select committee inquiry with a statement that supports retaining local government powers in this area. The response should also address the other questions about planning policy and guidance posed by the Committee, drawing on the County Council's unique experience in this area.

The amendment was accepted and became the substantive motion. The substantive motion was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

This Council believes that local authorities should retain the powers to approve or reject fracking planning applications. Decisions should be made by the County Council, having due regard to current planning policy as set out in the development plan, Government guidance on the National Planning Policy Framework and material planning considerations.

Council therefore resolves to instruct the Interim Chief Executive and Director of Resources to respond to the select committee inquiry with a statement that supports retaining local government powers in this area. The response should also address the other questions about planning policy and guidance posed by the Committee, drawing on the County Council's unique experience in this area.

5. It was moved by County Councillor Lorraine Beavers and seconded by County Councillor Azhar Ali that:

Following the successful free swimming projects in Fleetwood and Pendle it is important to continue to address the health inequalities across Lancashire by expanding the aforementioned schemes across the County.

Therefore, this Council resolves to instruct the Interim Chief Executive and Director of Resources and the Director of Public Health to work with the Clinical Commissioning Groups, Health and Wellbeing Partnerships, Leisure Trusts and other partners to introduce 'free swimming' for all school children residing in Lancashire, in part using the public health grant.

The following amendment was proposed by County Councillor Shaun Turner and seconded by County Councillor David Foxcroft:

Following the free swimming projects in Fleetwood and Pendle it is important to evaluate its success in terms of encouraging children to be more active and whether this could be further expanded.

Therefore, this Council resolves to refer this to the Health and Wellbeing Board so that its impact and effectiveness can be fully considered ahead of committing more funding to this initiative.

The amendment was accepted and became the substantive motion. The substantive motion was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

Following the free swimming projects in Fleetwood and Pendle it is important to evaluate its success in terms of encouraging children to be more active and whether this could be further expanded.

Therefore, this Council resolves to refer this to the Health and Wellbeing Board so that its impact and effectiveness can be fully considered ahead of committing more funding to this initiative.

Angie Ridgwell
Interim Chief Executive and
Director of Resources

County Hall
Preston

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

Delegation of Pension Administration Functions to Lancashire County Council

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

Executive Summary

The county council is a shareholder of Local Pensions Partnerships Limited, the company established to manage certain aspects of the Lancashire County Pension Fund including pension administration. In order to maximise efficiency, Local Pensions Partnerships Limited with the support of its shareholders including the county council, aims to develop the administration side of the business by providing services to other local authorities.

Local Pensions Partnerships Limited has agreed to undertake pension administration on behalf of the Lancashire Fire & Rescue Service and authority is sought to enter into such an agreement on the basis of a delegation of pension administration function from the Lancashire Fire & Rescue Service to the county council.

The report also proposes that the Director of Corporate Services be authorised to take decisions of this kind in future.

Recommendation

Full Council is asked:

- (i) To approve the delegation of the pension administration function of the Lancashire Fire & Rescue Service to Lancashire County Council pursuant to s.101 Local Government Act 1972.
- (ii) Subject to the approval of (i) above, to authorise the Director of Corporate Services, in consultation with the Head of the Pension Fund, to enter into an agreement with Local Pensions Partnerships Limited providing for Local Pensions Partnerships Limited to deliver the necessary services to enable the county council to undertake this function on behalf of Lancashire Fire & Rescue Service.

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| (iii) To authorise the Director of Corporate Services, under the council's scheme of delegation arrangements, to approve the delegation of the pension administration function held by another public sector organisation to the county council, and following consultation with the Head of the Pension Fund, to enter into an agreement with Local Pensions Partnership Limited providing for Local Pensions Partnerships Limited to deliver the necessary services to enable the county council to undertake this function on behalf of the public sector organisation. |
|--|

Background and Advice

In April 2016 the county council in conjunction with London Pensions Fund Authority established Local Pensions Partnerships Limited and associated companies with a view to Local Pensions Partnerships Limited delivering pension administration and investment services to participating public sector organisations.

At the time the company was established both the county council and London Pensions Fund Authority already delivered pension administration services on behalf of other public sector organisations including other local authorities and fire and rescue services.

Local Pensions Partnerships Limited together with its two shareholders seeks to expand its relationship with other public sector organisations focussing at this stage on pension administration. This approach allows Local Pensions Partnerships Limited to make efficiency savings which are then passed on to the two shareholders whose own costs of performing their pension administration function is thereby potentially reduced.

Lancashire Fire & Rescue Service has decided to delegate its pension administration function to the council on the understanding that the necessary services will be delivered by Local Pensions Partnerships Limited on the council's behalf.

Delegation of function is permissible under s.101 Local Government Act 1972 which provides that a local authority may make arrangements for the discharge of its functions by another local authority. Whilst s.101 also provides that the delegating authority may at the same time agree to make a contribution towards the costs of the other authority, such an arrangement is not akin to a commercial contract. Any arrangement whereby one local authority *delivers services* to another local authority on a commercial basis would be subject to the Public Contracts Regulations 2015 (the Regulations).

An arrangement whereby functions are delegated between local authorities is more flexible with funding being provided by way of a delegated budget. A standard form agreement is used in relation to existing delegation arrangements and this reflects the non-commercial basis of the relationship. As such the council cannot command the usual protection that would be included in a commercial contract. However, the standard document reflects the willingness of public sector organisations to work collaboratively with each other to ensure that the requirements of the delegating authority are properly understood and met.

Should the council agree to the delegation of function from the Lancashire Fire & Rescue Service, the council may enter into an arrangement with Local Pensions Partnerships Limited without the necessity of a procurement exercise as Local Pensions Partnerships Limited is categorised as a company falling within Regulation 12 (4) (companies over which a public authority exercises joint control with another public authority).

Authority is therefore sought to accept the delegation of pension administration functions from the Lancashire Fire & Rescue Service and to enable the Director of Corporate Services in consultation with the Head of the Pension Fund to enter into the appropriate written agreement with the Lancashire Fire & Rescue Service to give effect to the same.

It is also proposed that the Director of Corporate Services be authorised, under the council's scheme of delegation arrangements, to approve the delegation of the pension administration function held by another public sector organisation to the county council, and following consultation with the Head of the Pension Fund, to enter into an agreement with Local Pensions Partnerships Limited providing for Local Pensions Partnerships to deliver the necessary services to enable the county council to undertake this function on behalf of the public sector organisation. The full council meets only six times per annum and whilst the urgent business procedure can be used to obtain the necessary approval to the delegation of pension administration functions to the county council, delays can still occur. The delegation of this function would enable decisions to be taken more quickly.

Consultations

Head of the Lancashire Pension Fund

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		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

Report of the Audit, Risk and Governance Committee - Code of Corporate Governance 2018/19

(Annex 1 refers)

Contact for further information:

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

Executive Summary

The Audit, Risk and Governance Committee has considered an updated Code of Corporate Governance for 2018/19. This is now presented for consideration and approval by Full Council.

Recommendation

Full Council is asked to consider the recommendation of the Audit, Risk and Governance Committee to approve the county council's updated Code of Corporate Governance 2018/19 as set out at Annex 1.

Background and Advice

At its meeting on 23 July 2015, Full Council approved a new Code of Corporate Governance for the county council that reflected new CIPFA/Solace guidance. Full Council also agreed that the Code would be reviewed on an annual basis.

An updated Code of Corporate Governance for 2018/19 is set out at Annex 1 and was considered by the Audit, Risk and Governance Committee at its meeting on 30 April 2018. Subject to minor amendments which have been incorporated, the Committee recommended that Full Council be asked to approve the updated Code of Corporate Governance 2018/19.

The only changes to the proposed Code from the previous version are in the final column of Annex 1, where additional sources of evidence have been included. No

changes have been made to the principles or how the county council will meet these requirements.

Full Council is therefore asked to consider the recommendation.

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
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N/A

Reason for inclusion in Part II, if appropriate

N/A

Code of Corporate Governance 2018/19

What is Corporate Governance?

Corporate governance is about the systems, processes and values by which Councils operate and by which they engage with, and are held accountable to, their communities and stakeholders.

Lancashire County Council is committed to the principles of effective corporate governance and has therefore adopted a Code of Corporate Governance which follows the latest guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE), entitled "Delivering Good Governance in Local Government (2016)"

The guidance defines the seven core principles, each supported by sub-principles that should underpin the governance framework of a local authority.

- Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rules of law.
- Ensuring openness and comprehensive stakeholder engagement.
- Defining outcomes in terms of sustainable economic, social and environmental benefits.
- Determining the interventions necessary to optimise the achievement of the intended outcomes.
- Developing the Council's capacity, including the capability of its leadership and the individuals within it.
- Managing risks and performance through robust internal control and

strong public financial management.

- Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.

What are the benefits of having a Code of Corporate Governance?

Good governance leads to good management, good performance, good stewardship of public money, good public engagement and ultimately good outcomes for citizens and service users. It enables the Council to pursue its priorities effectively as well as underpinning those priorities with mechanisms for control and the management of risk.

Lancashire County Council has a good governance framework in place. The documents and arrangements which comprise the framework demonstrate that the Council continually seeks to ensure it is and remains, well governed, through integration of the core principles of the CIPFA/SOLACE framework into all aspects of the Council's conduct and operation.

The Monitoring Officer is responsible for ensuring the Code is reviewed annually, and the outcome of the review, along with adoption of any revision to the Code is reported annually to the Audit, Risk and Governance Committee for approval.

Lancashire County Council Code of Corporate Governance (Principle 1)

Principle 1: Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rules of law:		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> • Behaving with integrity • Demonstrating strong commitment to ethical values • Respecting the rule of law 	<ul style="list-style-type: none"> • Maintain shared values both for the County Council and its officers. These are defined in the draft People's Strategy and reflect public expectations about the conduct and behaviour of individuals. • Use shared values as a guide for decision making and as a basis for developing positive and trusting relationships within the County Council. We demonstrate this by adherence to the constitution. • Have adopted formal codes of conduct defining standards of personal behaviour for Members and officers. • Maintain the Audit, Risk and Governance Committee to raise awareness and take the lead in ensuring high standards of conduct are embedded within the County Council's culture. • Have put in place arrangements to ensure that Members and staff of the County Council are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders. We have put in place appropriate processes to ensure that these arrangements are workable including declaration of interests and anti-corruption policies. • Ensure that systems and processes for financial administration and control together with protection of the County Council's resources and assets, comply 	<ul style="list-style-type: none"> • Operational Plan • Draft People's Strategy • Annual Governance Statements • The Constitution which includes : <ul style="list-style-type: none"> ➤ Financial Procedure Rules ➤ Contract Procedure Rules ➤ Anti-Fraud and Corruption Strategy ➤ Anti-Bribery Policy ➤ Rules relating to Members External Interests ➤ Rules relating to Gifts and Hospitality ➤ Codes of Conduct for Members and Employees ➤ Scheme of Delegation ➤ Procedural Standing Orders

	<p>with ethical standards; and are subject to monitoring of their effectiveness.</p> <ul style="list-style-type: none"> • Ensure that professional advice on matters that have legal or financial implications is available and recorded well in advance of decision making if appropriate. Officers will actively recognise the limits of lawful activity placed on them but also strive to utilise their powers to the full benefit of their communities. • Officers will observe all specific legislative requirements placed upon the Council as well as the requirements of general law, and in particular integrate the key principles of administrative law – rationality, legality and natural justice into the procedures and decision making. • Have put in place effective systems to protect the rights of staff. We ensure that policies for whistle-blowing which are accessible to staff and those contracting with the Council, and arrangements for the support of whistle-blowers, are in place. • Have established an information governance group (CIGG) with the remit of collecting assurance information across all council functions. • Publish an Annual Governance Statement, signed by the Leader of the Council and the Interim Chief Executive to confirm that we are satisfied that we have effective governance arrangements in place. 	<ul style="list-style-type: none"> ➤ Register of Interests ➤ Terms of reference • Information Security Policy • Information Governance Policy • Money Laundering Policy • Whistleblowing Policy • Annual Governance Statement • External inspections of accounts • Members induction • Complaints Policy • Partnership Protocol • Job descriptions and Person Specifications • Clearance of committee reports • Anti-money laundering policy • Calendar of meetings • CCTV Policy • Companies – compliance with Companies Act 2006, directors duties, LEP assurance framework • Councillor – Use of resources, social media, AUP • Employee policies & procedures • FOI Publication Scheme
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		<ul style="list-style-type: none"> • Grants rules, process, decisions and website • Purdah guidance • Elections complaints process, fly posting, website
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Lancashire County Council Code of Corporate Governance (Principle 2)

Principle 2: Ensuring openness and comprehensive stakeholder engagement:		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> • Openness • Engaging comprehensively with institutional stakeholders • Engaging with individual citizens and service users effectively 	<ul style="list-style-type: none"> • Ensure that the Council's vision, strategic plans, priorities and targets are developed in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated. • Maintain a culture of accountability so that Members and Officers understand to whom they are accountable and for what. • Strive to engage with stakeholders on an individual and collective basis to demonstrate that we deliver services and outcomes that meet the needs and expectations of the public. These arrangements will recognise that different sections of the community have 	<ul style="list-style-type: none"> • Annual Governance Statement • Annual report on members allowances • Annual Pay Policy Statement • Freedom of Information Publication Scheme • Research and Consultation Strategy • Research and Consultation Database • Service Specific consultations • Living in Lancashire Panel • Communication Strategy • Constitution • Scheme of Delegation

	<p>different priorities and establish robust processes for dealing with these competing demands.</p> <ul style="list-style-type: none"> • Publish reports giving information on the County Council's strategies, plans and financial statements as well as information about outcomes, achievements. • Deliver effective scrutiny of the County Council's business as appropriate and produce regular reports on the activities of the scrutiny function. • Ensure that the Council as a whole is open and accessible to the community, service users and staff and we are committed to openness and transparency in all dealings. • Attempt to publish all committee agenda items under "part 1" unless there is the need to preserve confidentiality (where it is proper and appropriate to do so). 	<ul style="list-style-type: none"> • Money Matters Budget reports • Lancashire Health & Wellbeing Strategy • Community Safety Agreement • Director of Public Health Annual Report • Children's and Young Peoples Plan • Statement of Accounts • Scrutiny Reports • County Council Website • Joint Strategic Needs Assessment • Strategic Assessment of Crime & Anti-Social behaviour • Anti-Bribery Policy • Anti-Fraud & Corruption Strategy • Anti-Money Laundering Policy • Calendar of meetings • Companies - Companies database, Companies House database, Compliance with the Companies Act 2006, Directors duties, LCDL - 2017/18 Statement of Accounts, LEP Assurance Framework, LEP website • Employee Policies and Procedures • Equalities, Cohesion and Integration Strategy
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		<ul style="list-style-type: none"> • Equality Impact Analysis • External inspections of accounts • Grants rules, process, decisions and website • Health and Safety Policies and Procedures • Information Governance Framework 2017 • Information Security Policy 2017 • Information sharing policy 2017Partnership Protocol • Privacy Impact Analysis • Privacy Notice 2017 • Procedure for complaints against Councillors • Publication of Members' Allowances paid 17/18 • Privacy Impact Analysis • Scheme for access of information
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Lancashire County Council Code of Corporate Governance (Principle 3)

Principle 3: Defining outcomes in terms of sustainable economic, social and environmental benefits:		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> Defining outcomes Defining outcomes benefits 	<ul style="list-style-type: none"> Make a clear statement of the Council's purpose and priorities and use it as a basis for corporate and service planning. Publish reports to communicate the Council's activities and achievements, its financial position and performance. Ensure that those making decisions are provided with financial and non-financial information that is fit for the purpose – relevant, timely and gives clear explanations of technical issues and their implications. Identify and monitor service performance indicators which demonstrate how the quality of service for users is to be measured. Maintain a prudential financial framework, balance commitments with available resources; and monitor income and expenditure levels to ensure this balance is achieved. Ensure compliance with the CIPFA codes regarding a Prudential Framework for Capital Finance and Treasury Management. 	<ul style="list-style-type: none"> Operational Plan Money Matters Budget Reports Director of Public Health Annual Report Reports to Audit, Risk & Governance Committee Quality of Service Reports Performance reports to Cabinet Committee on Performance Improvement Monthly budget monitoring reports Statement of Accounts External Auditors letter & reports External Inspections Approach to Risk & Opportunity Treasury Management Strategy Capital Investment Strategy Adult Services Annual plan Boost Lancashire's Business Growth Hub

		<ul style="list-style-type: none"> • Care Act Policies, Procedures and Guidance • Children's Social Care • Community & Resilience Plan • Companies - annual business plans • Consultancy Code • Consultation and Engagement Procedures • Corporate Procurement Strategy, policies and guidance • Customer Access Strategy • Development Plan • Digital by Default Strategy • Draft Corporate Strategy • Equalities, Cohesion and Integration Strategy • Full Council Framework documents • Health and Wellbeing Strategy Delivery Plan • Lancashire Children Looked After Sufficiency Strategy 2017- 2020 • Lancashire CLA Residential Strategy • Lancashire County Council Dementia Strategy • Lancashire Economic Development Strategy
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		<ul style="list-style-type: none"> • Lancashire Economic Partnership (LEP) • Lancashire Environment Strategy • Lancashire Health and Wellbeing Strategy • Lancashire Renewables • Lancashire Rosebud Finance - Investment & Portfolio Strategy 2017-2019 • Libraries, museums and culture strategy • Local Transport Plan • Notice of forthcoming Executive Key Decisions (Forward Plan) and intention to conduct business in private • Prevent Strategy and Delivery Plan • Property Strategy • Risk Management Strategy • Roads, parking and travel plans • Sustainable Community Strategy • Treasury Management Strategy • Youth Justice Plan
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Lancashire County Council Code of Corporate Governance (Principle 4)

Principle 4: Determining the interventions necessary to optimise the achievement of the intended outcomes		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> • Determining interventions. • Planning interventions • Optimising achievement of intended outcomes 	<ul style="list-style-type: none"> • Make a clear statement of the Council's purpose and priorities and use it as a basis for corporate and service planning. • Have risk management arrangements in place including mitigating actions to support the achievement of the Council's intended outcomes. • Ensure that there are effective arrangements in place to monitor service delivery • Put in place effective arrangements to deal with a failure in service delivery and explore options for improving service delivery and outcomes for our residents. • Have prepared contingency arrangements including a disaster recovery plan, business continuity plan and arrangements for delivering services during adverse weather conditions. • Provide senior managers and Members with timely financial and performance information. • Ensure that budget calculations are robust and reserves are adequate. • Align financial and performance data to provide an overall understanding of performance. 	<ul style="list-style-type: none"> • Operational Plan • Our approach to Risk & Opportunity Management • Corporate Risk & Opportunity Register • Quality of Service Reports • Highlight Reports • Business Continuity Plans • Emergency Plan • Money Matters Budget Reports • Social Value Policy & Framework • Anti-Fraud & Corruption Strategy • Committee specific training for Scrutiny members • Companies - Articles of association, Directors duties, LEP Assurance Framework, Service level agreements • Education Scrutiny Committee • External Scrutiny Committee • Health and Wellbeing Strategy Delivery Plan

		<ul style="list-style-type: none"> • Health Scrutiny Committee • Internal Scrutiny Committee • Scrutiny Task Group Meetings/Reports • Webcast of all Scrutiny Committee meetings
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Lancashire County Council Code of Corporate Governance (Principle 5)

Principle 5: Developing the County Council's capacity, including the capability of its leadership and the individuals within it.		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> • Developing the County Council's capacity • Developing the capability of the County Council's leadership and other individuals 	<ul style="list-style-type: none"> • Through the constitution set out a clear statement of the respective roles and responsibilities of the Council's Executive Committee and the Members individually. • Set out a clear statement of the respective roles and responsibilities of the Council's other committees and senior officers. • Have developed protocols to ensure effective communication between Council Members and officers in their respective roles. • Have developed protocols to ensure that the Leader and Chief Executive negotiate their respective roles early in their relationship and that a shared understanding of roles and objectives is maintained. • Set out the terms and conditions for remuneration of Members and officers and publish an Annual Pay 	<ul style="list-style-type: none"> • Constitution • Annual Pay Policy • Scheme of Delegation • Interim Structures agreed • Leadership Development Programme • Personal Development Appraisals • Member Development Strategy and Programme • Member Induction Working Group • Ofsted Post Inspection Improvement Plan • Scheme of delegation to officers • Induction programme

	<p>policy statement in accordance with the requirements of the Localism Act 2011.</p> <ul style="list-style-type: none"> • Have determined a scheme of delegated and reserved powers within the constitution and ensure that the scheme is monitored and updated when required. • Ensure that effective management arrangements are in place at the top of the organisation. • Ensure the Chief Executive is responsible and accountable to the Council for all aspects of operational management. • Ensure the Section 151 Officer is responsible to the County Council for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control. • Have appointed a professionally qualified and experienced Director of Finance who will lead the promotion and delivery of good financial management, safeguarding public money and ensuring appropriate, economic, efficient and effective use of funds; together with professional accountability for finance staff throughout the County Council • Ensure the Monitoring Officer is responsible to the County Council for ensuring that the constitution is adhered to. • Assess the skills required by Members including the understanding of financial systems. We will agree a personal development plan to develop skills and address any training gaps, to enable roles to be carried out effectively. 	<ul style="list-style-type: none"> • Health & Wellbeing Policy • Children's Partnership Board - Terms of reference • Code of conduct training for councillors • Companies - Articles of association, Directors duties, Directors induction packs, Directors induction training, Internal controls manuals • Corporate induction e-learning • Councillors - Internet and email acceptable use policy, Provision and use of resources, Use of social media, Fair Use Policy for Mobile Phones • County Councillor Training Records • Generic Job descriptions/specifications for officers • Internet, Email and Telephone Acceptable Use Policy for staff • Lancashire County Council Behaviour Framework • Leadership Development Programme • Mandatory e-learning modules • Recruitment & Selection Policy
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	<ul style="list-style-type: none"> • We will assess the skills required by officers through the appraisal process and address any training gaps, to enable roles to be carried out effectively. • We will develop skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed. • We will ensure that the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the Council. • We provide the Director of Finance with the resources, expertise and systems necessary to perform the role effectively within the County Council. • We will provide the Executive Director Education & Children's Services with the resources, expertise and systems necessary to perform the role effectively within the Council and respond to the last Ofsted & Special Educational Needs & Disability inspections. 	
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Lancashire County Council Code of Corporate Governance (Principle 6)

Principle 6: Managing risks and performance through robust internal control and strong public financial management.		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> • Managing risk • Managing performance • Robust internal control. • Managing data. • Strong public financial management 	<ul style="list-style-type: none"> • Maintain an effective Audit, Risk & Governance Committee which is independent of the executive and scrutiny functions. • Enable the Director of Finance to bring influence to bear on all material decisions and provide advice on the levels of reserves and balances to be retained. • Ensure that risk management is embedded into the culture of the County Council, with Members and managers at all levels recognising that risk management is part of their job. • Ensure our arrangements for financial and internal control and management of risk are formally addressed within the annual governance reports. • Ensure effective internal control arrangements exist for sound financial management systems and processes. • Ensure that a Corporate Performance Summary is presented to the Cabinet Committee for Performance Improvement on a quarterly basis • Ensure that quarterly Quality of Service and highlight reports are produced and used to hold Cabinet Members and officers to account 	<ul style="list-style-type: none"> • Audit, Risk & Governance Committee • Money Matters Budget Reports • Approach to Risk Management and publication of a quarterly Corporate Risk & Opportunity Register • Annual Governance Statement • Performance reports presented to CCPI • Internal Audit Reports • Quality of Service Reports • Project Accuracy • O&S arrangements • Information Governance Strategy • Data Protection Policy • Companies - account filed in accordance with all regulations, Companies House

		<p>Database, LEP performance committee, own audit & finance committees e.g. active companies, Quarterly monitoring reports, Regular financial monitoring reports, Risk Management reports</p> <ul style="list-style-type: none"> • Audit, Risk & Governance Committee - terms of reference • External Auditors letter & reports • Internal Audit Plan 2018/2019 • Internal Audit Reports • Lancashire County Pension Fund - Annual Governance Statement • Peer Reviews • Local Code of Corporate Governance • External reports protocol • Directors Assurance statement • Project Plans and Risk Registers
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		<ul style="list-style-type: none"> • Health and Wellbeing Board revised terms of reference • Health and Wellbeing Strategy Delivery Plan • Lancashire Insight website • Medium Term Financial Plan • Minutes of committee meetings • Monthly budget monitoring reports • Notice of forthcoming Executive Key Decisions (Forward Plan) and intention to conduct business in private • Partnership Protocol • Peer Review • Performance Management • Quarterly Performance Highlight Reports • Statement of Accounts 2017/2018 • Treasury Management Strategy • Webcasting of committee meetings
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Lancashire County Council Code of Corporate Governance (Principle 7)

Principle 7: Implementing good practices in transparency, reporting and audit to deliver effective accountability		
Supporting Principles	To meet the requirements of this Principle, Lancashire County Council will;	This will be evidenced by:
<ul style="list-style-type: none"> Implementing good practice in transparency Implementing good practices in reporting Assurance and effective accountability 	<ul style="list-style-type: none"> Comply with the local government transparency code and publish all required information in a timely manner. Have established a medium term business and financial planning process in order to deliver - a financial strategy ensuring sustainable finances, a robust annual budget process ensuring financial balance and an adequate monitoring process; all of which are subject to regular review. Put in place effective transparent and accessible arrangements for dealing with complaints. Maintain an effective scrutiny function which encourages constructive challenge and enhances the Council's performance overall. Maintain an effective Audit, Risk & Governance Committee which is independent of the Executive and Scrutiny committees. Ensure an effective internal audit function is resourced and maintained. Maintain open and effective mechanisms for documenting evidence for decisions and recording the criteria, rationale and considerations on which decisions are based. 	<ul style="list-style-type: none"> Medium Term Financial Strategy Complaints Procedures Scrutiny Committees Audit & Governance Committee Constitution Modern.Gov Whistle-blowing Policy Monthly budget monitoring reports Annual Pay Policy Statement of Accounts External Audit Reports Annual Governance Statement Approach to Risk Management & publication of a quarterly Risk & Opportunity register

	<ul style="list-style-type: none"> • Attempt to publish all committee agenda items under “part 1” unless there is the need to preserve confidentiality where it is proper and appropriate to do so • Put in place arrangements for whistle-blowing to which staff and all those contracting with the County Council have access. • Produce clear, timely, complete and accurate information for budget holders and senior officers relating to the budgetary and financial performance of the Council. • Maintain effective arrangements for determining the remuneration of senior staff and publish an Annual Pay Policy statement in accordance with the requirements of the Localism Act 2011. • Publish annually details of County Councillors remuneration and expenses 	<ul style="list-style-type: none"> • Companies - Companies House database, LCDL - 2017/18 Statement of Accounts, LEP Assurance Framework, own audit & finance committees e.g. active companies • Data Protection Policy • External inspections e.g. Ofsted • External inspections of accounts • Information Governance Framework • Internal Audit Plan • Internal Audit Reports • Money Matters Budget Reports • O&S arrangements • Performance Reports • Project Accuracy • Quality of Service Reports
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Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

Report of the Political Governance Working Group
 (Appendices 'A' and 'B' refer)

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

Executive Summary

The Full Council is invited to consider changes to the constitution as proposed by the Political Governance Working Group.

Recommendation

That Full Council be asked to:

- (i) Approve the changes proposed by the Political Governance Working Group to the Constitution, as set out in the report.
- (ii) Authorise the Director of Corporate Services to make any consequential changes to other parts of the Constitution arising from these changes.
- (iii) Approve the Constitution of the County Council for the year 2018/19, noting that it is subject to ongoing review by the Political Governance Working Group.

Background and Advice

The Political Governance Working Group has been re-established with the remit to make recommendations to Full Council on revisions to the Constitution, Standing Orders and other democratic processes and procedures. The working group operates on a cross party basis with representation from all political groups, on the basis of 4 Conservative, 2 Labour, 1 Liberal Democrat and 1 Independent member.

At the meetings of the working group on 24 April and 15 May 2018, a number of suggested revisions to the Standing Orders were proposed, which are now

presented to Full Council for consideration. Particular attention has been given to Full Council procedures, including Question Time and Notices of Motion.

In addition, the Standing Orders have been subject to a full re-write. Other than in those areas referred to above, this has been to introduce more clarity and simplify the Standing Orders without making substantive changes to meaning.

A summary of the substantive changes is attached at Appendix 'A'.

The full rewritten Standing Orders are attached at Appendix 'B'.

The working group will continue to meet and consider other parts of the constitution, to report back to Full Council as appropriate.

Full Council is asked to note that any changes now approved will come into effect at the end of the meeting, and do not apply to the remainder of the agenda.

Training on the revised Standing Orders will be offered to all members in due course.

Full Council is required to approve the constitution on an annual basis. The constitution of the Council is available on the county council's website via the following link (alternatively by searching under "C" or typing in "Constitution" to the search field.

<http://council.lancashire.gov.uk/ieListDocuments.aspx?CId=914&MId=2916&Ver=4&info=1&bcr=1>

Full Council is asked to approve the constitution, subject to any changes agreed at the meeting, and noting that the working group continues to review the document.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The county council is required to have a constitution, setting out the various roles and functions of different parts of the council, and how decisions are made. Parts of the constitution are governed by statute, which require particular arrangements to be included, for example on meetings to be held in public, establishment of committees or who can make certain decisions. In most areas, within the statutory framework, the council has some freedom to make its own arrangements.

The changes proposed to the constitution in this report ensure that the council continues to meet its statutory obligations.

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

Paper	Date	Contact/Tel
Papers of the Political Governance Working Group	24 April 2018 and 15 May 2018	Josh Mynott/(01772) 534580

Reason for inclusion in Part II, if appropriate

N/A

Revised Standing Orders - Summary of changes

There will be a general re-write of Standing Orders. Mainly, this will be simply to put them in a more logical order and in some cases to clarify without change the meaning or intent. However, there are some areas where substantive changes are proposed. These are listed below.

General

	Issue	Previous SOs	New Standing Orders (SOs)
1	Interpretation and Definitions	N/A	Make it clear that the Chair's ruling is final in meetings, and the Monitoring Officer's ruling is final in between meetings. Also provide clarity on definitions, and references to other parts of the constitution that may be relevant
2	General Conduct at meetings	N/A	Sets out expectations of behaviour at meetings – e.g. respect for Chair's ruling, adherence to Code of Conduct, general expectation of good conduct, no personal attacks, gives chair right to request apology in the meeting for personal attacks / poor behaviour. Also sets out expectations applicable to the Chair, e.g. respect, impartiality.
3	Principles of Decision Making	N/A	Sets out general principles saying all decisions should be: <ul style="list-style-type: none"> • Proportionate (including financially) • Based on appropriate consultation and professional officer advice • In line with our duties around Human Rights and Equality and Diversity • Clear in terms of aims and outcomes • Reasonable • Made with all relevant information published and available to councillors and the public

Full Council

	Issue	Previous SOs	New Standing Orders (SOs)
4	Changes to calendar of FC meetings	N/A	Allows minor changes, e.g. to start times, to be approved by the Chairman
5	Chairman's ruling	Ruling of Chairman is final	Adds that Chairman may be asked to explain or reconsider rulings (but that once this has been done, the ruling cannot be further challenged)

6	Minutes	To be considered for accuracy only	This SO is emphasised and made clearer
7	Questions on Cabinet or committee Reports	A specific SO gave the right to members to ask questions, with notice, of any Cabinet member or Committee Chair	Replaced with a more general SO that allows members to ask questions on any report on the agenda, with notice if practicable
8	Urgent Business	N/A	An SO to allow Urgent business on a Full Council agenda, on the same lines as Urgent Business at any other committee.
9	Question Time	N/A	Bring Question Time into the formal Full Council meeting. This will help formalise and manage the process. Some revised rules for QT are proposed: <ul style="list-style-type: none"> • Bring forward deadline for Questions to 8 clear working days. This means Qs can be sent out with the agenda. • Create a provision for "Urgent" questions in exceptional circumstances, with the approval of the Chairman • If the questioner is not present, the question does not get asked, but a written answer is provided • One supplementary question by original questioner, no further supplementaries • Time limited answers – 5 minutes.
10	NOMs – submission	Currently 1 week before meeting or 3 days if related to an item on the agenda	Bring forward deadline by two days to allow accepted NOMs to be included with the agenda when it's sent out.
11	NOMs which can't be moved 2	N/A	New SO that makes clear the existing prohibition on NoMs that would require the council to act beyond its powers, illegally or in breach of its own constitution.
12	NOMs - withdrawal	N/A	Include a provision to allow for the mover of a motion to withdraw it before or at a meeting.
13	Speaking on motions	No member to speak more than once on each motion	To provide clarification that a member may speak on an amendment to a motion as well as the motion itself, and on points of order, procedural motions (move to the vote etc)

14	Time limit on motions	N/A	30 minutes maximum time limit to debate a motion, and an overall limit of 90 minutes allowed for motions in a meeting. (Chairman may extend if necessary). This proposal to be trialled for 6 months.
15	Friendly Amendment	N/A	Allows the mover of a motion to accept an amendment without debate or vote

Cabinet

Changes in line with Full Council rules in relation to approval of minutes, Chairman's ruling.

16	Speaking at Cabinet	Leader and Deputy of largest opposition group may speak Other non-Cabinet members may not speak unless permission given by Cabinet.	Leader and Deputy of largest opposition group may speak. Lead Members may speak (but not vote) if deputising for a Cabinet Member. Other non-Cabinet members may not speak.
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Overview and Scrutiny

17	Call in procedure	N/A	Current guidance on Call In to be incorporated into SOs rather than exist as standalone document
18	Call In – reasons	Not in SOs, but current procedure requests reasons to be given for Call In, but does not specify what those reasons might be	New SO to make clear that a Call In request must specify which of the Principles for Decision Making have been breached by the decision maker. This proposal to be trialled for 6 months.

Committees

Changes in line with Full Council rules in relation to approval of minutes, Chairman's ruling. Other matters subject to further consideration.

Section A: Standing Orders - General and Introduction

Interpretation and Definitions

1.

- (1) These Standing Orders are the rules which apply to the proceedings of committees and decision making at the council.
- (2) These Standing Orders have five Sections:
 - a. General and Introduction
 - b. Full Council Procedural Standing Orders
 - c. Cabinet Procedural Standing Orders
 - d. Committee Procedural Standing Orders
 - e. Overview and Scrutiny Procedural Standing Orders
- (3) References in these Standing Orders to the Chairman of the Council, Leader of the Council or Chair of a Committee, include the appointed Vice-Chairman of the Council or Deputy (Deputies) or any other Member acting at a meeting in their absence.
- (4) These Standing Orders should be read in conjunction with the rest of the Council's constitution, including but not limited to:
 - a. Terms of Reference
 - b. Schemes of Delegation;
 - c. Procurement Rules (Contract Standing Orders) and Financial Regulations;
 - d. Ethical Framework i.e. Code of Conduct, Development Control Good Practice;
 - e. Members' Allowances Scheme
- (5) References in these Standing Orders to motions include reference to amendments where appropriate.
- (6) Unless specified, reference in these Standing Orders to a "member" of a committee shall refer to any member of a committee, including non-voting and co-opted members.
- (7) At a meeting the interpretation and application of these Standing Orders lies with the Chairman. The Monitoring Officer shall advise the Chairman as necessary and shall be responsible for ruling on the interpretation and application of these Standing Orders in between meetings. The ruling of the Chairman or Monitoring Officer is final.
- (8) References in these Standing Orders to requirements to make submissions of request in writing shall include e-mails, as long as the email is from the councillors own Lancashire County Council provided e-mail account. When making submissions or requests using email, these should be sent to democratic.services@lancashire.gov.uk.

- (9) References in these Standing Orders to other relevant Standing Orders shall refer to the relevant paragraph in the same Section, unless otherwise stated.

Councillors' General Conduct at Meetings

2. All councillors shall:

- (a) respect the Chair at all times.
- (b) adhere to the Member's Code of Conduct when attending a meeting.
- (c) recognise and acknowledge that they are personally responsible for their own conduct and have a responsibility to secure and promote good conduct on the part of all Councillors and of their Political Group.
- (d) exercise a reasonable degree of self control in their conduct and behaviour at meetings and shall not make a personal attack on any other Councillor or Officer.

3. The Chair of a meeting shall

- (a) act to maintain order, and may require a member acting in breach of the above to apologise.
- (b) at all times act impartially, fairly and honestly in upholding these Standing Orders and ensuring the smooth running of council meetings.
- (c) explain rulings and decisions if invited to do so by a councillor in a meeting.

Principles of Decision Making

4. All decisions of the council, including Cabinet and Committees, will be

- (a) proportionate in all ways, including financially, to the issues under consideration and to the desired outcome.
- (b) based on appropriate consultation and professional officer advice
- (c) In line with our duties around Human Rights and equality and diversity
- (d) clear in terms of aims and outcomes
- (e) in line with the legal test of reasonableness
- (f) made with all relevant information being available to the decision makers, and, where appropriate, other councillors and the public

Section B - Full Council - Procedural Standing Orders

Annual Meeting

1. The Annual Meeting of the Full Council shall, subject to Standing Order 4, be held:
 - (a) in the year of County Council elections within 3 weeks after the date of the election.
 - (b) in any other year on a day in May as the Full Council decides.

Ordinary Meetings

2. Subject to Standing Order 4, Ordinary meetings will take place in accordance with a programme decided by the Full Council.

Extraordinary Meetings

3. Those listed below may request the Chief Executive to call an extraordinary meeting:
 - (a) The Council by resolution;
 - (b) The Chairman of the Council;
 - (c) Any five members of the Council if they have signed a request presented to the Chairman and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the request;

Place and Time of Meetings

4.
 - (1) Meetings shall be held in County Hall, Preston, on a Thursday at 1.30 pm or at such other time as the Full Council may decide.
 - (2) The Chairman, in his discretion, may alter the time of the meeting, or, in consultation with the Political groups represented on the Council, the date or place.

Changes to Calendar of Meetings

5. A timetable of meetings will be approved annually by Full Council. Any alterations to the date, time and venue for a meeting and any additional meetings shall be approved by the Chairman in accordance with Standing Order 4(2). There will be a presumption against alterations once the annual timetable has been approved.

Allocation of Seats in the Council Chamber

6. Each seat in the Council Chamber shall be numbered and allocated to Councillors upon the instruction of the Chairman of the Council.

Attendance at Meetings

7. All Councillors present during the whole or part of a meeting shall have their attendance recorded.

Quorum

8. The quorum of a meeting shall be a quarter of the Full Council's membership at the time of the meeting. If at any time there is not a quorum, the meeting shall be adjourned for 15 minutes. If after that time there is still not a quorum, the meeting and any remaining business shall stand adjourned to a time fixed by the Chairman or, if he/she does not fix a time, to the next ordinary meeting.

Chair of Meeting

9. At every meeting the Chairman, if present, shall preside. If the Chairman is absent, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent, the meeting shall elect a Chairman from one of its voting members for the duration of the meeting.

Chairman's - Interpretation and Application of Standing Orders

10. (1) The ruling of the Chairman at any meeting, as to the interpretation and application of any of these Standing Orders, or as to the proceedings of Full Council, shall be final.

(2) The Chairman may be invited to explain or reconsider a ruling by any voting member. Once this has been provided, the Chairman's ruling cannot be challenged further, other than by an order of the court.

Chairman Standing - Call to Order

11. If the Chairman so directs or stands, a Councillor speaking must immediately resume his/her seat and be silent.

Interruption by a County Councillor

12. (1) If a Councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the Councillor be not heard further. If seconded, the motion will be voted on without discussion.

(2) If the Councillor continues to behave improperly after such a motion is

carried, the Chairman may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded the motion will be voted on without discussion.

Interruption by a member of the public

13. If a member of the public interrupts the meeting the Chairman will warn the person concerned. If they continue to interrupt the Chairman will order their removal from the meeting room.

General Disturbance

14. If there is a general disturbance making orderly business impossible the Chairman may adjourn the meeting for as long as he/she thinks necessary.

Councillors Standing to Speak – Two Councillors Not to Remain Standing

15. When speaking, a Councillor must stand and address the meeting through the Chairman. If more than one Councillor stands the Chairman will ask one to speak and the others must sit. Other Councillors must remain seated whilst a Councillor is speaking unless they wish to make a point of order or a point of personal explanation. With the permission of the Chairman, this Standing Order shall not apply to any Councillor who is unable to stand for whatever reason.

Explanation of Speech

16. A Councillor may make a personal explanation at any time with the permission of the Chairman. An explanation shall only relate to some material part of his/her earlier speech which may have been misunderstood. The ruling of the Chairman on the admissibility of a personal explanation shall be final and not open to discussion.

Point of Order

17. A Councillor may raise a point of order at any time in relation to an alleged breach of a Standing Order or law and shall be entitled to be heard immediately. The Councillor must specify the Standing Order or law and the way in which he or she considers it has been broken. The ruling of the Chairman on a point of order shall be final and not open to discussion.

Agenda

18. The Chief Executive shall issue an Agenda not less than five clear working days before a meeting.

Order of Business

19. (1) Subject to Standing Order 19(2), the Agenda shall be divided into

Part A (Matters for Decision), Part B (Matters for Information) and Part C (Notices of Motion) and the order of business (other than at an extraordinary meeting) shall be:

- (a) to appoint a person to preside if the Chairman and Vice - Chairman are absent;
 - (b) Councillor Question Time (Standing Order 28)
 - (c) to confirm the Minutes of the last meeting of the Full Council;
 - (d) to deal with Reports of the Cabinet, Committees and Executive Directors, Directors and Heads of Service;
 - (e) to consider Notices of Motion in the order in which they have been set out in the agenda. The Chairman may alter the order in which they are discussed at the meeting.
 - (f) other business, if any, specified in the Agenda.
- (2) The order of business falling under Standing Orders 19(1) (b) - (e) may be varied by the Chairman at his/her discretion or by resolution which shall be moved and voted upon without debate.
- (3) The only business to be conducted at an Extraordinary meeting of the Council shall be the business specified in the summons for the meeting.

Consideration by Full Council of Cabinet Proposals and Conflict Resolution

20. The Full Council will resolve any disputes between the Full Council and the Cabinet in setting the Policy and Planning Framework and the Budget in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

Moving of Cabinet or Committee Recommendations

21. At a Full Council meeting the adoption of any recommendations of the Cabinet or a Committee shall be moved by a Cabinet Member or the Chairman of the Committee, or in their absence by another member of the Cabinet or the Committee.

Committee Reports to Full Council

22. The following Committees shall submit a report on decisions taken to the next ordinary meeting of Full Council. Each report shall be presented by the Chair of the relevant Committee:
- Conduct
 - Health and Wellbeing Board
 - Employment Committee

- Lancashire Pension Fund Committee
- Audit, Risk & Governance Committee
- The Overview and Scrutiny Committees
- Urgency Committee

Minutes

- 23.** (1) The Minutes of each meeting shall be presented to the next Ordinary meeting of the Full Council. Where the next meeting is an Extraordinary meeting, the minutes of the previous meeting shall not be presented, but shall instead be presented to the next Ordinary meeting.
- (2) The Chairman shall put the question that the Minutes of the previous meeting be approved as a correct record. No discussion shall take place about the Minutes, except about their accuracy. If no question is raised, or when a question about the accuracy of the Minutes has been raised and dealt with, the Chairman shall sign the Minutes as a true and correct record.
- (4) A record of each decision taken by the Full Council shall be available for public inspection at County Hall and on the Council's website as soon as reasonably practicable.

Suspension of Standing Orders

- 24.** (1) The Full Council's Procedural Standing Orders, except those detailed at Standing Order 24(2), may be suspended by motion with or without notice if at least one half of the whole number of members of the Full Council are present and vote. Suspension can only be for the duration of the meeting.
- (2) (i) Standing Order 45(2) below, (Matters decided by a simple majority of Councillors voting and present);
- (ii) Standing Order 45(5) below, (Request by a Councillor that their vote be recorded);
- (iii) Standing Order 45(6) below, (Chair to have a casting vote);
- (iv) Standing Order 23(1) above, (Minutes to be signed at the next ordinary meeting if the next actual meeting is an extraordinary meeting);

25. Exclusion of Press and Public

- (1) The Full Council may exclude the press and other members of the public from a meeting during an item of business wherever it is likely, in view of

the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt or confidential information

- (2) If any question arises at a meeting of the Full Council as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service, or as to the conduct of, any person employed by the County Council, such question shall not be the subject of discussion until the Full Council has decided whether or not the power of exclusion of the public under the relevant statutory power shall be exercised.
- (3) The business which is the subject of a resolution under Standing Orders 25(1) or 25(2) shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall then be considered.

Procedure for dealing with matters of Urgent Business which cannot await a meeting of the Full Council

- 26.** (1) The Chief Executive, the Monitoring Officer and each Executive Director may deal with matters of urgency which cannot await a meeting of the Full Council or the Urgency Committee of the Full Council, following consultation with the Chair and Deputy Chair of the Urgency Committee. The other political group spokespersons on the Urgency Committee should be informed of matters of urgency as soon as practicable after the decision has been made. In the event that a political group is not represented on the Urgency Committee, the Leader of that Group shall, subject to the Council's Access to Information Procedure Rules, be informed of the decision taken.
- (2) The provisions at Standing Order 26(1) shall be suspended in the period beginning with the fourth day after the County Council Elections and ending on the date of the first Annual Meeting of the new Council. During that period, the Chief Executive may deal with matters of urgency which cannot await a meeting of Full Council where delay would significantly and materially prejudice the interests of the County Council or the inhabitants of the County.
- (3) The Chief Executive shall only exercise the powers at Standing Order 26(2) following consultation with the Leader (or in his/her absence, the Deputy Leader) of any political group with an overall majority, or if there is no majority political group, the Leader (or in his/her absence the Deputy Leader) of all political groups on the Council. In the event there is no Leader or Deputy Leader of any political group during that period, the Chief Executive shall consult with a representative or representatives of that group as he/she considers appropriate.

Procedure for dealing with matters of Urgent Business at meetings

27. An item of business not included on an Agenda shall only be considered where, by reason of special circumstances which shall be specified in the Minutes, the Chairman of the County Council is of the opinion that the item should be considered at the meeting as a matter of urgency.

Councillor Question Time

28. (1) Subject to the provisions of this Standing Order, a Councillor may ask a question at Full Council about any matter relating to the Council's powers and duties; or which affects the Council's administrative area or its residents; or which affects an organisation on which the Council is represented by a Councillor appointed or nominated by it.
- (2) A Councillor may ask only one question at a meeting, although he/she may also ask one related supplementary question.
- (3) Subject to Standing Order 28(4) below, a question under this Standing Order must be submitted in writing to the Head of Legal and Democratic Services by no later than 12 noon seven clear working days before the Council meeting. For example, if the meeting is on a Thursday, the question must be received in writing by 12 noon on the Monday of the preceding week.
- (4) The time limit set out in Standing Order 28(3) above may be waived to allow a Councillor to ask a question on any matter as described therein, where the Chairman and the Monitoring Officer are satisfied that the circumstances giving rise to the question have arisen after the date specified and that the matter is of genuine urgency, and provided that the question is received in writing by 12 noon on the day before the Council meeting.
- (5) Questions asked under Standing Order 28(4) above shall not be subject to the time limit at each Council meeting for questions from Councillors, specified in Standing Order 28(12) below.
- (6) Questions shall be asked in the order received and included on the Council agenda by the Head of Legal and Democratic Services, but the order can be varied in exceptional circumstances by the Chairman with the consent of the Council.
- (7) The Councillor shall ask the question him/herself. If the Councillor is not present at the meeting when the Chairman invites him/her to ask the question, the question shall not be asked and shall receive a written reply. Any such written reply will be circulated to all Councillors.
- (8) The Councillor shall ask the question, as set out in the agenda, without

making an introductory or explanatory speech.

- (9) Any such question may, at the invitation of the Chairman, be answered by the following as appropriate:
- (a) the Leader or a Cabinet/Lead Member;
 - (b) another Councillor nominated by the Leader or Cabinet/Lead Member
- (10) There shall also be a time limit of five minutes for each answer given orally to a question from a Councillor.
- (11) Once the question has been answered the councillor asking the original question may ask a supplementary question on the same topic without making an introductory or explanatory speech.
- (12) The time limit at each Council meeting for questions from Councillors under Standing Order 28 is thirty minutes but this can be extended for a short period at the Chairman's discretion.
- (13) If questions are not answered within the time limit set out in Standing Order 28(12) above, the Head of Legal and Democratic Services will arrange for the Councillor who submitted the question to receive a written reply. Any such written reply will be circulated to all Councillors.

Councillor Questions on Cabinet and Committee Reports

29. In relation to a report which appears on an agenda, any Councillor may ask the relevant Cabinet Member or Committee Chair questions on that Report. Where practicable, the Councillor should give notice to the Chief Executive of his/her intention to refer to that matter.

Motions and Amendments

(In this section, all references to Motions refer equally to Amendments unless otherwise specified)

Scope of Motions

30. Motions must be about matters for which the Council has a responsibility or which directly affect the Council's area.

Motions which may be Moved without Notice

31. The following Motions may be moved without Notice;

- (a) appointment of a Chairman of the meeting at which the Motion is made;
- (b) relating to the accuracy of the Minutes;
- (c) that an item of business specified in the Agenda shall have precedence;
- (d) to adopt recommendations of the Cabinet, a Committee or an Executive Director submitted to the Full Council for decision;
- (e) to refer back a recommendation of a Committee, the Cabinet or an Executive Director;
- (f) that a Motion be withdrawn or amended;
- (g) any of the matters referred to in Standing Order 24 (Suspension of Standing Orders), Standing Orders 45(4) and 45(5) (Voting) or Standing Order 44(1) (Closure of debate);
- (h) to exclude the public and press in accordance with the Access to Information Rules;
- (i) that a Councillor be suspended from the meeting Standing Orders 12(1) and (2) - Interruption by a County Councillor);

32. If any Councillor wishes to move a Motion under this paragraph he/she must first specify the Motion, and in the case of a Motion under Standing Order 31.1 (f) above, shall immediately after speaking hand the Motion in writing to the Chief Executive.

Motions which cannot be Moved

33. The following motions shall not be accepted by the Chief Executive:

- (a) any Motion which seeks to rescind any resolution or decision which has been passed at a meeting of the Full Council held within the preceding 12 months.
- (b) any Motion which has been voted upon, but not carried within six months of the date of the meeting of the Full Council at which it, or one to the same effect, was voted upon.
- (c) Any motion which would require the Council to act in breach of its own Constitution or legislation
- (d) Any motion which requires the Council to act in a way that is beyond its powers and responsibilities

Withdrawal of Motion which is before the Council

34. A Notice of Motion will be regarded as withdrawn if:

- (1) prior to the Council meeting, an indication to this effect is given in writing to the Chief Executive by the Member who submitted the Notice, or
- (2) at the Council meeting, oral notice to this effect is given by the Member who submitted the Notice, or
- (3) the Notice of Motion is not moved and seconded at the meeting of Council.

Motions not dealt with

35. Any Motion which has not been disposed of at any Full Council meeting shall be dealt with at the next meeting of the Full Council unless withdrawn by the original mover.

Submission of Notice of Motion in Writing and Ruling of the Chief Executive

- 36.**
- (1) Notice of every Motion, other than a Motion referred in Standing Order 31 above, shall be given in writing, signed by the Councillor(s) giving the Notice, and delivered to the Chief Executive no later than 12 noon at least seven clear working days before the meeting of the Full Council. For example, if the meeting is on a Thursday, the question must be received in writing by 12 noon on the Monday of the preceding week.
 - (2) The Chief Executive will consider the Notice of Motion submitted in accordance with Standing Order 36(1) above and, subject to Standing Order 36(3) below, include the Motion in the agenda in the order in which they have been received. The Chairman may alter the order in which they are discussed at the meeting.
 - (3) The Chairman may on the advice of the Chief Executive rule that a Notice of Motion is out of order.
 - (4) If a Notice of Motion is ruled out of order the Councillor who gave the notice shall be notified by the Chief Executive and the Notice shall be brought to the attention of Full Council.
 - (5) Any Notice of Motion which is received after the specified time at Standing Order 36(1) above, may only be considered if the Chairman of the meeting agrees by reason of special circumstances which shall be specified in the Minutes.

Speaking on Motions

37. (1) Councillors may only speak on a matter which appears in the Agenda or

in respect of a matter at meetings of the Full Council on which a Notice of Motion has been properly registered.

- (2) No Councillor shall speak more than once on each Motion, except:
 - (a) to speak once on an Amendment moved by another Member;
 - (b) if the motion has been amended since he/she last spoke, to move a further Amendment;
 - (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
 - (d) in exercise of a right of reply;
 - (e) on a point of order referring to the specific Procedure Rule;
 - (f) by way of personal explanation of any material statement made by him/her which he/she believes to have been misunderstood;
 - (g) to move one of the motions specified in Standing Orders 10(2), 24 and 44 when the procedure in those paragraphs shall be followed.
- (3) When a Councillor speaks, he/she must confine his/her remarks strictly to the Motion then under discussion.
- (4) A councillor may, during his or her speech, move an amendment to a motion, subject to Standing Orders 39 and 40 below. Moving an amendment is considered to constitute a speech.
- (5) No Councillor may speak on a Motion after the mover has indicated that he/she wishes to withdraw the Motion in accordance with Standing Order 34 above.

Length of speeches and debates

38. (1) No speech at Full Council shall exceed 5 minutes except:
 - (a) When moving a report
 - (b) When the Cabinet Member with responsibility for Finance presents his or her budget
 - (c) When Opposition Group Spokespersons present their budget proposals.

- (2) Where the length of a speech is subject to a time limit, the councillor speaking shall receive notification of one minute remaining before he/she has to finish speaking.
- (3) The following will apply to the debate on Motions of which notice has been given under Standing Order 36(1) above or Notices of Motion accepted by the Chairman, under Standing Order 36(5) above, as an urgent item of business:
 - (a) there will be a maximum time limit of 30 minutes per motion and any amendments thereto;
 - (b) the maximum length of time for the consideration of all such motions at a meeting will be 90 minutes;
 - (c) the Chairman may extend the limits at 5(a) and (b) above in a particular case.
- (4) All timings of speeches are at the discretion of the Chairman and his/her decision is final.

Moving and Seconding of Motions

- 39.** (1) Every Motion must be moved and seconded before any debate can take place.
- (2) Only one Amendment may be moved and discussed at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of.
- (3) An Amendment must be relevant to the Motion and shall either be:
- (a) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (b) to leave out a word or words;
 - (c) to leave out a word or words and insert or add others, or
 - (d) to insert or add a word or words.
- as long as the effect of leaving out, inserting or adding a word or words is not to negate the motion.
- (4) Any Councillor may second a Motion, reserving his/her speech for a later period of the debate.

Amendment Carried to Become Substantive Motion

- 40.** (1) If an Amendment is carried, the Motion, as amended, takes the place of

the original Motion and becomes the substantive Motion. The mover of the Amendment has the right to reply in accordance with Standing Order 43(1) and (2) below.

- (2) After an amendment has been carried, the Chairman will read out the amended Motion before accepting any further amendments.

Subsequent Amendments

41. If the first Amendment is lost, then subsequent Amendments may be moved to the original Motion.

Friendly Amendments

42. The mover of a Motion may amend or accept an Amendment without debate or vote. The amended Motion automatically becomes the substantive Motion, and the mover of the original motion retains the right to reply in accordance with Standing Order 43(1) and (2) below.

Right of Reply

43. (1) The mover of a Motion has a right of reply at the end of the debate on the motion immediately before it is put to the vote.
 - (2) If an Amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the Amendment but may not otherwise speak on it.
 - (3) The mover of the Amendment has no right of reply to the debate on his or her Amendment.

Closure of Debate

44. (1) A Councillor may move without comment the following motions at the end of a speech of another Councillor:
 - (a) "That the question be now put";
 - (b) "That the Full Council proceed to the next business";
 - (c) "That the debate be adjourned";
 - (d) "That the Full Council adjourn";
- (2) If a motion to proceed to the next business is seconded and the Chairman considers the item has been sufficiently discussed, he/she give the mover of the original motion a right of reply and then put the procedural motion to the vote.

- (3) If a motion that the question be now put is seconded and the Chairman considers the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting the motion to the vote.
- (4) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

Voting

- 45.**
- (1) Votes shall be by show of hands or by affirmation of the meeting.
 - (2) Subject to Standing Order 45(3) below, any matter will be decided by a simple majority of Councillors (and Co-opted members) entitled to vote and present in the room at the time the question was put.
 - (3) At a Full Council meeting Councillors must be in their designated seats for their vote to be counted.
 - (4) Any six Councillors may request a named vote and shall signify their wish for a named vote rising in their places. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.
 - (5) Immediately after a vote is taken any Councillor may request that it is recorded in the Minutes of that meeting how he/she voted, or abstained from voting,
 - (6) The Chairman shall have, in case of equality of votes, a second or casting vote.
 - (7) In accordance with the Local Government (Standing Orders) (England) (Amendment) Regulations 2014 there must be a recorded vote on decisions taken at the Budget meeting of the Council, or at any meeting where making the calculation or issuing the precept is included as an item of business. Immediately after any vote is taken there must be recorded in the minutes the names of the Councillors who cast a vote for or against the decision or who abstained from voting.

Section C - Cabinet - Procedural Standing Orders

Calendar of meetings

1. Subject to Standing Order 3, meetings of the Cabinet will take place in accordance with a programme decided annually by the Full Council.

Extraordinary Meetings

2. The Leader of the Council may request the Chief Executive to call an extraordinary meeting of Cabinet

Place and Time of Meetings

3. (1) Meetings shall be held in County Hall, Preston, on a Thursday at 2 pm or at such other time as the Cabinet may decide.
(2) The Leader of the Council, at his or her discretion, may alter the time, date or place of the meeting.

Attendance at Meetings

4. All Councillors present during the whole or part of a meeting of Cabinet shall have their attendance recorded.

Chair of Meeting

5. At every meeting the Leader of the Council, if present shall act as Chair and shall preside. If the Leader is absent, the Deputy Leader, if present, shall preside. If both the Leader and the Deputy Leader are absent, the Cabinet shall elect a Chair from one of its members for the duration of the meeting.

Chair's Interpretation and Application of Standing Orders

6. (1) The ruling of the Chair at any meeting, as to the interpretation and application of any of these Standing Orders, or as to the proceedings of Cabinet, shall be final.
(2) The Chair may be invited to explain or reconsider a ruling by any voting member. Once this has been provided, the Chair's ruling cannot be challenged further, other than by an order of the court.

Chair Standing - Call to Order

7. If the Chair so directs or stands, a Councillor speaking must immediately resume his/her seat and be silent.

Interruption by a County Councillor

8. (1) If a Councillor persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Councillor be not heard further. If seconded, the motion will be voted on without discussion.
- (2) If the Councillor continues to behave improperly after such a motion is carried, the Chair may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded the motion will be voted on without discussion.

Interruption by a member of the public

9. If a member of the public interrupts the meeting the Chair will warn the person concerned. If they continue to interrupt the Chair will order their removal from the meeting room.

General Disturbance

10. If there is a general disturbance making orderly business impossible the Chair may adjourn the meeting for as long as he/she thinks necessary.

Minutes

11. (1) The Chair will sign the minutes of the proceedings at the next suitable meeting to confirm that they are a correct record. The minutes of a meeting shall not be discussed other than in relation to their accuracy.
- (2) Where the next Cabinet meeting is an Extraordinary Meeting the minutes shall be signed at the next Ordinary meeting.
- (3) A record of each decision taken by the Cabinet shall be published in accordance with Standing Order 30

Quorum

12. The quorum at a meeting of the Cabinet or a Cabinet Committee shall be two voting Councillors.

Cabinet Committee Membership and Voting Rights

13. Committees of the Cabinet shall comprise members of the Cabinet and such other County Councillors and co-opted members as the Leader shall decide. Only Cabinet Members may vote.

Attendance at Meetings

- 14.** (1) Lead Members may, in the absence of the relevant Cabinet Member, attend meetings of the Cabinet and participate fully in discussion on all agenda items, but cannot vote.
- (2) The Leader and Deputy Leader of the main opposition group may, as of right, attend meetings of the Cabinet and participate fully in discussion on all agenda items, but cannot vote.
- (3) Meetings of the Cabinet and any Committees of the Cabinet shall have in attendance the Chief Executive, the Chief Financial Officer, the Monitoring Officer and other relevant Executive Directors in the light of items to be discussed, or their nominated representatives.

Exclusion of Press and Public

- 15.** (1) The Cabinet may exclude the press and other members of the public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt or confidential information
- (2) If any question arises at a meeting of the, Cabinet or Cabinet Committee as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service, or as to the conduct of, any person employed by the County Council, such question shall not be the subject of discussion until the Cabinet or Cabinet Committee, as the case may be, has decided whether or not the power of exclusion of the public under the relevant statutory power shall be exercised.
- (3) The business which is the subject of a resolution under Standing Orders 15(1) or 15(2) shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall then be considered.

Procedure for dealing with matters of Urgent Business following an election

- 16.** (1) During the period beginning with the fourth day after the County Council Elections and ending on the date of the first Annual Meeting of the new Council, the Chief Executive may deal with matters of urgency which cannot await a meeting of the Cabinet where delay would significantly and materially prejudice the interests of the County Council or the inhabitants of the County.

- (2) The Chief Executive shall only exercise the powers at Standing Order 21(2) following consultation with the Leader (or in his/her absence, the Deputy Leader) of any political group with an overall majority, or if there is no majority political group, the Leader (or in his/her absence the Deputy Leader) of all political groups on the Council. In the event there is no Leader or Deputy Leader of any political group during that period, the Chief Executive shall consult with a representative or representatives of that group as he/she considers appropriate.

Procedure for dealing with matters of Urgent Business at meetings

17. Subject to Standing Order 20 an item of business not included on an Agenda shall only be considered where, by reason of special circumstances which shall be specified in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

Executive Meetings held in public

18.
 - (1) All decision-making meetings of the Cabinet or of any Committee of the Cabinet shall be held in public
 - (2) Standing Order 18(1) does not apply if there would be a disclosure of exempt or confidential information
 - (3) If the Cabinet or any committee of the Cabinet wish to hold a meeting in private, it must, at least 28 clear days before a private meeting, make available at County Hall, Preston, a notice of its intention to hold the meeting in private, and publish that notice on the Council's website.
 - (4) A notice under Standing Order 18(3) must include a statement of the reasons for the meeting to be held in private.
 - (5) At least five clear working days before a private meeting, the Cabinet or Cabinet Committee must make available at County Hall, Preston, a further notice of its intention to hold the meeting in private, and publish that notice on the Council's website.
 - (6) A notice under Standing Order 18(5) must include:
 - (a) a statement of the reasons for the meeting to be held in private;
 - (b) details of any representations received by the Cabinet or Cabinet Committee about why the meeting should be open to the public; and
 - (c) a statement of its response to any such representations.
 - (7) Where the date by which a meeting must be held makes compliance with Standing Orders 18(3) impracticable, the meeting may only be

held in private where the Cabinet or Cabinet Committee has obtained agreement from:

- (a) the Chair of the relevant Overview and Scrutiny Committee; or
- (b) if there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Chairman of the County Council; or
- (c) where there is no Chairman of either the relevant Overview and Scrutiny Committee or of the County Council, the vice-chairman of the County Council,

that the meeting is urgent and cannot reasonably be deferred.

- (8) As soon as reasonably practicable after the Cabinet or Cabinet Committee has obtained agreement under Standing Order 18(7) to hold a private meeting, it must make available at County Hall, Preston a notice setting out the reasons why the meeting is urgent and cannot reasonably be deferred; and publish that notice on the Council's website.

Consideration of Key Decisions

19. (1) A key decision means an executive decision which is likely:

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

For the purposes of paragraph (1)(a), the threshold for "significant" is £1.5 million.

- (2) Where a decision maker intends to make a key decision, that decision must not be made until a document has been published in accordance with Standing Order 19(3), which states:

- (a) that a key decision is to be made;
- (b) the matter in respect of which the decision is to be made;
- (c) where the decision maker is an individual, that individual's name, and title if any and, where the decision maker is a decision-making body, its name and a list of its members;

- (d) the date on which, or the period within which, the decision is to be made;
 - (e) a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the key decision is to be made;
 - (f) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available;
 - (g) that other documents relevant to those matters may be submitted to the decision maker; and
 - (h) the procedure for requesting details of those documents (if any) as they become available.
- (3) At least 28 clear days before a key decision is made, the document referred to in Standing Order 19(2) must be made available for inspection by the public at County Hall and on the Council's website and intranet.
 - (4) Where, in relation to any matter including exempt or confidential information the document referred to in Standing Order 19(3) must contain particulars of the matter but may not contain any confidential or exempt information.
 - (5) At least 5 clear working days before a key decision is made, the relevant report in respect of the decision to be made must be made publicly available.

General Exception to the Publication of the Intention to make a Key Decision

- 20. (1) Where the publication of the intention to make a key decision in accordance with Standing Order 19(3) is impracticable and the matter would be a key decision, that decision shall only be made:
 - (a) where the Chief Executive has informed the Chair of the relevant Overview and Scrutiny Committee or, if there is no such person, each member of the relevant Overview and Scrutiny Committee by notice in writing, of the matter about which the decision is to be made;
 - (b) where the Chief Executive has made available at County Hall, Preston for inspection by the public and published on the council's website a copy of the notice given under Standing Order 20(1)(a); and

- (c) after five clear working days have elapsed following the day on which the Chief Executive made available the notice referred to in Standing Order 20(1)(b).
- (2) As soon as reasonably practicable after the Chief Executive has complied with Standing Order 20(1), he or she must make available at County Hall, Preston a notice setting out the reasons why compliance with Standing Order 19(3) is impracticable; and publish that notice on the council's website.

Urgent Key Decisions

- 21.** (1) Where the date by which a key decision must be made makes compliance with Standing Order 19(5) impracticable, the decision shall only be made where the decision maker has via the Chief Executive obtained agreement from:
- (a) the Chair of the relevant Overview and Scrutiny Committee; or
 - (b) if there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Chair of the County Council; or
 - (c) where there is no Chair of either the relevant Overview and Scrutiny Committee or of the County Council, the Deputy Chair of the County Council,
- that the making of the decision is urgent and cannot reasonably be deferred.
- (2) As soon as reasonably practicable after the Chief Executive has complied with Standing Order 21(1), he or she must make available at County Hall, Preston a notice setting out the reasons why compliance with Standing Order 19(3) is impracticable; and publish that notice on the council's website.

Report of Urgent Key Decisions to Full Council

- 22.** The Leader shall submit, or ensure the submission of, a report at quarterly intervals to the Full Council containing details of each key decision taken during the preceding three months and agreed as urgent. The report shall include particulars of each such key decision and a summary of the matters in respect of which each decision was made.

Urgent Determinations outside Budget or Policy Framework

- 23.** (1) Any proposed determination of a matter in the discharge of a function of the Cabinet collectively, a member of the Cabinet, or a Committee of the Cabinet which is contrary to the Budget or Policy Framework set by the Full Council may only be taken in exceptional circumstances where;
- (a) the decision may reasonably be regarded as urgent and is designated as urgent by the relevant decision taker and
 - (b) the relevant decision taker has obtained a statement in writing that the determination needs to be made as a matter of urgency from the Chair of the relevant Overview and Scrutiny Committee or, in his/her absence, the Chair of the County Council, or in his/her absence, the Deputy Chair and, in the case of a proposed decision outside the Budget set by the Full Council, also from the Cabinet Member for with responsibility for Resources and Performance, or in his/her absence, the Leader of the Council.
- (2) Urgent determinations taken under Standing Order 23(1) must be reported to the next available meeting of the Full Council giving details of the emergency or other circumstances in which it was made and the reasons for the determination.
- (3) Notwithstanding Standing Orders 23(1) and 23(2), a Cabinet Member may make additions and amendments to the approved Capital Programme within his/her specific area of responsibility provided that a source of finance, other than borrowing, has been identified and the revenue consequences can be contained within existing budgetary provision.
- (4) Action taken under Standing Order 23(3) shall be reported for information to the next meeting of the Cabinet.

Disputes as to Decisions outside Budget or Policy Framework

- 24.** (1) In the event of disagreement or doubt as to whether a proposed decision is outside the Budget, this will be determined by the Chief Financial Officer who shall consult as necessary with the Monitoring Officer and all relevant Executive Directors.
- (2) In the event of disagreement or doubt as to whether a proposed decision is outside the Policy Framework, this will be determined by the Monitoring Officer who shall consult with all relevant Executive Directors.

Report to Full Council where Key Decision Procedure is not followed

- 25.** Where a decision which was not treated as being a key decision has been made and a relevant Overview and Scrutiny Committee is of the opinion that the decision should have been treated as a key decision that Committee may require the Cabinet to submit a report to the Full Council, within such reasonable period as the Committee may specify. The report shall include the following details:
- (a) the decision and the reasons for the decision;
 - (b) the decision making body by which, or the individual by whom, the decision was made; and
 - (c) if the Cabinet is of the opinion that the decision was not a key decision, the reasons for that opinion.

Notification of Cabinet Functions Allocated by the Leader and Cabinet

- 26.** The allocation of Cabinet functions shall be included in the Scheme of Delegation to Cabinet Members and the Scheme of Delegation to Officers. These schemes and the delegation of functions to Committees of the Cabinet shall be reported to the Full Council at its next meeting and will be included in the Constitution.

Advice When Taking Decisions

- 27.** Decisions (including decisions taken under Standing Orders 20, 21 and 23) shall be taken only after the decision taker has considered any advice given by the Chief Executive, the Chief Financial officer, the Monitoring Officer and any other appropriate Executive Director or their nominated representatives.

Taking Effect of Executive Decisions

- 28.** (1) Subject to Standing Order 28(3) and 29, any urgent decisions taken by the Leader (or in his/her absence the Deputy Leader) and the relevant Cabinet Member (including decisions taken under Standing Orders 20, 21 and 23), shall not take effect unless and until formally recorded in a form approved by the Chief Executive, and signed by the relevant decision takers and the Chief Executive or the appropriate Executive Director or his/her nominated representative as to the appropriateness of the record.
- (2) Subject to Standing Orders 28(3) and 29, decisions taken by Cabinet collectively (including decisions taken under Standing Orders 20, 21 and

23), shall be recorded in the minutes of the meeting and shall take immediate effect.

- (3) Decisions may be implemented on the expiry of three working days after a decision has been taken by Cabinet collectively or following the publication of an urgent decision taken by the Leader (or in his/her absence the Deputy Leader) and the relevant Cabinet Member, unless a meeting of the relevant Overview and Scrutiny Committee is called in accordance with and for the purpose of SO1 of Section E). In such cases, no action can be taken to implement the decision until the Committee has met and if necessary, the decision taker has responded in accordance with the process set out in SO2(11) of Section E to any request for the decision to be reconsidered.

- 29.** The Cabinet, a member of the Cabinet, a Committee of the Cabinet or an officer, may designate a decision as urgent if it is required to be acted upon urgently because any delay in its implementation could adversely affect the efficient execution of the County Council's responsibilities. In such cases a decision can be implemented immediately without waiting for three working days under Standing Order 29(3). The designation and the reasons for it shall be recorded as part of the decision. Where a decision is designated as urgent under this Standing Order an Overview and Scrutiny Committee shall not be entitled to exercise its functions under Section 21(3)(a) or (b) of the Local Government Act, 2000, (call-in) in relation to that decision.

Recording and Publication of Executive Decisions

- 30.**
- (1) For the purposes of this Standing Order, the Proper Officer shall be the Chief Executive.
 - (2) As soon as is reasonably practicable after an Executive decision has been made, the Proper Officer or a nominated representative, shall produce a written record in respect of that decision and which shall include the information specified in Standing Order 30(3). As soon as the record has been produced it shall be made available for inspection at County Hall and on the Council's website and Intranet.
 - (3) The information to be contained in the written records referred to in Standing Order 30(2) shall include:
 - (a) details of the decision and the reasons for the decision;
 - (b) details of any alternative options considered and rejected;
 - (d) details of any conflict of interest declared by:
 - i. any member of the meeting taking the decision; or

- ii. any member of the Cabinet who is consulted by the Leader (or in his/her absence the Deputy Leader) and the relevant Cabinet Member taking an urgent decision, or
- iii. an officer taking the decision under delegated authority

together with details of any dispensation granted.

Overview and Scrutiny

- 31.** The above Standing Orders (18 to 30) should be read in conjunction with those relating to Overview and Scrutiny in Section E)

Rules of Debate

- 32.** Members of the Cabinet may, at the discretion of the Chair, speak as often and for as long as the Chair allows.

Moving of Reports at Cabinet meetings

- 33.** (1) Any Cabinet Member may move the recommendations contained in a report at a Cabinet meeting. In doing so, Cabinet Members may make amendments to the published recommendations.
- (2) Amendments to published recommendations must be relevant to the subject of the report
- (3) Recommendations moved at Cabinet do not need to be seconded.

Voting

- 34.** (1) Votes shall be by show of hands or by affirmation of the meeting.
- (2) Subject to Standing Order 33(3) below, any matter will be decided by a simple majority of Councillors (and Co-opted members) entitled to vote and present in the room at the time the question was put.
- (3) Any six Cabinet members may request a named vote and shall signify their wish for a named vote by a show of hands. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.
- (4) Immediately after a vote is taken any Cabinet Member may request that it is recorded in the Minutes of that meeting how he/she voted, or abstained from voting,
- (5) The Chair of a meeting shall have, in case of equality of votes, a second or casting vote.

Section D - Committees of the Full Council – Procedural Standing Orders

Ordinary Meetings

1. (1) Ordinary meetings of all Committees will take place in County Hall, Preston, in accordance with a programme decided annually by the Full Council
- (2) The Chair of a Committee, or the Committee by resolution, may alter the time, date or place of a meeting.

Extraordinary Meetings

2. The Chair of a Committee, or the Committee by resolution, may request the Chief Executive to call an extraordinary meeting of the Committee

Agenda

3. The Chief Executive shall issue an Agenda not less than five clear working days before a meeting.

Minutes

4. (1) The Chair will sign the minutes of the proceedings at the next suitable meeting to confirm that they are a correct record. The minutes of a meeting shall not be discussed other than in relation to their accuracy.
- (2) Where the next Committee meeting is an Extraordinary Meeting the minutes shall be signed at the next Ordinary meeting.
- (3) A record of each decision taken by Committees shall be available for public inspection at County Hall and on the Council's website as soon as reasonably practicable.

Chair of Meeting

5. At every meeting the Leader of the Council, if present shall act as Chair and shall preside. If the Leader is absent, the Deputy Leader, if present, shall preside. If both the Leader and the Deputy Leader are absent, the Cabinet shall elect a Chair from one of its members for the duration of the meeting.

Chair's Interpretation and Application of Standing Orders

6. (1) The ruling of the Chair at any meeting, as to the interpretation and application of any of these Standing Orders, or as to the proceedings of Cabinet, shall be final.

- (2) The Chair may be invited to explain or reconsider a ruling by any voting member. Once this has been provided, the Chair's ruling cannot be challenged further, other than by an order of the court.

Chair Standing - Call to Order

7. If the Chair so directs or stands, a Councillor speaking must immediately resume his/her seat and be silent.

Interruption by a County Councillor

8. (1) If a Councillor persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Councillor be not heard further. If seconded, the motion will be voted on without discussion.
- (2) If the Councillor continues to behave improperly after such a motion is carried, the Chair may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded the motion will be voted on without discussion.

Interruption by a member of the public

9. If a member of the public interrupts the meeting the Chair will warn the person concerned. If they continue to interrupt the Chair will order their removal from the meeting room.

General Disturbance

10. If there is a general disturbance making orderly business impossible the Chair may adjourn the meeting for as long as he/she thinks necessary.

Quorum

11. The quorum of a meeting shall be a quarter of the whole number of voting members of the Committee. If at any time there is not a quorum, the meeting shall be adjourned for 15 minutes. If after that time there is still not a quorum, the meeting shall stand adjourned to a time fixed by the Chair or, if he/she does not fix a time, to the next ordinary meeting.

Committee Vacancies and Membership Changes

12. If a vacancy occurs on a Committee, it may be filled by the appointment of a Councillor who has been nominated in writing to the Director of Corporate Services by the appropriate Political Group Officer. A Councillor will not be able

to take part in a Committee meeting or vote until the nomination has been received.

Attendance at Meetings

- 13.** (1) Subject to Standing Order 13(2), and to the provisions of the Councillors Code of Conduct, any Councillor may attend meetings of any Committee including those of which they are not a member. They may not speak without the consent of the Committee, or in any case vote.
- (2) Cabinet Members shall not be members of the Development Control Committee or the Regulatory Committee but shall be entitled to attend any part of a meeting of those Committees in accordance with Standing Order 13(1) where a matter affecting their electoral division is under discussion.
- (3) Meetings of Committees shall have in attendance the relevant Executive Directors or their nominated representatives, in light of the items to be discussed.

Exclusion of Press and Public

- 14.** (1) A Committee may exclude the press and other members of the public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt or confidential information
- (2) If any question arises at a meeting of any Committee as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service, or as to the conduct of, any person employed by the County Council, such question shall not be the subject of discussion until the Full Council, Cabinet or Committee, as the case may be, has decided whether or not the power of exclusion of the public under the relevant statutory power shall be exercised.
- (3) The business which is the subject of a resolution under Standing Orders 14(1) or 14(2) shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall then be considered.

Procedure for dealing with matters of Urgent Business which cannot await a Committee meeting

- 15.** (1) The Chief Executive, the Monitoring Officer and each Executive Director may deal with matters of urgency which cannot await a meeting of any Committee of the Full Council, following consultation with the appropriate Chair and Deputy Chair. The other party spokespersons should be informed of matters of urgency as soon as practicable after the decision has been made.
- (2) The provisions at Standing Order 15(1) shall be suspended in the period beginning with the fourth day after the County Council Elections and ending on the date of the first Annual Meeting of the new Council. During that period, the Chief Executive may deal with matters of urgency which cannot await a meeting of any Committee of the Full Council where delay would significantly and materially prejudice the interests of the County Council or the inhabitants of the County.
- (3) The Chief Executive shall only exercise the powers at Standing Order 15(2) following consultation with the Leader (or in his/her absence, the Deputy Leader) of any political group with an overall majority, or if there is no majority political group, the Leader (or in his/her absence the Deputy Leader) of all political groups on the Council. In the event there is no Leader or Deputy Leader of any political group during that period, the Chief Executive shall consult with a representative or representatives of that group as he/she considers appropriate.

Procedure for dealing with matters of Urgent Business at meetings

- 16.** An item of business not included on an Agenda shall only be considered where, by reason of special circumstances which shall be specified in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

Advice When Taking Decisions

- 17.** Decisions shall be taken only after the decision taker has considered any advice given by the any appropriate Executive Director or their nominated representatives.

Rules of Debate

- 18.** Members of a Committee may, at the discretion of the Chair, speak as often and for as long as the Chair allows.

Moving of Reports at Cabinet meetings

- 19.** (1) Any Committee member may move the recommendations contained in a report at a Cabinet meeting. In doing so, Committee members may make amendments to the published recommendations.
- (2) Amendments to published recommendations must be relevant to the subject of the report
- (3) Recommendations moved in Committees must be seconded.

Voting

- 20.** (1) Votes shall be by show of hands or by affirmation of the meeting.
- (2) Subject to Standing Order 20(3) below, any matter will be decided by a simple majority of Councillors (and Co-opted members) entitled to vote and present in the room at the time the question was put.
- (3) Any six committee members may request a named vote and shall signify their wish for a named vote by a show of hands. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.
- (4) Immediately after a vote is taken any Committee member may request that it is recorded in the Minutes of that meeting how he/she voted, or abstained from voting,
- (5) The Chair of a meeting shall have, in case of equality of votes, a second or casting vote.

Section E - Overview and Scrutiny Procedural Standing Orders

(The following paragraphs need to be read in conjunction with Standing Orders 18 to 30 of Section C – Cabinet Standing Orders. The Procedural Standing Orders in Section D shall also apply to Overview and Scrutiny committee meetings)

Request for a Decision not Implemented to be Reconsidered

1. Each Overview and Scrutiny Committee may consider whether an executive decision made but not implemented should be reconsidered by the decision maker (known as a "Call in"), or to arrange for the Full Council to review that decision and decide whether it should be reconsidered.
2. Requests in accordance with Standing Order 1 above must be made in accordance with the following procedure:
 - (1) Unless designated as Urgent in accordance with Standing Order 29 (Section C), no decision of the Executive can be implemented until after three clear working days following the date of the Cabinet or Cabinet Committee at which the decision was made, or, in the case of decisions made by individual Cabinet members, from the date that the decision is published.
 - (2) During this period a written request for a meeting in accordance with Standing Order 1 to be called for the consideration of "Call In" can be made by any five County Councillors representing more than one single political group on the County Council. Co-opted Members cannot request a special meeting to consider "Call In".
 - (3) The request(s) must be received by Democratic Services on behalf of the Chief Executive by no later than 5.00pm on the third working day following the date of the record of the decision being published. A request submitted later than that cannot be considered.
 - (4) Requests for a special meeting must be made in writing, and signed by the councillor(s) making the request, A proforma for this purpose is available from the C-First portal. E-mail requests must be emailed to democratic.services@lancashire.gov.uk. For verification purposes, requests must come from the Councillors' county council provided email address. Any Councillor wanting to request a special Call In meeting by email must submit an individual email. Emails cannot be sent by one councillor on behalf of another councillor(s).
 - (5) The meeting of the overview and scrutiny committee must be held within seven clear working days of the request being received by Democratic Services. The date will be agreed by the Chair of the relevant overview and scrutiny committee.
 - (6) The following will be invited to attend the scrutiny meeting:
 - a. Any Councillor who requested the special meeting
 - b. Appropriate representatives of Cabinet

- c. The appropriate officers from the service subject to the proposed decision.
 - d. Any other witness the committee wishes to invite.
- (7) At the meeting, the case for the Call In will first be heard. Those requesting the Call In will be given 20 minutes to present the case, and they may, within that time, arrange for outside witnesses (such as members of the public or representatives of other organisations) to speak.
 - (8) The decision maker (or representative) if present will be invited to respond, and officers invited to clarify any issues raised. The committee will then debate the matter, questioning any of the presenters as required, and a vote will be taken whether to request the Call In.
 - (9) At the special meeting, the committee may request Full Council to review the decision and decide whether it should be reconsidered only where the original decision was contrary to the Budget and Policy Framework set by the Full Council
 - (10) If the Call in is requested, the committee must also agree the reasons on which the request is based. The decision and the grounds upon which the request is based shall be registered in writing with the Chief Executive within three clear working days of the meeting of the Overview and Scrutiny Committee.
 - (11) The Decision Maker shall reconsider the decision as soon as is reasonably practical, and publish their response in accordance with the rules for the publication of executive decisions. A copy shall be provided to the Chair of the relevant Overview and Scrutiny Committee.
 - (12) All arrangements are subject to the Council's Standing Orders.
 - (13) Once the written request described at Standing Order2(2) above has been made, the decision must not be implemented until either the overview and scrutiny committee has decided not to request a reconsideration, or until the decision taker has published a response to a request for reconsideration, with reasons.

Decision to be reconsidered once only

3. The Decision Maker can only be required to reconsider the same decision on one occasion.

Decisions not to be reconsidered

4. An Overview and Scrutiny Committee shall not exercise its functions under

Standing Order 1:

- (1) where the decision has been designated by the Decision Maker as being urgent in that any delay in its implementation could adversely affect the efficient execution of the County Council's responsibilities; or
- (2) in respect of decisions taken by officers.
- (3) where an executive decision takes the form of recommendations for final decision by the Full Council.

Party Whips

5. In any meeting of any Overview and Scrutiny Committee the Party Whip should not be applied by any political group, but if it is applied it shall be declared at the commencement of every meeting and the item or items to be the subject of the Party Whip shall be specified.

Request for matter to be considered by an Overview and Scrutiny Committee

6. If any Member of the County Council or a Co-opted Member of an Overview and Scrutiny Committee wishes to have a matter considered by an Overview and Scrutiny Committee he/she must submit the request in writing to the Chief Executive who, unless it is clear which Committee the request should be referred to, will bring the request to the attention of the next meeting of the Internal Scrutiny Committee, or in cases of urgency to the Chair of the Committee, who will then refer the matter to the appropriate Committee for consideration.

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

Membership of Committees and Related Appointments for 2018/19
 (Annex 1 refers)

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

Executive Summary

Membership of Committees and related appointments for 2018/19.

Recommendation

Full Council is asked to consider and:

- (i) Approve the Constitution and Membership of the Committees of the county council for 2018/19, as set out at a) below.
- (ii) Note the review of political balances on committees and approve that the Liberal Democrat and Independent groups be invited to agree the allocation of the 9 available committee seats between them.
- (iii) Approve the appointment of Chairs and Deputy Chairs of those Committees for 2018/19, as set out at b) below.
- (iv) Approve the disestablishment of the Employment Appeals Committee, as set out at c) below.
- (v) Note the appointment of David Owen to the Lancashire Local Pension Board as a Scheme Member representative, as set out at d) below.

Background and Advice

a) Constitution and Membership of Committees of the County Council for 2018/19

Full Council is required to approve the Constitution and Membership of committees in accordance with the political balance rules set out in the Local Government and Housing Act 1989.

This means that the makeup of each committee must reflect the proportions of seats held on the Full Council by each political group.

In September 2017, following a number of changes to group membership on the council, a request was received for a review of the political balance of committees. This review was deferred until all seats on the council had been filled through by-elections.

The balance on the Council for the municipal year 2018/19 is:

Conservative Group: 45 seats
Labour Group: 30 seats
Liberal Democrat Group: 4 seats
Independent Group: 4 seats
Other members: 1 seat

The Conservative Group have therefore lost one seat since the last political balance calculations, and the Independent Group has gained one.

This does not change the overall number of seats on committees allocated to the Conservative or Labour Groups, nor the overall number allocated to the two smaller groups. However, as the two smaller groups are now equal in size, consideration needs to be given to the allocation of seats between them.

There are 9 seats available on committees to be split between the Liberal Democrat and Independent groups. It is proposed that Full Council note the position and approve that the two groups affected be asked to agree the allocation of those 9 seats.

The composition of each committee, in line with these rules, is set out at Annex 1. Nominations for membership are to be made in writing by the respective political groups to the Director of Corporate Services.

b) Appointment of Chairs and Deputy Chairs of Committees for 2018/19

The Constitution required that the county council must, at its Annual Meeting, consider the appointment of various Chairs and Deputy Chairs of committees for the following year.

Full Council is therefore asked to consider the appointment of members to the positions of Chair and Deputy Chair of the following committees for 2018/19:

- Urgency
- Scrutiny
- External Services Scrutiny
- Children's Services Scrutiny
- Health Scrutiny
- Education Scrutiny
- Development Control
- Regulatory

- Audit, Risk and Governance
- Pension Fund
- Corporate Complaints
- Student Support Appeals
- Employment
- Conduct
- Lancashire Health and Wellbeing Board

c) Employment Appeals Committee

The Employment Appeals Committee was established specifically to determine appeals against dismissal which may have been submitted by senior officers following the recruitment to the council's new senior management structure approved by Cabinet on 14 September 2017. Following the implementation of the new management structure, it is now considered that the committee is no longer required.

d) Lancashire Local Pension Board

Full Council is asked to note the appointment of David Owen as a Scheme Member representative to the Lancashire Local Pension Board. This appointment follows a robust recruitment and selection process and has been approved by the Pension Fund Committee.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

It is a statutory requirement that the Full Council must approve political group balance allocations on Committees and the county council's Standing Orders require the appointment of Chairs and Deputy Chairs of Committees.

Local Government (Access to Information) Act 1985

List of Background Papers

	Date	Contact/Tel
Paper		

N/A

Reason for inclusion in Part II, if appropriate

N/A

Committee Structure May 2018

Committee	Total membership	Total County Cllrs	Con	Lab	Lib Dem^	Ind^	UKIP	Co-opted
Full Council (Percentage of seats)	84	84	53.57	35.71	4.76	4.76	1.19	-
Audit, Risk and Governance	8	8	5	3				0
Conduct	5	5	3	2				0
Corporate Complaints	8	8	5	3				0
Student Support Appeals	4	4	3	1				0
Pension Fund	19	12	7	4	1			7 (v)
Development Control	12	12	7	4	1			0
Regulatory	12	12	7	4	1			0
Employment	8	8	5	3				0
Urgency	12	12	7	4	1			0
Scrutiny	12	12	7	4	1			0
External Services Scrutiny	12	12	7	4	1			0
Health Scrutiny	24	12	7	4	1			12 (nv)
Education Scrutiny	21	16	11	4	1			5 (v)
Children's Services Scrutiny	17	12	7	4	1			5 (nv)
Health and Wellbeing Board*	4	4	4					-

Other appointments

	Total membership	Total County Cllrs	Con	Lab	Lib Dem	Ind	UKIP	Others (including co-opted)
Combined Fire Authority**	25	19	10	7	1	1		6#
Lancashire Local Pension Board	9	1	1					8

* Does not need to be politically balanced

Three full members each from Blackpool, and Blackburn with Darwen Councils

** See separate report on this agenda

^ Groups to agree division of seats between them

(v) - voting

(nv) - non-voting

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

Police and Crime Panel for Lancashire - Appointment of a County Council Representative for 2018/19

Contact for further information:

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

Executive Summary

Full Council is asked to approve the appointment of the county council's representative for 2017/18 to serve on the Police and Crime Panel for Lancashire.

Recommendation

Full Council is asked to approve the appointment of one County Councillor to serve on the Police and Crime Panel for Lancashire until the Annual Meeting of Full Council in 2019.

Background and Advice

The Police and Crime Panel is a formal joint committee of all the local authorities in a police force area, established under the Police Reform and Social Responsibility Act 2011.

The Panel has the following main responsibilities:

- To make recommendations on the Police and Crime Commissioner's Police and Crime Plan and Annual Reports;
- To consider the Police and Crime Commissioner's appointment of a Chief Constable with the Panel having power of veto over the appointment;
- To consider the level of precept to be set by the Police and Crime Commissioner, again with a power of veto;
- To review certain senior appointments by the Police and Crime Commissioner;

- To scrutinise and support the activities of the Police and Crime Commissioner.

For Lancashire, the area covered by Lancashire Constabulary includes the county council, the two unitary councils and the 12 district councils. The Panel is, therefore, made up of representatives from those 15 local authorities, together with two independent co-opted members.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The requirement for an independent Police and Crime Panel for Lancashire is in accordance with the provisions of the Police Reform and Social Responsibility Act 2011.

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

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

Lancashire Combined Fire Authority - Appointment of County Council Representatives for 2018/19

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

Executive Summary

The appointment of county council representatives to serve on the Lancashire Combined Fire Authority for 2018/19.

Recommendation

Full Council is asked to approve the appointment of 19 members to serve on the Lancashire Combined Fire Authority until the Annual Meeting of the Full Council in 2019 on the basis of 10 Conservative members, 7 Labour members, 1 Liberal Democrat member and 1 Independent member.

Background and Advice

The Constitution of the county council requires approval to the appointment of county council members of the Lancashire Combined Fire Authority at the Annual Meeting of the Full Council.

The Full Council is asked to appoint 19 members to the Combined Fire Authority until the Annual Meeting of the Full Council in 2019. Following the county council elections on 4 May 2017, the political balance of county council representatives on the Combined Fire Authority is 10 Conservative members, 7 Labour members, 1 Liberal Democrat member and 1 Independent member.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The county council is at risk of not complying with statutory requirements if it does not consider the recommendations set out in the report.

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

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

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
 None;

**Appointments to the Local Government Association - General Assembly, and
 Special Interest Group on Coastal Issues for 2018/19**

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

Executive Summary

The Local Government Association has invited Member Authorities to appoint their representatives to serve on its General Assembly for 2018/19 and to attend the Annual General Meeting of the General Assembly on 3 July 2018. In addition, the Full Council is asked to appoint one representative to serve on the Local Government Association's Special Interest Group on Coastal Issues for 2018/19.

Recommendation

Full Council is asked to:

- (i) Appoint up to four representatives to serve on the Local Government Association General Assembly for 2018/19.
- (ii) Agree that those representatives (or nominated substitutes) be authorised to attend the Annual Meeting of the General Assembly to be held in Birmingham on 3 July 2018, and to determine which representative(s) will carry the county council's 12 votes.
- (iii) Appoint one representative to serve on the Special Interest Group on Coastal Issues for 2018/19.

Background and Advice

- i) Local Government Association General Assembly

The county council is entitled to appoint up to four representatives to serve on the Local Government Association General Assembly for 2018/19. The Annual General Meeting of the General Assembly will take place in Birmingham on 3 July 2018.

The county council is also entitled to 12 corporate votes at the General Assembly (equal to the number of district councils in the authority's area) and has the right to nominate the representative(s) who will carry and exercise the 12 votes.

ii) Local Government Association's Special Interest Group on Coastal Issues

The Local Government Association's Special Interest Group on Coastal Issues comprises elected members from coastal local authorities. Its principal aim is to establish improved governance, management and community well-being to ensure that the UK has the best managed coast in Europe, and to identify appropriate and sustainable funding strategies to support this aim. The Group meets at the Local Government Association offices in London three times per year and elsewhere, in a coastal location in England annually, for its Annual General Meeting. The county council is invited to appoint one representative.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

There are no significant implications associated with the proposals set out in this report.

**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

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

Report of the Cabinet (Part B)

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 8 March, 12 April and 10 May 2018.

Recommendation

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

Background and Advice

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

Meeting 8 March 2018

Premises Use Policy

Resolved: That:

- (i) The updated Premises Use Policy and associated procedures, including increases to charges for sessional hire of space in county council buildings, be approved with implementation to take effect from 2 April 2018.
- (ii) A review is undertaken of the existing relationships with community associations.

Procurement Report – Request Approval to Commence Procurement Exercises

Resolved: That the commencement of the procurement exercises for the following areas be approved:

- Supply of aggregates and fill materials
- Supply of ready mixed concrete
- Supply of LED lanterns and retrofit gear trays
- Supply of hot screed applied surface treatment/anti-skid surface/superimposed roadmarkings and roadstuds

Proposed Changes to the Highways and Transport Capital Programmes

Resolved: That the proposed amendments to the Highways and Transport Capital Programmes be approved.

Conversion of Footway to shared use Footway/Cycle Track and Adoption of Land - Westgate/Railway Road, Skelmersdale

Resolved: That:

- (i) The removal of a footway and construction of a cycle track over which the public have a right of way on foot, on the south side of Railway Road over a length of 85 metres eastwards from its crossing point of Railway Road to Gladden Place, as set out in the report, be approved.
- (ii) The construction of new cycle track over which the public have a right of way on foot, on the verge area of the highway from the crossing point of Railway Road northwards to Waldron, as set out in the report, be approved.

Lancashire County Council (Sir Frederick Page Way, Samlesbury, Ribble Valley and South Ribble Boroughs) (Prohibition of Stopping) and (30MPH Speed Limit) Orders 201*

Resolved: That the proposals for the introduction of a 30mph Speed limit and Clearway as set out in the report be approved.

Lancashire County Council (Various Roads, Rossendale Borough Area) (Revocation and Introduction of Parking Places) Order 201* and Lancashire County Council (Parramatta Street and Queen Street, Rossendale Borough Area) (Amendment to Parking Provisions) Order 201*

Resolved: That the proposals for the Permit Holder Only restrictions to sections of Queen Street and Parramatta Street, Rawtenstall, and the amendment of the order as set out in the report be approved.

Department for Transport Consultation: Proposals for the Creation of a Major Road Network

Resolved: That the response set out in Appendix 'A' be approved as the county council's response to the consultation.

Proposed 2018/19 Highway Maintenance and Road Safety, Cycling Safety and Public Rights of Way New Starts Capital Programmes

Resolved: That:

- (i) The proposed 2018/19 New Start Highway Maintenance, Road Safety, Cycling Safety and Public Rights of Way programmes as set out in the report and the appended correction sheet be approved, subject to grant funding being confirmed.
- (ii) The additional £1.194 million awarded by the DfT from the Local Transport Capital Block Funding (Pothole Action Fund) be added to the 2017/18 Highways block of the capital programme.
- (iii) The proposed criteria as set out in the report for allocating the additional £1.194 million awarded by the DfT from the Local Transport Capital Block Funding (Pothole Action Fund) be approved.
- (iv) The proposed allocation of the additional £5 million awarded by Full Council on 8 February 2018 for pothole repair as detailed in the report be approved.
- (v) The proposed programme to address specific deterioration on residential roads as set out in the report be approved.
- (vi) A further report on the proposed 2018/19 New Start Moss Roads programme be brought forward for consideration in due course.

A682 Gisburn Road, Blacko, contained with Lancashire County Council (Various Roads, Chorley, Fylde, Pendle, Preston, Rossendale, South Ribble, West Lancashire and Wyre Boroughs) (Revocation, 30mph, 40mph, 50mph and De-Restricted Road (August No 1) Speed Limits) Order 201*

Resolved: That the proposal for a speed restriction on the A682 Gisburn Road, Blacko as detailed within the report be approved.

Street Lighting - LED Lantern Replacement Scheme

Resolved: That:

- (i) The application for Salix funding as set out in the report be approved.
- (ii) The proposal as set out in the report be included within the Capital Programme 2018-2021.

Proposed Expansion of Barrow Primary School, Clitheroe

Resolved: That:

- (i) The proposal to make a prescribed alteration to Barrow Primary School by permanently expanding the number of places available from 20 to 30 pupils

- for reception year in September 2019 and in subsequent reception years be conditionally approved, subject to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990; and
- (ii) An appropriate statutory decision letter be sent out as specified under legal requirements to give the reasons for the decision to those who are to be informed of them.

The Future of Baines School's Post 16 Provision

Resolved: That:

- (i) The information in the report be noted;
- (ii) The proposal of the governing body of Baines School, as detailed in the statutory notice, to discontinue its post 16 sixth form provision be permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019 be approved. The proposal is based on concerns about the long term financial viability of the whole school and is linked to the reducing number of students in the sixth form.
- (iii) An appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to those who are to be informed of them.

The Future of Carr Hill High School and Sixth Form Centre's Post 16 Provision

Resolved: That:

- (i) The information in the report be noted;
- (ii) The proposal as detailed in the statutory notice to discontinue the post 16 sixth form provision at Carr Hill High School and Sixth Form Centre by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019 be approved.
- (iii) An appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to those who are to be informed of them.

Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing 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 Children and Family Wellbeing Service, as set out in the report, be approved.

Special Educational Needs and Disabilities (SEND) School Placement Sufficiency and Suitability Plan 2018-21

Resolved: That:

- (i) The short plan of recommendations on how to spend the Special Provision Capital Fund (SPCF) to be published on the Local Offer by March 14th 2018 be approved.
- (ii) 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. The reason for this was that the local authorities SEND capital intentions must be published by 14th March 2018 in order to release the funding.

Library Opening Hours Review 2018

Resolved: That the proposed banding model for library opening hours set out in the report, with the amendment to the hours for Whitworth, be adopted and implemented as early as practically possible, following a consultation period with the Trade Unions and employees.

Programme of Works to Operational Buildings

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

Community Asset Transfers - Approval for Transfer

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

Contract extension for the Health Visitors/School Nurses contracts

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

Long Term Options for Service Provision at Walton-Le-Dale Park and Ride

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

Billington & Langho St. Leonards CE School Expansion to 1.5 Form Entry Project - Further Additional Funding Requirement

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

Children Looked After (CLA) Residential Strategy - Capital Schemes

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

Cuerden Strategic Site - Land Sale Proposals

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

Transfer of Fleetwood Maritime Museum

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

Proposals Relating to Libraries - Earby

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

Meeting 12 April 2018

Proposed Closure of Hameldon Community College, Burnley

Resolved: That:

- (i) The information in this report be noted.
- (ii) The proposal as detailed in the statutory notice to close Hameldon Community College, Burnley, be approved with implementation commencing from 31 August 2018.
- (iii) That an appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to those who are to be informed of them.

Update on Preston Youth Zone Operator

Resolved: That the proposal to proceed with the procurement process for the Preston Youth Zone Operator be approved on the basis that the county council's capital contribution is capped at £5.925m and all additional capital requirements, estimated at £2.605m, are met by the private/voluntary sector delivery partner.

Procurement Report - Request Amendment to Approval to Commence Procurement Exercises

Resolved: That the commencement of the procurement exercise, as revised and as set out in the report be approved.

Lancashire County Council (Various Roads, Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble) (Revocations and Various Parking Restrictions) Order 201*

Resolved: That the proposals for parking restrictions on the various lengths of road within the Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble Districts as detailed within this report be approved.

Proposed Cessation of the Burnley Employment Shuttle

Resolved: That the cessation of the service following the termination of the current contract on 31 July 2018 be approved.

Lancashire County Council (Burnley Road, Bacup, Rossendale Borough) (Prohibition of Right Turn) Order 201*

Resolved: That the proposal for the introduction of a prohibition of right turn from Burnley Road onto Market Street as detailed within the report be approved.

Proposed Puffin Crossing Bolton Road, Anderton

Resolved: That the proposals to install a puffin crossing and undertake bus stop upgrades on Bolton Road, Anderton be approved.

Highway Cross Boundary Agreement between Lancashire County Council and Blackpool Council

Resolved: That:

- (i) The satisfactory conclusion of negotiations be noted;
- (ii) The Director of Corporate Services be authorised to complete the agreement and arrange for it to be sealed on behalf of the county council.

Proposed Highway Safety Inspection Policy Revision

Resolved: That the proposed Highway Safety Inspection Policy as set out in the report be approved.

Samlesbury Aerospace Enterprise Zone Delivery Update

Resolved: That:

- (i) The serving of an Option Notice under an Option Agreement with BAE Systems' Operations Division and Pension Fund be approved to allow the drawdown of 250 year leases of land for spine road, drainage and ecological purposes to the county council for a total cost of £3.00.
- (ii) The Directors of Corporate Services; Property Services; and Economic Development and Planning be authorised to enter into such legal agreements necessary to secure the provision of off-site ecological mitigation, as per the county council's obligations within the Local Development Order dated 7 February 2014.

Transport for the North Draft Strategic Transport Plan Public Consultation

Resolved: That:

- (i) The County Council's response to the consultation as set out in the report be approved.
- (ii) The decision be designated as urgent in accordance with Standing Order 35 as any delay in its implementation could adversely affect the efficient execution of the county council's responsibilities. This was because the closing date for response to the consultation was 17 April 2018.

Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures, including Non-Residential Care Charging and Adults Safeguarding

Resolved: That the Non-Residential Care Charging policy, as set out in the report, be approved.

Lancashire County Council Dementia Strategy

Resolved: That the Lancashire Dementia Strategy – Dementia Friendly Lancashire 2018 - 2023, as set out in the report be approved.

Urgent Business

Staffing in Children's Services

Resolved: That:

- (i) The staffing proposals relating to Children's Services, as set out in the report be approved.
- (ii) The decision be designated as urgent in accordance with Standing Order 35 as any delay could adversely affect the efficient execution of the county council's responsibilities. The reason for this was to ensure that a permanent and enhances staffing structure was in place as soon as possible.

Land at Ribblesdale Avenue Accrington

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

Children and Young People - Residential Options

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

The Future of Queen Street Mill Museum and Helmshore Textile Mills Museum

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

Options for the Future of Judges Lodgings Museum

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

Older People's Residential Care

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

Meeting 10 May 2018

Procurement Report - Request Approval to Commence Procurement Exercises

Resolved: That the commencement of the procurement exercises for the following areas be approved:

- (i) Provision of core services for Boost Business Lancashire as part of the Boost3 Programme.
- (ii) Penwortham By Pass surfacing works.
- (iii) Conservation and specialist works for historical buildings.

Rural Superfast Broadband - Bid to Extend Coverage

Resolved: That:

- (i) The county council applies for £3m of European Agricultural Fund for Rural Development resources to extend superfast broadband coverage in Lancashire's rural areas.
- (ii) The county council allocates up to £2m to co invest with the European Agricultural Fund for Rural Development funds.
- (iii) The county council acts as accountable body for the delivery of a £5m rural superfast broadband programme.

Department for Environment, Food and Rural Affairs Flood and Coastal Erosion Grant in Aid Capital Funding - Flood Risk Management Works and Studies

Resolved: That the addition of four externally funded flood risk management projects identified in the report with a value of £85,551 be approved for addition into the 2018/19 drainage capital programme.

Proposed Delegation Agreement and Establishment Arrangements - Re-imagining the Harris

Resolved: That:

- (i) Officers be authorised to progress Option 4 as described in the report.
- (ii) Officers be authorised to work with the city council to prepare a delegation agreement for the operation of and staffing arrangements for the Harris Library function.

Determination of Home to School Transport Policy - Academic Year 2019/2020

Resolved: That the Home to School Transport Policy for the academic year 2019/2020 be approved as set out in the report.

Establishing a Shadow Integrated Care Partnership Board for Central Lancashire

Resolved: That:

- (i) The County Council's involvement in the Central Lancashire Shadow Integrated Care Partnership Board be approved.
- (ii) Further reports be received updating on progress and organisational implications.

Lancashire County Council (Various Roads, Wyre, Chorley, Hyndburn and Rossendale) (Revocation, One Way Traffic, Prohibition of Driving except for Access, Prohibition of Left Turn except Cycles, Width Restriction and Weight Restriction) Order 201*

Resolved: That authorisation be given to seal the order, excluding item c of schedule 1 (one way traffic on Jenny Lane (U5940), Wheelton), as set out in the report.

Lancashire County Council (A583 Blackpool Road, Newton, A585 Kirkham-Wesham Bypass, Wesham, A584 Lytham Road, Warton, A583 Preston New Road, Westby-with-Plumpton, Fylde Borough) (Revocation, 40mph and 50mph Speed Limits) Order 201*

Resolved: That the Traffic Regulation Order described in this report be approved.

Proposed Amendments to the Highways and Transport Capital Programmes

Resolved: That the proposed amendments to the Highways and Transport Capital Programmes be approved.

Works to Operational Premises

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

Community Asset Transfers - Approvals for Transfer

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

Contract Extensions for Adult Mental Health Community Restart and Social Inclusion Services

Resolved: That:

- (i) The recommendations set out in the report be approved.
- (ii) The decision be implemented immediately in accordance with Standing Order 35 as any delay could adversely affect the execution of the county council's duties, due to the impending expiry of the existing contracts and the need to maintain continuity of service provision.

Lancashire Youth Offending Team Savings Options

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

Cuerden Strategic Site Delivery Update

Resolved: That the report be deferred.

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

Paper	Date	Contact/Tel
N/A		

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
 None;

Report of Urgent Key Decisions

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

Executive Summary

It is a requirement of Standing Order 28 that any urgent Key Decisions taken under the provisions of Standing Order 27 must be reported to Full Council for information. This report presents details of two urgent key decisions taken since the last meeting of Full Council.

Recommendation

That the report of urgent Key Decisions, as now presented, be noted.

Background and Advice

It is a requirement of Standing Order 28 that any urgent Key Decisions taken under the provisions of Standing Order 27, must be reported to Full Council for information. The following urgent Key Decisions have been taken since the last meeting of Full Council:

1) Dedicated School Grant - Addressing the Forecast Overspend in the High Needs Block

The following urgent decision was taken by the Leader of the County Council and the Cabinet Member for Children, Young People and Schools, on behalf of Cabinet, on 9 March 2018:

The Leader of the County Council and the Cabinet Member for Children, Young People and Schools endorsed and approved Option B outlined within the report.

This decision was implemented immediately for the purposes of Standing Order 35 as any delay could have adversely affected the execution of the county council's responsibilities. The reason for this was that Individual School Budgets were to be issued to schools on 9 March 2018.

2) Staffing in Children's Services

The following urgent decision was taken by Cabinet on 12 April 2018:

Cabinet resolved: - That:

- (i) The staffing proposals relating Children's Services, as set out in the report be approved.
- (ii) The decision be designated as urgent in accordance with Standing Order 35 as any delay could adversely affect the efficient execution of the county council's responsibilities. The reason for this was to ensure that a permanent and enhanced staffing structure was in place as soon as possible.

This decision was implemented immediately for the purposes of Standing Order 35 as any delay could have adversely affected the execution of the county council's responsibilities. The reason for this was to ensure that a permanent and enhanced staffing structure was in place as soon as possible.

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

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
 None;

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 decisions taken by the Interim Chief Executive and Director of Resources under the county council's urgent business procedure on behalf of the Urgency Committee.

Recommendation

That the report of the Urgency Committee, as now presented, be noted.

Background and Advice

Since the last meeting of Full Council, the following decisions have been taken by the Interim Chief Executive and Director of Resources under the county council's urgent business procedure on behalf of the Urgency Committee.

1) Delegation of Pension Administration Functions Bedfordshire Fire and Rescue Authority to the Council

The following decision was taken on 9 March 2018:

- (i) That the pension administration function of the Bedfordshire Fire and Rescue Authority be delegated to Lancashire County Council pursuant to s.101 Local Government Act 1972.
- (ii) That authority be given to the Director of Corporate Services, in consultation with the Head of the Pension Fund, to enter into an agreement with Local Pensions Partnership Ltd, providing for Local Pensions Partnership Ltd to

deliver the necessary services to enable the county council to undertake this function on behalf of Bedfordshire Fire and Rescue Authority.

2) Political Governance Working Group

The following decision was taken on 19 March 2018:

- (i) Approval to the establishment of a Political Governance Working Group on the basis of 4 members of the Conservative Group, 2 Labour members and 1 Liberal Democrat member, and agree that nominations to serve on the Group be submitted to Democratic Services by the respective political groups.
- (ii) Approval to the terms of reference of the Political Governance Working Group, as set out in the report.

Consultations

These decisions were taken following consultation with the Chair and Deputy Chair of the Urgency Committee.

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

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Audit, Risk 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, Risk and Governance Committee from its meeting held on 30 April 2018 is attached at Annex 1.

The agenda, report 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, Risk and Governance Committee, as now presented, be noted.

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

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

Meeting of the Full Council - 24 May 2018

Report of the Audit, Risk and Governance Committee meeting on 30 April 2018 Chair: County Councillor Alan Schofield

Part I (Open to Press and Public)

Internal Audit Progress Report

The Committee considered a report setting out progress and the outcomes of the work for the period to 31 March 2018.

Resolved: - That the report be noted.

Internal Audit Annual Report 2017/18

The Committee considered a report summarising the work undertaken by the Internal Audit Service during 2017/18 and the key themes which have arisen in relation to internal control, governance and risk management across the county council.

Resolved: - That the report be noted.

Grant Thornton's Request for Information from the Chair of the Committee

The Committee considered a report setting out a proposed response to the request for information from Grant Thornton, the county council's external auditors, for information from the Committee Chair.

Resolved: - That, subject to the amendments identified, approval be given to the Chair of the Committee to provide the information set out at Appendix 'B' to the report as the formal response to Grant Thornton.

Grant Thornton's Request for Information from Management

The Committee considered a report setting out a proposed response to the request for information from Grant Thornton, the county council's external auditors, for information from management.

Resolved: - That, subject to the amendments identified, approval be given to the management response set out at Appendix 'B' to the report as the formal response to Grant Thornton.

The Council's Annual Governance Statement 2017/18 and Code of Corporate Governance

The Committee considered a report setting out a draft Annual Governance Statement for 2017/18 and an updated Code of Corporate Governance.

Resolved: - That:

- (i) Subject to the amendments identified, the Annual Governance Statement as set out at Appendix 'A', be approved for publication as a draft with the 2017/18 Statement of Accounts from May 2018 and that a final draft be brought back to the Committee at its meeting on 30 July 2018;
- (ii) It be noted that the Annual Governance Statement will be signed by the Interim Chief Executive and Leader of Council, and published on the Council's website following the final approval of the Statement of Accounts;
- (iii) Subject to the amendments identified, the updated Code of Corporate Governance be recommended to Full Council for approval.

External Audit - Audit Progress Report and Sector Update 2017/18

The Committee considered a report from Grant Thornton, the county council's external auditors, setting out progress to date with the audit of the 2017/18 Statement of Accounts and the Value for Money conclusion.

Resolved: - That the External Audit Progress Report and Sector Update for 2017/18, as set out at Appendix 'A' to the report, be noted.

External Audit - Lancashire County Council Audit Plan 2017/18

The Committee considered a report from Grant Thornton, the county council's external auditors, setting out the nature and scope of the work that the external auditor would carry out, in respect of Lancashire County Council, to discharge its statutory responsibilities, compliant with the Local Audit and Accountability Act 2014 and the Code of Audit Practice for Local Government.

Resolved: - That the External Audit Plan for the audit of Lancashire County Council for 2017/18, and the fees therein, as set out in the report, be approved.

External Audit - Lancashire County Pension Fund Audit Plan 2017/18

The Committee considered a report from Grant Thornton, the county council's external auditors, setting out the nature and scope of the work that the external auditor would carry out, in respect of Lancashire County Pension Fund, to discharge its statutory responsibilities, compliant with the Local Audit and Accountability Act 2014 and the Code of Audit Practice for Local Government.

Resolved: - That the External Audit Plan for the audit of Lancashire County Pension Fund for 2017/18, and the fees therein, as set out in the report, be approved.

Internal Audit Annual Plan 2018/19

The Committee considered a report setting out details of the Internal Audit Plan 2018/19. The report explained the work that would be support the overall opinion for the year on the county council's framework of governance, risk management and control.

Resolved: - That the Internal Audit Plan 2018/19 as set out at Appendices 'A' and 'B' to the report be approved.

Part II (Not Open to Press and Public)

Whistleblowing, Special Investigations and Counter Fraud Annual Report 2017/18

The Committee considered a report setting out details of the work undertaken across county council services in relation to counter-fraud, investigations and whistleblowing during 2017/18.

Resolved: - That the report be noted.

Update on Overpayment of Salaries

The Committee considered a report setting out an update on the overpayment of salaries.

Resolved: - That the report be noted.

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

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 of the Pension Fund Committee from its meeting held on 23 March 2018 is attached at Annex 1.

The agenda, reports and minutes of the meeting 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 Pension Fund Committee, as now presented, be noted.

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

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

Meeting of the Full Council - 24 May 2018

Report of the Pension Fund Committee held on 23 March 2018

Chair: County Councillor Eddie Pope

Part I (Open to the Press and public)

1. LCPF Pension Administration Strategy Statement

A report was presented on the revised draft Pension Administration Strategy Statement (PASS).

When considering the report the Committee noted that the Fund aimed to comply with a number of requirements in advance of the statutory deadlines set out in the PASS. The level of resources required to comply with the contents of the PASS was discussed and in response to a query it was suggested that details of the CIPFA benchmarking statistics be circulated to members of the Committee outside of the meeting for information. Reference was also made to the charges for late or underpayment of employer contributions and the Head of Fund undertook to clarify whether or not such payments would be per occasion.

Decision Taken

1. That the draft Pension Administration Strategy Statement (PASS) set out in Appendix 'A' to the report presented is approved for consultation with Fund employers.
2. That the frequency of charges for the late or underpayment of employer contributions set out in the draft PASS be clarified before the document is finalised and approved.
3. That a report on the outcome of the consultation referred to at 1 above be presented to the Committee on the 8th June 2018.
4. That further information regarding CIPFA benchmarking statistics be circulated to all members of the Committee outside of the meeting for information.

2. Lancashire County Pension Fund - Admissions and Termination Policy

A report was presented on the outcome of the consultation regarding the revised Admissions and Termination Policy for the Fund.

The Head of Fund informed the meeting that two responses had been received during the consultation period which ended on the 20th December, 2017. Details of the responses were presented and it was noted that neither response was considered to require any changes being made to the draft policy.

Decision Taken: That the revised Admissions and Termination Policy, as set out at Appendix 'A' to the report presented, is approved and implemented on the 1st April 2018.

3. LCPF December 2017 budget monitoring report

A report was presented on the income and expenditure of the Fund for the period 1st April to 31st December, 2017, together with a comparison to the budget for the same period and a full year forecast with comparison for the full year budget to the 31st March 2018.

In response to a query regarding the figures in the report for the net surplus before realised and unrealised profits on investments the Head of Fund clarified that investment income had proved to be higher than had been predicted when the budget assumptions were made and any dividend income would be reinvested.

Decision Taken:

1. That the analysis of variances between actual results and the budgeted income and expenditure for the period 1st April to 31st December 2017, as set out in the report presented, is noted.
2. That the forecast full year financial performance against budget, as set out in the report presented, is noted.

4. LCPF External Audit Plan 2017/18

A report was presented regarding the External Auditors Annual Audit Plan for the 2017/18 financial year, which set out in broad terms the programme of work which the auditor would focus on.

During consideration of the report it was noted that the total fee for the audit was expected to be £35,906. In response to a query the Head of Fund stated that whilst this was similar to the fee for previous years she would check the proposed fee and report back. The Committee also discussed materiality and it was suggested that a breakdown be provided in the final audit report regarding any trivial matter (less than £3.604 million) where the difference was over £1 million.

Decision Taken:

1. That the Audit Plan for 2017/18 as set out in the Appendix to the report presented, is noted.
2. That clarification be sought with regard to the fee to be charged for the external audit specified at 1 above and details circulated to members of the Committee outside of the meeting for information.

3. That the report produced as a result of the external audit specified at 1 above include a breakdown regarding any trivial matter (less than £3.604 million) where the difference was over £1 million.

5. Revised 2018/19 Workplan for Lancashire Local Pension Board

Mr Bourne, the Chair of the Lancashire Local Pension Board, presented a report on the proposed 2018/19 work plan for the Board which had been designed to ensure that the responsibilities set out in the Terms of Reference could be met.

It was noted that the Board intended to review the Local Pension Partnership (LPP) Administration Transformation Plan in April 2018 and it was suggested that an update on the structure of LPP should be presented as part of the LPP update report to the next meeting of the Committee.

Decision Taken:

1. That the 2018/19 work plan for the Lancashire Local Pension Board, as set out in Appendix 'A' to the report presented, is noted.
2. That an update report regarding the Local Pension Partnership structure be presented to the next meeting of the Committee as part of the LPP update report.

6. Investment Strategy Statement

The Committee considered the revised ISS, as set out at Appendix 'A' to the report and noted that it would include reference to the Responsible Investment Policy (referred to elsewhere on the agenda) if it was approved. With regard to the section on Infrastructure it was agreed that the text be amended to clarify that investments would be made 'predominantly in the UK or otherwise in OECD nations'.

Decision Taken:

1. That the Infrastructure section of the Investment Strategy Statement set out at Appendix 'A' to the report presented, be amended to read '...predominantly in the UK or otherwise in OECD nations.'
2. That, subject to the amendment specified at 1 above, the Investment Strategy Statement is approved.

7. Report of the Responsible Investment Working Group

County Councillor Ellard (the Chair of the Responsible Investment Working Group) presented a report which included recommendations on how the Fund could further support responsible investment, including draft Responsible Investment and Climate Change Policies for consideration.

The Committee agreed some minor amendments to the proposed Responsible Investment Policy which are highlighted in the revised version attached as an Annex to this report. With regard to the proposed Climate Change Policy it was suggested that reference be made in the first paragraph to stranded assets and that further work was required on the draft, including reviewing it against the LAPFF Climate Change Investment Policy, before it was presented for approval.

Decision Taken:

1. That the amended Responsible Investment Policy, set out as an Annex to these Minutes, is approved.
2. That the first paragraph of the draft Climate Change Policy, set out at Appendix 'B' to the report presented, be amended to include 'via stranded assets' after the words 'shareholder value'.
3. That the amended Climate Change policy referred to at 2 above be referred to the Responsible Investment Working Group for further discussion with Officers at the Local Pensions Partnership with a view to a comprehensive policy being presented to the Committee in December 2018.
4. That the response of the Working Group to the request from Councillor M Smith for a reduction in the investments in fossil fuels and tobacco/alcohol referred to it by the Committee on the 1st December 2017 is noted.
5. That future reporting by the Local Pension Partnership should include a 'Dashboard' as set out at Appendix 'C' to the report presented, and focus initially on Global Equities and Infrastructure to be followed by Real Estate, Social Housing and Property in the future.

8. Responsible Investment

A report was presented to update the Committee on a range of responsible investment matters. In response to a query regarding a shareholder resolution on an environmental issue which the Local Pensions Partnership (LPP) had not supported the Chief Investment Officer and Managing Director - Investments undertook to provide further information on the reasoning behind the decision referred to in the report and inform members of the Committee outside of the meeting.

Decision Taken:

1. That the update on responsible investment set out in Appendix 'A' to the report presented, is noted.
2. That LPP provide members of the Committee with further information outside of the meeting regarding the reasoning behind the shareholder

decision not to support a resolution on a specific environmental theme as referred to in Appendix 'A'.

9. Feedback from members of the Committee on pension related training since the last meeting.

A report was presented on internal and external pension related training conferences/events which had taken place since the last meeting.

The Committee received positive feedback from various members of the Committee regarding specific conferences/internal training events they had attended.

Decision Taken: That the report and feedback from individual members regarding the training events or conferences attended since the last meeting is noted.

10. LCPF Training Policy

A report was presented regarding the amended LCPF Training Policy, a copy of which was set out at Appendix 'A' to the report. It was reported that a Training Plan for 2018 which set out various planned training events (including internal workshops/pre-Committee briefings and external conferences) had also been developed and a copy was presented as Appendix 'B' to the report.

Decision Taken:

1. That the Lancashire County Pension Fund Training Policy, as set out at Appendix 'A' to the report presented is approved.
2. That the Committee agree to meet the requirements of the Training Policy which forms part of the Fund's wider risk management arrangements.
3. That all members of the Committee complete a training needs analysis to inform the development of the Training Plan for 2018 and beyond.

11. Date of Next Meeting and additional meeting in July 2018

It was noted that the next scheduled meeting would be held on the 8th June 2018 at 10.30am (preceded by the usual 30 minute briefing) in Committee Room 'C' - The Duke of Lancaster Room at County Hall, Preston.

It was also reported that after consulting members of the Committee arrangements had been made for an additional meeting to be held at 10.00am on the 5th July, 2018, in Committee Room 'C' - The Duke of Lancaster Room at County Hall, Preston to consider the LCPF accounts.

Decision Taken: That an additional meeting be held at 10.00am on the 5th July, 2018, in Committee Room 'C' - The Duke of Lancaster Room at County Hall,

Preston to consider the LCPF accounts before they are submitted to the Audit, Risk and Governance Committee on the 30th July 2018 for approval.

Part II (Not open to the Press and Public)

12. Local Pensions Partnership Q3 report

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of 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 from the Local Pension Partnership (LPP) updated the Committee on the performance of the Fund for the third quarter of the year.

It was reported that over the period the dedicated pension helpdesk had answered 96% of calls against a target of 90% and in response to a request for further information the Director undertook to provide more detailed breakdown of activity by the helpdesk to the next meeting. The Committee also noted that additional training on cyber security, GDPR and employer risk was scheduled for an internal workshop in November 2018.

Decision Taken:

1. That the report and updates presented at the meeting are noted.
2. That a detailed breakdown of activity by the dedicated pension helpdesk over the next quarter be presented to the Committee on the 8th June 2018.

13. Investment Panel Report

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of 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).

A detailed report was presented on the macro economic factors in the current market and their likely impact on investments together with a breakdown of individual asset class performance since the last meeting. The Committee was also advised of decisions taken by the Investment Panel at the meeting in November 2017.

Decision Taken: That the report of the Investment Panel is noted.

14. Lancashire County Pension Fund Performance Overview December 2017

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of 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).

A report was presented on the performance of the Lancashire County Pension Fund and key areas such as the level of contributions and the performance of individual investment portfolios were highlighted.

Resolved: That the summary of performance up to the 31st December 2017, as set out in Appendix 'A' to the report presented, is noted.

County Councillor E Pope
Chairman

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
 None;

The Overview and Scrutiny Committees
 (Annexes 1 - 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 March to April 2018.

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

The meeting of the Education Scrutiny Committee on 25 April 2018 was convened to consider a call-in on the proposed closure of Hameldon Community College, Burnley.

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 Committees, as now presented, be noted.

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

Paper	Date	Contact/Tel
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NA		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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Meeting of the Full Council - 24 May 2018

Report of the Children's Services Scrutiny Committee meetings held on 14 March 2018 and 11 April 2018

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](#)

14 March 2018

Children's Services Inspection and Review

The report presented highlighted the key findings of a range of inspections that had taken place in Children's Services in the last year.

Resolved: That;

- i. The report presented be noted
- ii. A quarterly briefing note on improvement activity and impact be received.

Forced Marriage

The report presented highlighted the national and local picture in relation to forced marriage.

Resolved: That;

- i. The report presented be noted; and
- ii. A briefing note be provided annually on Forced Marriage.

11 April 2018

Special Educational Needs and Disabilities - Service Update

The report presented provided an overview on the Special Educational Needs and Disabilities (SEND) service update following the outcome of the SEND joint local area inspection in November 2017. In addition, information was presented to members on the SEND standards in Lancashire schools for 2017.

Resolved: That;

- i. A future report be presented to Education Scrutiny Committee on the progress of support around SEN standards of attainment across all age groups.
- ii. An update on the Written Statement of Action plan be circulated to members on a bi-monthly basis. Any areas of significant concern to then be brought back to committee.

Meeting of the Full Council - 24 May 2018

Report of the Education Scrutiny Committee meetings held on 27 March and 25 April 2018

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](#)

27 March 2018

Suitability and Sufficiency Audit

The report presented provided an opportunity to review the Short plan and the work completed on the Sufficiency and Suitability of Special Schools and Short Stay Schools in Lancashire.

Resolved: That the report presented be noted.

Permanent Exclusions from Lancashire Schools

The report provided an overview on the current situation around permanent exclusions in Lancashire.

Resolved: That the report presented be noted.

Personal Education Plans for Looked After Children

The report presented provided an overview of the current position around Personal Education Plans for Lancashire children looked after.

Resolved: That the report presented be noted.

25 April 2018

Call In Request: Proposed Closure of Hameldon Community College, Burnley

Following requests from seven County Councillors in accordance with the "Call In" procedures, the committee considered a report outlining the decision of the Cabinet on the 12 April 2018 in relation to the proposed closure of Hameldon Community College, Burnley.

Resolved: That the Cabinet Member for Children, Young People and Schools' decision on 12 April 2018 in relation to the proposed closure of Hameldon Community College should not be called in.

Meeting of the Full Council - 24 May 2018

Report of the External Scrutiny Committee meeting held on 6 March 2018

Chair: County Councillor Edward Nash psc

The agenda and minutes of the meeting may be viewed on the county council's website via the following link:

[External Scrutiny Committee](#)

6 March 2018

Transport for the North - Consultation on the Draft Strategic Transport Plan

Representatives from Transport for the North gave a presentation to the Committee on their draft Strategic Transport Plan; a 30-year vision for transport investment which was out for consultation at that time. The Committee made a number of requests for potential inclusion in the county council's response.

Resolved: That;

1. The External Scrutiny Committee's requests as set out in the minutes be considered for inclusion in the County Council's response to Transport for the North's consultation on the Draft Strategic Transport Plan to be considered by Cabinet at its meeting scheduled for 12 April 2018;
2. All County Councillors be encouraged to respond in their own capacity to the Transport for the North's consultation; and
3. Representatives from Transport for the North be invited to a future meeting of the Committee.

Meeting of the Full Council - 24 May 2018

Report of the Health Scrutiny Committee meetings held on 5 March and 17 April 2018

Chair: County Councillor Peter Britcliffe

The agenda and minutes of the meeting may be viewed on the county council's website via the following link:

[Health Scrutiny Committee](#)

5 March 2018

Health Education England

The report presented set out Health Education England's responses to the Health Scrutiny's requests for information on:

1. Inequity of funding for medical under-graduate and post-graduate training in Lancashire; and
2. Occupational Therapy and Physiotherapy workforce supply risks in Lancashire.

Resolved: That the Health Scrutiny Steering Group be asked to identify any further recommendations following the discussion from this meeting.

Life Expectancy and Health in All Policies

The report presented outlined the most up to date estimated position on life expectancy and healthy life expectancy across Lancashire's districts and the work being undertaken by the Public Health and Wellbeing Team to improve wider determinants and embed Health in All Policies on matters such as housing, employment, planning and licensing, and transport.

Resolved: That;

1. The report be noted;
2. Further advice be sought from the Public Health Specialist on how Health in All Policies can be effectively embedded on spatial planning and the economic determinant; and
3. The Committee supports the action to improve health inequalities and population health measures across Lancashire as set out in points (a) to (f) as set out on page 43 of the agenda and to include a further point – point (g) "To focus on those wards where need is greatest"

17 April 2018

Sustainability and Transformation Partnership (STP) - Update

The report presented provided an update from the Lancashire and South Cumbria Sustainability and Transformation Partnership (STP) including progress of working to become an Integrated Care System (ICS) and the development of a strategic framework for delivery of activity.

Resolved: That;

1. The report be noted and progress made to date be supported;
2. Information on how those organisations providing services on behalf of the NHS are held to account be provided to the Committee;
3. Any further engagement and communication should take account of the rural parts of Lancashire;
4. The principle of any new funding or available budgets continuing to be invested in the population health and the prevention and early intervention be supported; and
5. Financial information in relation to the transformation of the health and social care system in Lancashire be presented at a future meeting of the Committee.

Meeting of the Full Council - 24 May 2018

Report of the Internal Scrutiny Committee meeting held on 16 March 2018

Chair: County Councillor David O'Toole

The agenda and minutes of the meeting may be viewed on the county council's website at the following link:

[Internal Scrutiny Committee](#)

HS&R Update on the Preparedness of the County Council

The report presented explained that over recent years the Resilience Team had continued to develop and improve the preparedness of the county council and summarised the current position of the county council with respect to preparedness.

Resolved: That;

- i. The report presented be noted.
- ii. It be noted that the Authority is currently meeting all its legal and contractual requirements in relation to resilience (emergency preparedness).

Health, Safety and Resilience Overview and Risk Register

The report presented gave an overview of the Health, Safety and Resilience Service which operated to help protect the wellbeing of LCC staff and the wellbeing of the population of Lancashire by ensuring robust plans were in place to help mitigate the effects of natural and man-made incidents and large scale outbreaks of disease.

Resolved: That the;

- i. Report presented be noted.
- ii. Uptake of places on the specific LCC elected member training amongst their colleagues be promoted.
- iii. Use of 'In The Know' to be public be promulgated.

Progress Report on the Reopened Libraries

The report presented provided information and progress on the reopening of libraries across Lancashire.

Resolved: That the progress on the reopening of the libraries programme be noted.

Meeting of the Full Council
Meeting to be held on Thursday, 24 May 2018

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
 None;

Report of the Lancashire Combined Fire Authority
 (Annexes 1 and 2 refer)

Contact for further information:
 Diane Brooks, Tel: (01772) 866720, Lancashire Fire and Rescue Service,
dianebrooks@lancsfireandrescue.org.uk

Executive Summary

Annexes 1 and 2 set out summary reports of the Lancashire Combined Fire Authority following its meetings on 19 February 2018 and 23 April 2018 respectively. These are now presented to the Full Council for information.

Recommendation

That the reports 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
N/A		
Reason for inclusion in Part II, if appropriate		
N/A		

REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY 19 FEBRUARY 2018

UK EMERGENCY MEDICAL TEAM DEPLOYMENT TO BANGLADESH - 17 DECEMBER 2017 - 3 FEBRUARY 2018

The Authority received a presentation from Graham Mossop, Watch Manager who attended the meeting to update Members on the recent deployment of the UK Emergency Medical Team (UK EMT) to Bangladesh. The UK EMT was a collaborative between: the Department for International Development, NHS / Public Health England, UK Med, Handicap International and UK the UK International Search and Rescue Team (ISAR). He explained that (UK ISAR) was a co-operative of Fire and Rescue Services formed over 25 years ago who responded to humanitarian disasters and emergencies and provided capacity building across the world.

On 17 December 2017 a team was mobilised to Bangladesh to carry out a Medical Needs Assessment, which resulted in the mobilisation of the UKEMT on 24 December 2017. The mobilisation was to support the rise in Diphtheria cases in the refugee Rohingya community and due to in-country medics being diverted to treat patients. The World Health Organisation had requested assistance to further assist UNICEF with a vaccination campaign aimed at vaccinating children between the ages of 6 weeks – 15 years old. Difficulties included: travel distances to reach patients as these could be as long as 2 hours each way; procurement of items in the bazaars; waste management; water sanitation and hygiene (WaSH).

WM Mossop assessed: the infrastructure and the treatment centres and highlighted both good and bad practices in relation to WaSH; he liaised with infection control practitioners, generated standard operating procedures and promoted WaSH in line with international operating standards. A simple 4 bin system was introduced to segregate at the point of use, clinical waste, non-clinical waste, sharps and glass. Chlorination of water was addressed with a simpler system using aquatabs being adopted in the health / diphtheria antitoxin (DAT) centres. Fire Safety training was given to the Rohingya security guards at all the centres in relation to raising the alarm, evacuation procedures and the use of fire extinguishers. Training of local clinicians took place which was designed to enable them to continue DAT and associated medical treatments.

The positive outcomes were that; the UK EMT triaged over 3,000 refugees with over 500 being treated for diphtheria; 5,100 refugees across all areas were treated with DAT; antibiotics were provided for mumps and tonsillitis; the UK government donated approximately £2m towards the cost of the massive vaccination programme and over £59m in total to the crisis; clinical skills of local medical staff were improved and the infrastructure and procedures in relation to WaSH were improved across all sites. A total of 350,000 children had been vaccinated in the district in addition to 130,000 local Bangladesh children who lived in close proximity.

LOCAL GOVERNMENT ASSOCIATION FIRE VISION 2024

The Authority noted that each year at its annual conference, the Local Government Association (LGA) released a conference document which focussed on the current and future challenges of the Fire and Rescue Sector from the LGA Fire perspective. This year the document was entitled "What will 21st Century Fire and Rescue Services Look Like in 2024?" Members considered the document that set out its mission, vision and rational for change as well as presenting some ambitions and actions.

NATIONAL FRAMEWORK CONSULTATION

The Fire and Rescue Services Act 2004 required the Secretary of State to prepare a National Framework for fire and rescue authorities to keep it under review. The Authority noted that the National Framework was last published in 2012 and that the Minister for Policing and the Fire Service, the Rt Hon Nick Hurd MP was consulting on changes cited as needed to embed the fire reform programme and provisions in the Policing and Crime Act 2017. The Home Office 'Fire and Rescue National Framework for England' consultation document was considered and the Chairman's response noted.

HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS) – PROGRESS TOWARDS INSPECTION – BRIEFING

The Policing and Crime Act 2017 set out that Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS) would inspect and report on the efficiency and effectiveness of fire and rescue authorities in England. In July 2017, HMICFRS extended its remit to include inspections of England's Fire and Rescue Services. This would assess and report on the efficiency, effectiveness and people of the 45 Fire and Rescue Services in England: -

- Effectiveness: how effective is the FRS at keeping people safe and secure from fire and other risks?
- Efficiency: how efficient is the FRS at keeping people safe and secure from fire and other risks?
- People: how well does the FRS look after its people?

The HMICFRS' inspection programme for Fire and Rescue Authorities in England was subject to the approval of the Home Secretary and the consultation to HMICFRS' inspection methodology closed on the 19th February 2018. It was noted that HMICFRS could also undertake further inspections at any time. The inspection would be developed with the fire and rescue service and would be designed to promote improvement and to identify all aspects of the excellent work undertaken. The Authority noted there would be 3 tranches of inspection, with Lancashire Fire and Rescue Service being inspected in the first tranche during summer 2018.

An Audit Assurance Team led by Area Manager Tony Crook had been established. The team was responsible for the Service response to the inspection and would support HMICFRS in: the audit and assessment of performance against the Inspection Criteria; overseeing the coordination, analysis and presentation of information to HMICFRS, Service Management Team and the Combined Fire Authority; acting as a key point of contact for LFRS with the inspectorate throughout the entire inspection process and keeping staff informed and updated.

REVENUE BUDGET 2018/19 - 2022/23

The Authority considered a report of the Treasurer that presented a gross revenue budget requirement for 2018/19 of £55.1m. This allowed for the increase in pay costs arising from forecast pay awards of 2.0%, additional posts required to meet increased demands and further investment in apprentices, all of which was partly offset by the identification of £0.8m of efficiency savings.

The final Local Government Finance Settlement confirmed funding was in line with the draft figures presented in December, i.e. £24.3m a reduction of £1.0m (4.0%), and that the council tax referendum level was increased to 3.0%.

The Authority considered council tax options for 2018/19 which met the requirements to deliver a balanced budget and maintain an adequate level of reserves and determined a 2.99% increase (£1.96 per annum, less than 4p per week) per Band D property. In order to deliver this an unidentified savings target of £0.3m was included in the budget.

The Authority was faced with a growing funding gap in future years, the extent of which was considered as set out in the report, however it was noted that 2019/20 was the final year of the current four year settlement, and hence funding in future years was uncertain. Currently the Authority remained in a good financial position with reserves able to offset the financial challenges throughout the remainder of the four year settlement. The position became more challenging thereafter, by which time the Authority should have greater certainty on future funding, pay awards and future referendum limits.

FRANK DE MOLFETTA
Chairman

LFRS
Fulwood

REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY 23 APRIL 2018

REVISED COMMITTEE TERMS OF REFERENCE

The Clerk and Monitoring Officer to the Authority presented a report advising that the Committee Terms of Reference had been reviewed and updated. It was noted that the updated drafts were consistent with those previously agreed, with the only significant changes being:-

- the transfer of responsibility for approving and signing the annual accounts moving from the Resources Committee to the Audit Committee. This was to reflect the revised year end accounting timescales and requirements. (Monitoring of the financial position would continue to be undertaken by the Resources Committee.)
- reducing the frequency with which the Strategy group met from three times per year to twice a year (which reflected current practice) and amending the wording so that only significant changes to Committee Structure, terms of reference, schemes of delegation etc. were considered by the Group (minor changes, such as this, were reported direct to the Authority.)

THE KERSLAKE REPORT AND OPERATIONAL LEARNING

Following the publication of The Kerslake Report Members were provided with details of Lancashire Fire and Rescue Service's operational assurance.

The Authority had a legal duty to ensure the provision of a safe and effective Lancashire Fire and Rescue Service (LFRS). To contribute to meeting this duty, LFRS undertook a continual process of Operational Assurance, within which operational readiness and operational performance was routinely assured. This process comprised the Service's 'Operational Assurance Framework' within which a range of assurance activities were undertaken by a dedicated Operational Assurance Team, Area based Officers and the Training and Operational Review Department. The Framework was based upon requirements detailed in the Fire and Rescue Authorities: Health Safety & Welfare Framework Document. The methodology used within the Framework was built around 2 key elements i) operational assurance at incidents and ii) post incident / event learning and support. Thus in practical terms the Framework aimed to provide a process of continuous improvement through a formalised system of audit and review. These measures contributed towards making Lancashire safer and the overall attainment of corporate priorities, specifically: 'Responding' to fires and other emergencies quickly and competently.

An active and open learning environment had to be something that was embedded and must therefore be an ongoing feature of the operating environment. Embedding assurance meant that LFRS truly did learn from its findings and there was confidence that the lessons identified became the lessons learnt, and that this approach was underpinned by robust evidence. The Chief Fire Officer and wider leadership of LFRS had for many years stressed the need for risk awareness as opposed to risk aversion. This had led to an operational culture that supported staff who assessed risk, after taking into account experience and core knowledge, and interpreting and adapting policies in the context of the situation in front of them.

The publishing of the Kerslake Report was a reminder to everyone in the emergency services that we must review and learn from every incident to ensure public safety. LFRS response to the Kerslake Report was outlined in the report. Lord Kerslake had identified a number of areas that went well and a number of major areas for learning including recommendations. LFRS would continue to review its service in light of all recommendations arising from the above, and would make further improvements in the service delivered if required.

COLLABORATION WITH POLICE

Since the introduction of Police and Crime Commissioners in 2012, there had been increasing pressure from central government for their greater involvement with Fire. This gained greater traction with the long awaited move of Fire to the Home Office on 5 January 2016. Throughout the development of the collaboration agenda the Authority's consistent position had been how to deliver the best outcomes for the communities it served. The Authority's view was that these benefits for its communities could be realised without the need for change to corporate governance.

On 31 January 2017 the Policing and Crime Act received Royal Assent and embedded into law the main provisions regarding collaboration between emergency services and options that enabled PCCs to take on responsibility for the governance of Fire thereby becoming Police, Fire and Crime Commissioners. Where the PCC did not take responsibility for Fire, the legislation enabled them to be represented on the Fire Authority.

LFRS continued to work with the Police to explore new collaborative opportunities. Workshops capturing initiatives within a structured framework provided auditable evidence of the work that was being undertaken. The outcomes anticipated were a number of work streams to be assessed and prioritised and then presented to the Authority; with ongoing work presented to Planning Committee on 19 March 2018.

At a meeting between the Chair, PCC and two CFA Members on 21 February 2018, the PCC stated there was increased pressure from central government to review governance arrangements regarding Fire. Subsequently he sent an email to the Chief Fire Officer which said he was commissioning some work "which will produce an Options Report for further discussion with you and other stakeholders. I see the Options Report as being complementary to the work you are already undertaking through your collaborative arrangements as described already. The Options Report will review a range of options to further Police and Fire collaboration in Lancashire, including the status quo, representation on the Fire and Rescue Authority, the governance model (having a Police Fire Crime Commissioner) and finally the single employer model. Through this report I am also keen to develop a further understanding of the scale and impact of collaborative efficiencies and how these can be best harnessed for the people of Lancashire."

On hearing this development, the Authority confirmed it remained confident that current governance arrangements presented the best way to deliver a fire and rescue service for its communities. The Authority would provide the information required for the work proposed by the PCC, which it believed would evidence that LFRS was already effectively progressing collaborative opportunities within existing structures. Following the Planning Committee meeting on 19 March 2018 that position was unanimously endorsed and a Task and Finish Group has been established to consider this and other matters in more detail.

The Authority reaffirmed its commitment to collaboration but remained strongly of the view that current governance arrangements best served LFRS and the communities of Lancashire. This position would inform a motion going before LCC on 24 May 2018.

FRANK DE MOLFETTA
Chairman

LFRS
Fulwood