

Full Council

Thursday, 25th February, 2021 at 1.00 pm to be held as a Virtual Teams Meeting

Agenda

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3. **Question Time** (Pages 1 - 2)
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- A. **Matters for Decision**
 4. **Confirmation of the Minutes from the Meetings held on 17 December 2020 and 11 February 2021, and from the Extraordinary General Meeting held on 11 February 2021** (Pages 3 - 54)
 5. **Report of the Audit, Risk and Governance Committee (Part A)** (Pages 55 - 78)
 6. **Members' Allowance Scheme 2021/22** (Pages 79 - 102)
 7. **Independent Remuneration Panel Membership** (Pages 103 - 104)
 8. **The Localism Act 2011 - Pay Policy Statement 2021/22** (Pages 105 - 138)
 9. **Financial Threshold for Key Decisions** (Pages 139 - 140)

10. **Delegation of Pension Administration Functions: London Borough of Hammersmith and Fulham to Lancashire County Council** (Pages 141 - 144)

11. **Urgent Business**

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chairman is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

B. Matters for Information

12. **Report of the Cabinet (Part B)** (Pages 145 - 150)

13. **Report of County Council Committees**

To receive reports from:

- (a) **The Audit, Risk and Governance Committee** (Pages 151 - 154)
- (b) **The Employment Committee** (Pages 155 - 158)
- (c) **The Overview and Scrutiny Committees** (Pages 159 - 168)
- (d) **The Lancashire Health and Wellbeing Board** (Pages 169 - 172)

14. **Report of the Lancashire Combined Fire Authority** (Pages 173 - 176)

C. Notices of Motion

15. **To consider Notices of Motion Submitted under Standing Order B36** (Pages 177 - 178)

Angie Ridgwell
Chief Executive and
Director of Resources

Agenda Item 3

Questions submitted under Standing Order B28

No.	To be asked by:	Question:	For answer by (Cabinet Member):
1.	CC Edwards	Given the unprecedented pressures on small businesses due to the COVID-19 pandemic, what is Lancashire County Council doing to support these businesses and protect as many jobs as possible?	CC Green
2.	CC Oliver	<p>Could the Cabinet Member for Children, Young People and Schools please set out how many laptops Lancashire schools have requested for their pupils, and how many have been delivered.</p> <p>Also, how are families who are struggling financially to be compensated for the internet costs and additional data charges incurred to enable education to take place in homes?</p>	CC Williamson
3.	CC Dowding	<p>Myalgic Encephalomyelitis (ME) is classed as a neurological condition by the WHO and the NHS and is characterised by a range of neurological symptoms and signs, including muscle pain with intense physical or mental exhaustion, and affects thousands of people across the county.</p> <p>Will the Cabinet Member for Health and Wellbeing:</p> <ol style="list-style-type: none"> 1. Make every effort to ensure that sufferers of ME in Lancashire are clearly classified within the vulnerable priority groups in order to be given the option of an early vaccine? and 2. Lobby to ensure that research studies and any ensuing treatments, undertaken on behalf of those suffering from Long Covid, will also be available to all those suffering from ME?" 	CC Turner
4.	CC Ashton	Will the Cabinet Member commit to investigate the policy of Quiet Streets for residential areas in Lancashire and potentially allow some trials in the future? This scheme is available in other areas of the country and is quite successful.	CC Iddon

5.	CC Greenall	<p>Can the Leader of the Council please explain why certain areas of the public realm within West Lancashire East, have not been addressed by his administration, despite them being brought to the attention of the Council a number of years ago. Specific examples include:</p> <p>1. The absence of a pedestrian crossing at the busy junction of Moor Street and St Helens Road in Ormskirk, which was brought to the Cabinet Member for Highways' attention during a visit he made to Ormskirk in June 2017 and which, despite some suggestions since from Officers that this matter would be addressed, remains outstanding.</p> <p>2. The failure to replace a damaged (and now missing) 'public footpath' sign at the A577 entrance to the Lady's Walk (Public footpath Ormskirk 63), which was reported to LCC via Twitter in April 2018 and, after being advised by Officers in June 2018 that it would take about 2-3 years for this sign to be replaced, was raised with the Deputy Leader as a question at Full Council in July 2018, but which remains outstanding.</p>	CC Driver
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Agenda Item 4

Minutes

At a virtual meeting of the Full Council held via Skype, on Thursday, 17th December, 2020

Present:

County Councillor Susie Charles (Chairman)

County Councillors

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

1. Apologies and Announcements

Apologies for absence were received from County Councillors Paul Greenall, Kim Snape and Christian Wakeford.

Announcements

Randip Bhogal, County Operational Manager, Adult Safeguarding Service and all Victims of COVID-19

The Chairman reported the recent sad death of Randip Bhogal, County Operational Manager, Adult Safeguarding Service who died from COVID-19 aged just 53, having worked for the county council since 1985.

Randip was the third colleague at Lancashire County Council who had died from the illness. Across Lancashire, COVID-19 had claimed 2,190 lives and affected tens of thousands of families.

The Full Council observed a minute's silence in memory of Randip, and all those who had died from COVID-19.

Highways Operations Service

At the invitation of the Chairman, County Councillor Keith Iddon, Deputy Leader and Cabinet Member for Highways and Transport, drew Full Council's attention to the following successes in the Highways Operations Service:

- Josh Moorby was runner up in the Association for Public Service Excellence Street Lighting Apprentice of the Year Award.
- The service reached the finals in two categories at the Association for Public Service Excellence - National Innovation Awards. Simon Knowles and Craig Simpson were nominated for a Street Lighting Project at Woodend Road, Pendle and Harvey Danson, Ridwan Musa, Chris Metcalfe and Rob Wilson for a Winter Maintenance Delivery Project.

Lancashire Catering Service

At the invitation of the Chairman, County Councillor Phillippa Williamson, Cabinet Member for Children, Young People and Schools, drew Full Council's attention to the recent success by the School and Residential Care Catering Group, which had been awarded the prestigious SUGARWISE Catering Mark. This award reflects the service's commitment to positively influence the health, wellbeing and food choices of Lancashire's children and young people.

Lancashire County Pension Fund

At the invitation of the Chairman, County Councillor Eddie Pope, Chair of the Pension Fund Committee, drew Full Council's attention to Lancashire County Pension Fund's recent success in being named Local Government Pension Scheme Fund of the Year which had included particular praise for the fund's

governance, responsible investment and investment in general. County Councillor Pope thanked fellow Pension Fund Committee members, the Lancashire County Pension Fund and Local Pensions Partnership staff, including the former Head of the Fund, the independent advisors to the fund and also County Councillor Alan Schofield, the county council's non-executive director on the Local Pensions Partnership.

Full Council congratulated and thanked all those involved in the achievement of these awards.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

None declared.

3. Question Time

County Councillor Lizzi Collinge asked a question about climate change to which County Councillor Michael Green, Cabinet Member for Economic Development, Environment and Planning, replied.

4. Confirmation of the Minutes from the Meeting held on 15 October 2020

Resolved: - That the minutes of the meeting held on 15 October 2020 be confirmed and signed by the Chairman.

5. Independent Remuneration Panel - Membership and Terms of Reference

County Councillor Keith Iddon moved a report setting out revised terms of reference for the Independent Remuneration Panel and the recommendation to re-appoint the current three experienced members for a further term of office.

Resolved: - That:

- (i) The revised terms of reference of the Independent Remuneration Panel, as set out at Appendix 'A' to the report, now presented, be approved.
- (ii) The re-appointment of Keith Leaver, Irene Devine, and Terry Whitehead to serve on the Independent Remuneration Panel for a further four year term with effect from 28 March 2021, as set out in the report, now presented, be approved.

6. Urgent Business

There was no urgent business to be considered.

7. Report of the Cabinet (Part B)

County Councillor Geoff Driver moved the report of the Cabinet from its meetings on 5 November 2020 and 3 December 2020, together with details of urgent Key Decisions taken since the last meeting of Full Council.

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

8(a) The Audit, Risk and Governance Committee

County Councillor Alan Schofield moved the report of the Audit, Risk and Governance Committee from its meeting on 19 October 2020.

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

8(b) The Employment Committee

County Councillor Geoff Driver moved the report of the Employment Committee from its meetings on 12 October 2020 and 9 November 2020.

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

8(c) The Pension Fund Committee

County Councillor Eddie Pope moved the report of the Pension Fund Committee from its meeting on 27 November 2020.

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

8(d) The Overview and Scrutiny Committees

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

Education and Children's Services Scrutiny Committee – 14 October 2020 and 10 November 2020

External Scrutiny Committee – 17 November 2020

Health Scrutiny Committee – 3 November 2020

Internal Scrutiny Committee – 13 November 2020

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

8(e) The Lancashire Health and Wellbeing Board

County Councillor Shaun Turner moved the report of the Lancashire Health and Wellbeing Board from its meeting on 3 November 2020.

Resolved: - That the report of the Lancashire Health and Wellbeing Board, now presented, be noted.

9. To consider Notices of Motion Submitted under Standing Order B36

1. It was moved by County Councillor Lizzi Collinge and seconded by County Councillor Erica Lewis that:

Full Council, having in February 2019 recognised the need for urgent action on climate change, welcomes the publication of the recommendations of the Lancaster district Climate Change People's Jury.

The question considered by the Lancaster district Climate Change People's Jury was 'What do we need to do in our homes, neighbourhoods and district to respond to the emergency of climate change?'

The report, published on 23 November 2020, makes recommendations across four areas of action:

- Communications, Education And Council Leadership
- Food/Farming And Waste/Recycling
- Housing
- Transport

The report can be viewed at: <http://www.lancaster.gov.uk/sites/climate-emergency/people-s-jury-recommendations>

This council commits to:

- (i) Understanding which recommendations are directly under the control of the county council.
- (ii) Understanding which recommendations are within the county council sphere of influence, whether directly or indirectly.
- (iii) Implementing the recommendations where we have direct control.
- (iv) Making actions plans on how to influence others to implement the rest of the recommendations.
- (i) Enacting those action plans.

The following friendly amendment was proposed by County Councillor Michael Green in accordance with Standing Order B42:

Full Council, having in February 2019 recognised the need for urgent action on climate change, welcomes the publication of the recommendations of the

Lancaster district Climate Change People's Jury. The question considered by the Lancaster district Climate Change People's Jury was 'What do we need to do in our homes, neighbourhoods and district to respond to the emergency of climate change?' The report, published on 23 November 2020, makes recommendations across four areas of action:

- Communications, Education And Council Leadership
- Food/Farming And Waste/Recycling
- Housing
- Transport

The report can be viewed at: <http://www.lancaster.gov.uk/sites/climate-emergency/people-s-jury-recommendations>

This council commits to:

- i. Understanding which recommendations are directly under the control of the county council.
- ii. Understanding which recommendations are within the county council sphere of influence, whether directly or indirectly.
- iii. Assessing how the county council can best respond to the recommendations of the Jury, particularly in the context of the recommendations that will emerge from the work on carbon assessment and pathways to net zero for Lancashire.

The friendly amendment was accepted by County Councillor Collinge and became the substantive motion.

The substantive motion, as amended by County Councillor Green's friendly amendment, was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

Full Council, having in February 2019 recognised the need for urgent action on climate change, welcomes the publication of the recommendations of the Lancaster district Climate Change People's Jury. The question considered by the Lancaster district Climate Change People's Jury was 'What do we need to do in our homes, neighbourhoods and district to respond to the emergency of climate change?' The report, published on 23 November 2020, makes recommendations across four areas of action:

- Communications, Education And Council Leadership
- Food/Farming And Waste/Recycling
- Housing
- Transport

The report can be viewed at: <http://www.lancaster.gov.uk/sites/climate-emergency/people-s-jury-recommendations>

This council commits to:

- i. Understanding which recommendations are directly under the control of the county council.
- ii. Understanding which recommendations are within the county council sphere of influence, whether directly or indirectly.
- iii. Assessing how the county council can best respond to the recommendations of the Jury, particularly in the context of the recommendations that will emerge from the work on carbon assessment and pathways to net zero for Lancashire.

1. It was moved by County Councillor Azhar Ali and seconded by County Councillor David Whipp that:

Lancashire County Council notes that Rolls-Royce sites at Barnoldswick contribute £1 billion to the region's GDP and that the company has received hundreds of millions of pounds from the government to support research and development in order to support British jobs.

Lancashire County Council notes with great concern that the company has announced it is offshoring British jobs to Singapore with the loss of wide-chord fan blade production and has now announced the loss of jobs from Barnoldswick to Spain.

If Rolls-Royce implements these decisions in full, little more than one hundred people will be left at the birthplace of the jet engine at Barnoldswick site, down from over 1,000 just a few years ago. This will have an immediate and devastating impact on the supply chain and wider economy of the county and, in the longer term, lead to the loss of advanced manufacturing capabilities and skilled job opportunities.

This Council expresses solidarity with the generations of skilled workers at the Barnoldswick sites since the jet engine was developed there, the current workforce, their families, and the wider community suffering so badly as a result of the company's actions and Government's inaction and instructs the Chief Executive as a matter of urgency:

- (i) To write to the Prime Minister asking for the government to immediately intervene in this misguided decision by Rolls Royce to shut down large parts of its operation on its Barnoldswick site in Pendle which affects the strategic capabilities of the country as a whole.
- (ii) To ask the Prime Minister for a meeting with group leaders, Unite the Union, Chair of the Lancashire LEP and the Chief Executive of Rolls Royce.
- (iii) To write to Ben Wallace as Secretary of State for Defence to request consideration of ways in which defence contracts could be transferred to Barnoldswick to utilise the world class skills of the engineers at the site, and a meeting with group leaders and Unite the Union.
- (iv) To ask all Lancashire MPs to actively support the Battle for Barnoldswick campaign.

The following friendly amendment was proposed by County Councillor Geoff Driver in accordance with Standing Order B42:

Lancashire County Council notes that Rolls-Royce sites at Barnoldswick contribute £1 billion to the region's GDP and that the company has received hundreds of millions of pounds from the government to support research and development in order to support British jobs.

Lancashire County Council notes with great concern that the company has announced it is offshoring British jobs to Singapore with the loss of wide-chord fan blade production and has now announced the loss of jobs from Barnoldswick to Spain.

If Rolls-Royce implements these decisions in full, little more than one hundred people will be left at the birthplace of the jet engine at Barnoldswick site, down from over 1,000 just a few years ago. This will have an immediate and devastating impact on the supply chain and wider economy of the county and, in the longer term, lead to the loss of advanced manufacturing capabilities and skilled job opportunities.

This Council expresses solidarity with the generations of skilled workers at the Barnoldswick sites since the jet engine was developed there, the current workforce, their families, and the wider community suffering so badly as a result of the company's actions and resolves that the Chief Executive and Director of Resources should:

- (i) Write to the Prime Minister:
 - (a) Requesting government intervention in the decision by Rolls Royce to shut down large parts of its operation on the Barnoldswick site.
 - (b) Requesting a meeting with Council leaders, Union representatives and Rolls Royce senior management to consider possible alternative courses of action and possible measures to mitigate the impact of these proposals on the workforce and the wider economy.
- (ii) Write to Ben Wallace MP, Secretary of State for Defence, requesting that consideration be given to defence contracts being awarded to the Barnoldswick site to utilise the world class skills of the engineers employed there.
- (iii) Write to all Lancashire MPs asking them to actively support the 'Battle for Barnoldswick' campaign.

The friendly amendment was accepted by County Councillor Ali and became the substantive motion.

The substantive motion, as amended by County Councillor Driver's friendly amendment, was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

Lancashire County Council notes that Rolls-Royce sites at Barnoldswick contribute £1 billion to the region's GDP and that the company has received hundreds of millions of pounds from the government to support research and development in order to support British jobs.

Lancashire County Council notes with great concern that the company has announced it is offshoring British jobs to Singapore with the loss of wide-chord fan blade production and has now announced the loss of jobs from Barnoldswick to Spain.

If Rolls-Royce implements these decisions in full, little more than one hundred people will be left at the birthplace of the jet engine at Barnoldswick site, down from over 1,000 just a few years ago. This will have an immediate and devastating impact on the supply chain and wider economy of the county and, in the longer term, lead to the loss of advanced manufacturing capabilities and skilled job opportunities.

This Council expresses solidarity with the generations of skilled workers at the Barnoldswick sites since the jet engine was developed there, the current workforce, their families, and the wider community suffering so badly as a result of the company's actions and resolves that the Chief Executive and Director of Resources should:

- (i) Write to the Prime Minister:
 - (a) Requesting government intervention in the decision by Rolls Royce to shut down large parts of its operation on the Barnoldswick site.
 - (b) Requesting a meeting with Council leaders, Union representatives and Rolls Royce senior management to consider possible alternative courses of action and possible measures to mitigate the impact of these proposals on the workforce and the wider economy.
- (ii) Write to Ben Wallace MP, Secretary of State for Defence, requesting that consideration be given to defence contracts being awarded to the Barnoldswick site to utilise the world class skills of the engineers employed there.
- (iii) Write to all Lancashire MPs asking them to actively support the 'Battle for Barnoldswick' campaign.

County Councillor Gina Dowding requested that her abstention be recorded.

2. It was moved by County Councillor Gina Dowding and seconded by County Councillor John Potter that:

Lancashire Climate, Biodiversity and Decarbonisation Strategy

Lancashire County Council notes:

That while Lancashire County Council has begun to reduce its own operational carbon emissions, at current emissions levels Lancashire will use its entire carbon budget for the future within around seven years, according to the Tyndall Centre for Climate Change Research. (1)

The scale of the challenge of moving towards a low carbon economy has increased considerably since Lancashire wrote its Climate Change Strategy 2009 – 2020. (2)

In February 2019, Lancashire County Council acknowledged that answering the challenge of climate change is not work that can be done individually and committed to working in partnership with councils, businesses, organisations and residents across the county to meet this challenge. (3)

That the direction of travel of Government policy is now towards stronger measures for decarbonisation. The Climate Change Committee (CCC) is urging PM Boris Johnson to commit to reducing the UK's emissions by at least 68% by 2030, through its updated Paris Agreement pledge for COP26.

The Government accepts that plans announced so far, (4) close less than half the emissions gap needed to meet its own commitments. That future government spending contained in the Treasury's Green Book is moving towards a zero-carbon test, and that "*it is inevitable that governments will be forced to act more decisively than they have so far*". (5)

That a Lancashire wide decarbonisation strategy will ensure Lancashire is ahead of the policy curve; and with identified green, inclusive and climate resilient projects for further investment, will be able to more adequately compete for Government funding and respond to 'getting to zero carbon' policies as they are formulated.

Lancashire County Council therefore resolves:

1. To work together with the Lancashire Local Enterprise Partnership (LEP) to create a coherent Lancashire Climate, Biodiversity and Decarbonisation Strategy within the next four months which meets year-on-year minimum emissions reduction targets such as advised by professional and scientific bodies including the Tyndall Centre, and the government's own committee on climate change.
2. To ensure that such a strategy incorporates a plan for transitioning the Lancashire economy away from carbon by 2030, addresses the biodiversity crisis; while also protecting against poverty and improving social inclusion.
3. To ask the LEP to integrate the Lancashire Climate, Biodiversity and Decarbonisation Strategy into workstreams of the LEP such as the Local Industrial Strategy, and its sector plans including the Energy and Low Carbon, Food and Agriculture, and Transport sector plans.
4. To ensure that the strategy will support the LEP to embrace and/or continue its work supporting the following:
 - i. Local production of renewable energy, including infrastructure for a decentralised grid and peer-to-peer trading where regulation allows.
 - ii. Access to training for employees and prospective employees in industries which are at risk of shrinking due to the Covid-19 pandemic and the climate crises, such as the civil aerospace industry,

encouraging alternative employment and the chance to retrain for work in renewable energy engineering or other sectors needed for a zero-carbon economy.

- iii. Decarbonisation of energy-intensive manufacturers.
- iv. Chemicals manufacturers, where appropriate, to evaluate the impact of chemicals produced in Lancashire on biodiversity and on local health outcomes and taking steps, when necessary, to reduce or eliminate any adverse environmental impact.
- v. Transport investment to reduce carbon emissions, and for public transport and active travel (walking and cycling) links in the county.
- vi. Local financial services to stimulate investment in local highly- skilled low carbon businesses.
- vii. The development of high-quality modular building in Lancashire to accelerate the delivery of low-carbon, high-quality homes.
- viii. Funding for a programme of retrofitting of existing housing stock to reduce energy waste and fuel poverty, including working with local education providers to train the necessary workforce to meet the skills gap in the retrofitting sector.
- ix. The localisation of food production, and by working with community groups and developers to increase access to urban-grown local produce.
- x. The reversal of species loss by working with landowners and property owners to provide space for nature.
- xi. Businesses to reduce and eliminate material, water and energy waste, and the development of a circular economy.
- xii. The views and priorities of diverse communities, trades unions, the voluntary sector and local groups of Lancashire are represented in the LEP's decision making processes, and are represented at the earliest stage of development of decarbonisation plans.

References

1. <https://carbonbudget.manchester.ac.uk/reports/>
2. https://www.lancashire.gov.uk/media/190306/Lancashire_Climate_Change_Strategy_2009_2020.pdf
3. Lancashire County Council meeting of Full Council, 28 February 2019
4. Such policy initiatives in pipeline are:
 - [Transport Decarbonisation Plan](#)
 - [Energy White Paper, Heat Strategy & Buildings Strategy](#)
 - [UK Hydrogen Strategy](#)

- [Environment Bill](#)
 - [post-Brexit Agriculture subsidy changes](#)
 - [post-Brexit emissions trading or carbon tax decision](#)
 - [Future Homes Standard r](#)
5. [What is the Inevitable Policy Response? | Reports/Guides | PRI \(unpri.org\)](#)

The following friendly amendment was proposed by County Councillor Michael Green in accordance with Standing Order B42:

Lancashire Climate, Biodiversity and Decarbonisation Strategy

The County Council notes:

That the Cabinet has established a new 'Clean Energy and Technology Diversification Fund' with an initial budget of £10million.

That while Lancashire County Council has begun to reduce its own operational carbon emissions, at current emissions levels Lancashire will use its entire carbon budget for the future within around seven years, according to the Tyndall Centre for Climate Change Research. (1)

The scale of the challenge of moving towards a low carbon economy has increased considerably since Lancashire wrote its Climate Change Strategy 2009 – 2020. (2)

In February 2019, Lancashire County Council acknowledged that answering the challenge of climate change is not work that can be done individually and committed to working in partnership with councils, businesses, organisations and residents across the county to meet this challenge. (3)

That the direction of travel of Government policy is now towards stronger measures for decarbonisation. The Climate Change Committee (CCC) is urging PM Boris Johnson to commit to reducing the UK's emissions by at least 68% by 2030, through its updated Paris Agreement pledge for COP26.

The Government accepts that plans announced so far, (4) close less than half the emissions gap needed to meet its own commitments. That future government spending contained in the Treasury's Green Book is moving towards a zero-carbon test, and that "*it is inevitable that governments will be forced to act more decisively than they have so far*". (5)

That a Lancashire wide decarbonisation strategy will ensure Lancashire is ahead of the policy curve; and with identified green, inclusive and climate resilient projects for further investment, will be able to more adequately compete for Government funding and respond to 'getting to zero carbon' policies as they are formulated.

The County Council therefore resolves:

1. To create a coherent Lancashire Climate, Biodiversity and Decarbonisation Strategy which meets year on year minimum emissions reduction targets such as advised by professional and scientific bodies including the Tyndall Centre, and the government's own committee on climate change.
2. To ensure that such a strategy incorporates a plan for transitioning the Lancashire economy away from carbon by 2030, addresses the biodiversity crisis; while also protecting against poverty and improving social inclusion.
3. To request the owners to instruct the Lancashire Enterprise Partnership to integrate the Lancashire Climate, Biodiversity and Decarbonisation Strategy into workstreams of the LEP such as the Local Industrial Strategy, and its sector plans including the Energy and Low Carbon and Food and Agriculture sector plans.
4. To ensure, subject to emerging government guidance, that the strategy will champion:
 - i. Local production of renewable energy, including infrastructure for a decentralised grid and peer-to-peer trading where regulation allows.
 - ii. Access to training for employees and prospective employees in industries which are at risk of shrinking due to the Covid-19 pandemic and the climate crises, such as the civil aerospace industry, encouraging alternative employment and the chance to retrain for work in renewable energy engineering or other sectors needed for a zero-carbon economy.
 - iii. Decarbonisation of energy-intensive manufacturers.
 - iv. Chemicals manufacturers, where appropriate, to evaluate the impact of chemicals produced in Lancashire on biodiversity and on local health outcomes and taking steps, when necessary, to reduce or eliminate any adverse environmental impact.
 - v. Transport investment to reduce carbon emissions, and for public transport and active travel (walking and cycling) links in the county.
 - vi. Local financial services to stimulate investment in local highly- skilled low carbon businesses.
 - vii. The development of high-quality modular building in Lancashire to accelerate the delivery of low-carbon, high-quality homes.
 - viii. Funding for a programme of retrofitting of existing housing stock to reduce energy waste and fuel poverty, including working with local

education providers to train the necessary workforce to meet the skills gap in the retrofitting sector.

- ix. The localisation of food production, and by working with community groups and developers to increase access to urban-grown local produce.
- x. The reversal of species loss by working with landowners and property owners to provide space for nature.
- xi. Businesses to reduce and eliminate material, water and energy waste, and the development of a circular economy.
- xii. The views and priorities of diverse communities, trades unions, the voluntary sector and local groups of Lancashire, and are considered at the earliest stage of development of decarbonisation plans.

References

1. <https://carbonbudget.manchester.ac.uk/reports/>
2. [https://www.lancashire.gov.uk/media/190306/Lancashire Climate Change Strategy 2009 2020.pdf](https://www.lancashire.gov.uk/media/190306/Lancashire_Climate_Change_Strategy_2009_2020.pdf)
3. Lancashire County Council meeting of Full Council, 28 February 2019
4. Such policy initiatives in pipeline are:
 - [Transport Decarbonisation Plan](#)
 - [Energy White Paper, Heat Strategy & Buildings Strategy](#)
 - [UK Hydrogen Strategy](#)
 - [Environment Bill](#)
 - [post-Brexit Agriculture subsidy changes](#)
 - [post-Brexit emissions trading or carbon tax decision](#)
 - [Future Homes Standard](#)
5. [What is the Inevitable Policy Response? | Reports/Guides | PRI \(unpri.org\)](#)

The friendly amendment was accepted by County Councillor Dowding and became the substantive motion.

The substantive motion, as amended by County Councillor Green's friendly amendment, was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

Lancashire Climate, Biodiversity and Decarbonisation Strategy

The County Council notes:

That the Cabinet has established a new 'Clean Energy and Technology Diversification Fund' with an initial budget of £10million.

That while Lancashire County Council has begun to reduce its own operational carbon emissions, at current emissions levels Lancashire will use its entire

carbon budget for the future within around seven years, according to the Tyndall Centre for Climate Change Research. (1)

The scale of the challenge of moving towards a low carbon economy has increased considerably since Lancashire wrote its Climate Change Strategy 2009 – 2020. (2)

In February 2019, Lancashire County Council acknowledged that answering the challenge of climate change is not work that can be done individually and committed to working in partnership with councils, businesses, organisations and residents across the county to meet this challenge. (3)

That the direction of travel of Government policy is now towards stronger measures for decarbonisation. The Climate Change Committee (CCC) is urging PM Boris Johnson to commit to reducing the UK's emissions by at least 68% by 2030, through its updated Paris Agreement pledge for COP26.

The Government accepts that plans announced so far, (4) close less than half the emissions gap needed to meet its own commitments. That future government spending contained in the Treasury's Green Book is moving towards a zero-carbon test, and that "*it is inevitable that governments will be forced to act more decisively than they have so far*". (5)

That a Lancashire wide decarbonisation strategy will ensure Lancashire is ahead of the policy curve; and with identified green, inclusive and climate resilient projects for further investment, will be able to more adequately compete for Government funding and respond to 'getting to zero carbon' policies as they are formulated.

The County Council therefore resolves:

1. To create a coherent Lancashire Climate, Biodiversity and Decarbonisation Strategy which meets year on year minimum emissions reduction targets such as advised by professional and scientific bodies including the Tyndall Centre, and the government's own committee on climate change.
2. To ensure that such a strategy incorporates a plan for transitioning the Lancashire economy away from carbon by 2030, addresses the biodiversity crisis; while also protecting against poverty and improving social inclusion.
3. To request the owners to instruct the Lancashire Enterprise Partnership to integrate the Lancashire Climate, Biodiversity and Decarbonisation Strategy into workstreams of the LEP such as the Local Industrial Strategy, and its sector plans including the Energy and Low Carbon and Food and Agriculture sector plans.
4. To ensure, subject to emerging government guidance, that the strategy will champion:

- i. Local production of renewable energy, including infrastructure for a decentralised grid and peer-to-peer trading where regulation allows.
- ii. Access to training for employees and prospective employees in industries which are at risk of shrinking due to the Covid-19 pandemic and the climate crises, such as the civil aerospace industry, encouraging alternative employment and the chance to retrain for work in renewable energy engineering or other sectors needed for a zero-carbon economy.
- iii. Decarbonisation of energy-intensive manufacturers.
- iv. Chemicals manufacturers, where appropriate, to evaluate the impact of chemicals produced in Lancashire on biodiversity and on local health outcomes and taking steps, when necessary, to reduce or eliminate any adverse environmental impact.
- v. Transport investment to reduce carbon emissions, and for public transport and active travel (walking and cycling) links in the county.
- vi. Local financial services to stimulate investment in local highly- skilled low carbon businesses.
- vii. The development of high-quality modular building in Lancashire to accelerate the delivery of low-carbon, high-quality homes.
- viii. Funding for a programme of retrofitting of existing housing stock to reduce energy waste and fuel poverty, including working with local education providers to train the necessary workforce to meet the skills gap in the retrofitting sector.
- ix. The localisation of food production, and by working with community groups and developers to increase access to urban-grown local produce.
- x. The reversal of species loss by working with landowners and property owners to provide space for nature.
- xi. Businesses to reduce and eliminate material, water and energy waste, and the development of a circular economy.
- xii. The views and priorities of diverse communities, trades unions, the voluntary sector and local groups of Lancashire, and are considered at the earliest stage of development of decarbonisation plans.

References

1. <https://carbonbudget.manchester.ac.uk/reports/>

2. [https://www.lancashire.gov.uk/media/190306/Lancashire Climate Change Strategy 2009 2020.pdf](https://www.lancashire.gov.uk/media/190306/Lancashire_Climate_Change_Strategy_2009_2020.pdf)

3. Lancashire County Council meeting of Full Council, 28 February 2019

4. Such policy initiatives in pipeline are:

- [Transport Decarbonisation Plan](#)
- [Energy White Paper, Heat Strategy & Buildings Strategy](#)
- [UK Hydrogen Strategy](#)
- [Environment Bill](#)
- [post-Brexit Agriculture subsidy changes](#)
- [post-Brexit emissions trading or carbon tax decision](#)
- [Future Homes Standard](#)

5. [What is the Inevitable Policy Response? | Reports/Guides | PRI \(unpri.org\)](#)

10. Exclusion of Press and Public

County Councillor Geoff Driver moved a proposal to exclude the press and public from the meeting for the consideration of agenda item 11.

Resolved: - That the press and public be excluded from the meeting during consideration of the following item of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 12A to the Local Government Act 1972, as indicated against the heading to the item.

11. Report of the Pension Fund Committee - Extension of Appointment of the Independent Chair of the Lancashire Local Pension Board

Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to any individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

County Councillor Eddie Pope moved a report setting out proposals for the extension of appointment of the Independent Chair of the Lancashire Local Pension Board.

Resolved: - That the recommendation as set out in the report, now presented, be approved.

Angie Ridgwell
Chief Executive and Director
of Resources

County Hall
Preston

Minutes

At a virtual meeting of the Full Council held via Microsoft Teams, on Thursday, 11th February, 2021

Present:

County Councillor Susie Charles (Chairman)

County Councillors

T Aldridge	J Fillis	J Parr
A Ali OBE	A Gardiner	M Pattison
T Ashton	J Gibson	M Perks
A Atkinson	G Gooch	E Pope
L Beavers	M Green	J Potter
J Berry	P V Greenall	J Purcell
P Britcliffe	P Hayhurst	J Rear
I Brown	N Hennessy	P Rigby
P Buckley	S Holgate	A Riggott
T Burns MBE	A Hosker	M Salter
J Burrows	D Howarth	A Schofield
A Cheetham	K Iddon	J Shedwick
S Clarke	M Iqbal MBE	D T Smith
A Clempson	A Kay	K Snape
L Collinge	H Khan	A Snowden
J Cooney	E Lewis	D Stansfield
L Cox	S Malik	P Steen
C Crompton	J Marsh	J Sumner
M Dad	T Martin	M Tomlinson
B Dawson MBE	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 BEM	E Nash	D Whipp
C Edwards	D O'Toole	G Wilkins
K Ellard	G Oliver	P Williamson
D Foxcroft	M Parkinson OBE	B Yates

1. Apologies and Announcements

Apologies for absence were received from County Councillor Liz Oades.

Announcements

Deaths

The Chairman reported the recent death of former County Councillor Sylvia Smithson who sadly passed away on Friday 27 November 2020.

The Council observed a one minute silence.

New Year Honours 2021

The Chairman extended the Full Council's congratulations to County Councillor Azhar Ali who had been appointed an Officer of the Order of the British Empire (OBE) in the recent New Year Honours for services to the community in North West England.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Name of Councillor	Agenda Item Number(s)	Nature of Interest (non-pecuniary unless stated)
County Councillor Margaret Pattison	3	- Employee of Age Consulting

3. Revenue Budget 2021/22 and Financial Strategy 2021/22 to 2023/24; Capital Delivery Programme 2021/22; Capital Strategy 2021 - 2041; Council Tax and Precept 2021/22; Treasury Management Strategy and Non-Treasury Investment Strategy 2021/22; Minimum Revenue Provision Statement 2021/22

The Chairman set out the proposed revised format for the meeting and sought Full Council's approval to waive Standing Order B39(2) to allow all amendments to be tabled and debated concurrently.

Resolved: - That approval be given to the waiving of Standing Order B39(2).

County Councillor Geoff Driver, Leader of the County Council, moved the recommendations of the Cabinet regarding the:

- Revenue Budget 2021/22 and Financial Strategy 2021/22 to 2023/24;
- Capital Delivery Programme 2021/22;
- Capital Strategy 2021 - 2041;
- Council Tax and Precept 2021/22;

Together with the recommendations of the Audit Risk and Governance Committee from its meeting on 25 January 2021 in respect of:

- The Treasury Management Strategy and Non-Treasury Investment Strategy 2021/22;
- The Minimum Revenue Provision Policy Statement 2021/22;

In moving the report, County Councillor Driver outlined an adjustment to the proposals contained within the report, together with an amendment. Details of both the adjustment and amendment were set out in documents circulated to all Members, which are appended to these minutes as Annexes 1 and 2 respectively.

The motion was seconded by County Councillor Keith Iddon, Deputy Leader of the County Council.

County Councillor Tony Martin, on behalf of the Labour Group, then made his Budget speech and moved an Amendment to the Budget proposals on behalf of the Labour Group which was seconded by County Councillor Azhar Ali.

A copy of the Amendment was circulated to all Members and is set out at Annex 3 to these minutes.

County Councillor David Whipp, on behalf of the Liberal Democrat Group, then made his Budget speech and moved an Amendment to the Budget proposals on behalf of the Liberal Democrat Group which was seconded by County Councillor David Howarth.

A copy of the Amendment was circulated to all Members and is set out at Annex 4 to these minutes.

County Councillor Gina Dowding then made her Budget speech and moved an Amendment to the Budget proposals which was seconded by County Councillor Paul Hayhurst.

A copy of the Amendment was circulated to all Members and is set out at Annex 5 to these minutes.

Following an adjournment and then a period of debate, a recorded vote on each Amendment was taken in accordance with the provisions of Standing Order B45(7). The names of those Members who voted for or against the Amendment, and those who abstained, are set out below.

Labour Group Amendment

For (32)

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

Against (47)

T Ashton	J Cooney	K Iddon	A Riggott	S Turner
A Atkinson	G Driver	A Kay	M Salter	A Vincent
P Britcliffe	J Eaton	S Morris	A Schofield	C Wakeford
I Brown	C Edwards	E Nash	J Shedwick	D Whipp
P Buckley	D Foxcroft	D O'Toole	D Smith	G Wilkins
J Burrows	A Gardiner	E Pope	A Snowden	P Williamson
S Charles	G Gooch	J Potter	D Stansfield	B Yates
A Cheetham	M Green	J Purcell	P Steen	
S Clarke	A Hosker	J Rear	J Sumner	
A Clempson	D Howarth	P Rigby	C Towneley	

Abstain (1)

P Greenall

The Labour Group's amendment was therefore LOST.

Liberal Democrat Group Amendment

For (6)

G Dowding	D Howarth	J Sumner
P Greenall	J Potter	D Whipp

Against (43)

T Ashton	A Clempson	A Hosker	P Rigby	C Towneley
A Atkinson	J Cooney	K Iddon	A Riggott	S Turner
P Britcliffe	G Driver	A Kay	M Salter	A Vincent
I Brown	J Eaton	S Morris	A Schofield	C Wakeford
P Buckley	C Edwards	E Nash	J Shedwick	G Wilkins
J Burrows	D Foxcroft	D O'Toole	D Smith	P Williamson
S Charles	A Gardiner	E Pope	A Snowden	B Yates
A Cheetham	G Gooch	J Purcell	D Stansfield	
S Clarke	M Green	J Rear	P Steen	

Abstain (31)

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

The Liberal Democrat Group's amendment was therefore LOST.

County Councillor Dowding Amendment

For (3)

G Dowding	P Greenall	P Hayhurst
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Against (46)

T Ashton	G Driver	A Kay	M Salter	A Vincent
A Atkinson	J Eaton	S Morris	A Schofield	C Wakeford
I Brown	C Edwards	E Nash	J Shedwick	D Whipp
P Buckley	D Foxcroft	D O'Toole	D Smith	G Wilkins
J Burrows	A Gardiner	E Pope	A Snowden	P Williamson
S Charles	G Gooch	J Potter	D Stansfield	B Yates
A Cheetham	M Green	J Purcell	P Steen	
S Clarke	A Hosker	J Rear	J Sumner	
A Clempson	D Howarth	P Rigby	C Towneley	
J Cooney	K Iddon	A Riggott	S Turner	

Abstain (30)

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

County Councillor Dowding's amendment was therefore LOST.

As no further Amendments were moved, the Chairman put the Motion on the county council's Budget, as adjusted and amended, and asked the Full Council to approve the recommendations of the Cabinet on the:

- Revenue Budget 2021/22 and Financial Strategy 2021/22 to 2023/24;
- Capital Delivery Programme 2021/22;
- Capital Strategy 2021 - 2041;
- Council Tax and Precept 2021/22;

Together with the recommendations of the Audit Risk and Governance Committee from its meeting on 25 January 2021 in respect of:

- The Treasury Management Strategy and Non-Treasury Investment Strategy 2021/22;
- The Minimum Revenue Provision Policy Statement 2021/22;

A recorded vote was taken, in accordance with Standing Order B45(7), and the names of Members who voted for or against the Motion, and those who abstained, are set out below:

For (40)

T Ashton	A Clempson	M Green	J Purcell	P Steen
A Atkinson	J Cooney	A Hosker	J Rear	C Towneley
I Brown	G Driver	K Iddon	P Rigby	S Turner
P Buckley	J Eaton	A Kay	A Riggott	A Vincent
J Burrows	C Edwards	S Morris	M Salter	C Wakeford
S Charles	D Foxcroft	E Nash	A Schofield	G Wilkins
A Cheetham	A Gardiner	D O'Toole	J Shedwick	P Williamson
S Clarke	G Gooch	E Pope	A Snowden	B Yates

Against (38)

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

Abstain (0)

The motion was CARRIED and it was:

Resolved: -

That the Cabinet's recommendations, as adjusted and amended, in respect of the:

- Revenue Budget 2021/22 and Financial Strategy 2021/22 to 2023/24;
- Capital Delivery Programme 2021/22;
- Capital Strategy 2021 - 2041;
- Council Tax and Precept 2021/22;

Together with the recommendations of the Audit Risk and Governance Committee from its meeting on 25 January 2021 in respect of:

- The Treasury Management Strategy and Non-Treasury Investment Strategy 2021/22;
- The Minimum Revenue Provision Policy Statement 2021/22;

As set out in the report, now presented, be approved.

4. To consider Notices of Motion Submitted under Standing Order B36

There were no Notices of Motion to be considered.

Annexes 1 - 5

Annex 1 - Budget Adjustment

Adjustment to the 2021/22 Budget Proposal Full Council 11 February 2021

The budget recommendation to Full Council included the most up to date information at the time of writing, and as part of this included funding projections based on the provisional financial settlement that was announced on 17th December 2020.

1. The Final Settlement 2021/22

The final settlement was announced on 4th February 2021. The settlement included confirmation of various grants generally in line with the provisional settlement.

2. Business Rates

On reviewing the final settlement business rates information in conjunction with the information received from the City and Borough Councils, the business rates forecast for 2021/22 is showing a small pressure compared to those figures included in the report to Full Council.

The impact of this adjustment is for one-year only, as from 2022/23 we would expect to achieve baseline funding and we are also forecast to move to a new model for business rates (75% retention).

The impact on the MTFS presented to Full Council is as follows:

Table 1

	2021/22 £m	2022/23 £m	2023/24 £m
Full Council Report	-4.322	35.034	47.591
Full Council Adjustment	0.349	0.000	0.000
Financial Gap	-3.973	35.034	47.591

This gives an overall position of:

	£m
Budget Requirement	886.610
Less Revenue Support Grant	33.615
Less Business Rates	202.467
Less New Homes Bonus	2.416
Less Improved Better Care Fund	45.532
Less Social Care Grant	41.943
Less Collection Fund Deficit	-0.197
Less Local Council Tax Support Grant	11.479
Less Capital Receipts	4.000
Equals council tax cash	545.355
Divided by tax base	370,939.32
Gives Band D council tax for 2021/22	£1,470.20
2020/21 council tax	£1,400.32
Percentage increase	4.99%

Revenue Budget 2021/22	Net Budget £m
Adult Services	376.740
Adult Services and Public Health and Wellbeing	7.547
Chief Executive Services	3.545
Children's Social Care	162.705
Corporate Services	21.286
Education and Skills	55.811
Finance Services	17.774
Growth, Environment and Planning	6.164
Waste Management	69.398
Highways and Transport	71.015
Organisational Development and Change	2.042

Public Health and Wellbeing	-4.923
Strategy and Performance	63.076
Sub-Total	852.180
Financing Charges	30.457
Available Resources	3.973
Revenue budget 2021/22	886.610

County Councillor Geoff Driver CBE,
 Leader of the County Council,
 11 February 2021

Annex 2 - Conservative Group Amendment

BUDGET COUNCIL: 11th FEBRUARY 2021

AMENDMENT PROPOSED BY THE CONSERVATIVE GROUP TO THE 2021/22 BUDGET

(1) Proposed amendments to the revenue budget

	£m
Increase Council Tax by 3.99% rather than 4.99% within the proposed 2021/22 budget	5.197
Additional investment in Youth Workers (Recurrent)	0.400
Increase the book fund (21/22 only)	0.500
Investment in Museums web pages (21/22 only)	0.050
Investment in Environment and Climate Change Programme (From 22/23 – full year recurrent costs - £0.973m)	0.496
Additional borrowing costs (Recurrent)	1.190
Total cost of proposed amendments:	<u>7.833</u>

Revenue Budget 2021/22

Revenue Budget 2021/22 £m	Net Budget £m
Adult Services	376.740
Adult Services and Public Health and Wellbeing	7.547
Chief Executive Services	3.545
Children's Social Care	162.705
Corporate Services	21.286
Education and Skills	56.761
Finance Services	17.774
Growth, Environment and Planning	6.660
Waste Management	69.398
Highways and Transport	71.015
Organisational Development and Change	2.042
Public Health and Wellbeing	-4.923
Strategy and Performance	63.076
Sub-Total	853.626
Financing Charges	31.647
Contribution from Reserves	-3.860
Revenue budget 2021/22	881.413

	Band D Council Tax	Council Tax income
Adult Social Care Precept increase at 2%	£28.01	£10.390m
General Council Tax increase at 1.99%	£27.86	£10.334m

	£m
Budget Requirement	881.413
Less Revenue Support Grant	33.615
Less Business Rates	202.467
Less New Homes Bonus	2.416
Less Improved Better Care Fund	45.532
Less Social Care Grant	41.943
Less Collection Fund Deficit	-0.197
Less Local Council Tax Support Grant	11.479
Less Capital Receipts	4.000
Equals council tax cash	540.158
Divided by tax base	370,939.32
Gives Band D council tax for 2021/22	£1,456.19
2020/21 council tax	£1,400.32
Percentage increase	3.99%

Council Tax on the basis of a budget requirement of £881.413m and the Council Tax base for each property valuation band:

Council Tax Band	£
Band A	970.79
Band B	1,132.59
Band C	1,294.39
Band D (basic)	1,456.19
Band E	1,779.79
Band F	2,103.39
Band G	2,426.98
Band H	2,912.38

The share for each district council of the net total raised from the council tax of £540,158,127:

District	£
Burnley	33,882,629
Chorley	54,572,468
Fylde	45,105,485
Hyndburn	29,471,829
Lancaster	60,431,885
Pendle	34,800,029
Preston	57,114,684
Ribble Valley	34,958,753
Rossendale	29,677,152
South Ribble	52,742,328
West Lancashire	53,550,018
Wyre	53,850,867
Total raised from the Council Tax	540,158,127

(2) Proposed additions to the capital programme	£m
Additional funding for highways	10.000
Additional investment in flood defences	5.000
Additional funding for walking and cycling schemes	2.000
Total Additions to Capital Programme:	<u>17.000</u>

(3) Proposed amendments to the funding of the Capital Programme	£m
Additional borrowing for additional capital expenditure	-17.000
Total amendments to the funding of the Capital Programme:	<u>-17.000</u>

County Councillor Geoff Driver CBE,
 Leader of the County Council,
 11th February 2021

View of the Chief Executive and Director of Resources (S151)

The proposals have been validated as being deliverable financially in 2021/22.

In validating the proposals, I have been mindful that:

- The amendment to council tax will be a permanent reduction in the council tax base and hence increase the underlying structural deficit by £5.197m per annum if the flexibility to include the remaining 1% adult social care precept is not levied in 2022/23.
- The additions to the revenue budget in 2021/22 of £7.833m can be funded from a combination of the previously identified budget surplus of £3.973m and £3.860m from the transitional reserve. The recurrent costs would then be built into the MTFs from 2022/23 increasing the structural deficit.

- Some of the adjustments have a larger financial impact in 2022/23 and beyond.

Over the term of the financial strategy, the proposals would increase the structural funding gap by £2.457m to £50.048m in 2023/24. Unless further savings were found in advance of this, this would be an additional call on the transitional reserve.

The additional call on the transitional reserve (which is currently forecast to be £159.420m at 31st March 2021) will be £12.751m over the period 2021/22 – 2023/24. The transitional reserve will continue to be sufficient to support the structural deficit for 2021/22 – 2023/24 following this amendment with a forecast level of £67.325m at 31st March 2024.

In the intervening period the council will need to take steps to address the structural deficit to ensure it can maintain a sustainable financial position.

Annex 3 - Labour Group Amendment

BUDGET COUNCIL: 11th FEBRUARY 2021

AMENDMENT PROPOSED BY THE LABOUR GROUP TO THE 2021/22 BUDGET

(1) Proposed amendments to the revenue budget

	£m
Increase Council Tax by 1.99% rather than 4.99% within the proposed 2021/22 budget	15.583
Reinstatement of HWRC Provision (SC001)	0.734
Reinstatement of Welfare Rights Service (SC608)	0.380
Investment in Healthier Living Programmes	0.500
Reduce the winter gritting trigger temperature level	0.110
Reinstatement of Highways – Gully Emptying (SC029)	0.283
Strengthen Flooding Resilience	2.500
Feasibility Study - Midgehall Railway Station	0.050
Feasibility Study - Coppull Railway Station	0.050
Total cost of proposed amendments:	<u>20.190</u>

The additions to the revenue budget to be funded from the treasury management reserve in 2021/22.

Revenue Budget 2021/22

Revenue Budget 2021/22 £m	Net Budget £m
Adult Services	376.740
Adult Services and Public Health and Wellbeing	7.547
Chief Executive Services	3.545
Children's Social Care	162.705
Corporate Services	21.286
Education and Skills	55.811
Finance Services	17.774
Growth, Environment and Planning	6.164
Waste Management	70.132
Highways and Transport	73.908
Organisational Development and Change	2.042
Public Health and Wellbeing	-4.043
Strategy and Performance	63.176
Sub-Total	856.787
Financing Charges	30.457
Contribution from Treasury Management Reserve	-16.217
Revenue budget 2021/22	871.027

	£m
Budget Requirement	871.027
Less Revenue Support Grant	33.615
Less Business Rates	202.467
Less New Homes Bonus	2.416
Less Improved Better Care Fund	45.532
Less Social Care Grant	41.943
Less Collection Fund Deficit	-0.197
Less Local Council Tax Support Grant	11.479
Less Capital Receipts	4.000
Equals council tax cash	529.772
Divided by tax base	370,939.32
Gives Band D council tax for 2021/22	£1,428.19
2020/21 council tax	£1,400.32
Percentage increase	1.99%

Council Tax on the basis of a budget requirement of £871.027m and the Council Tax base for each property valuation band:

Council Tax Band	£
Band A	952.13
Band B	1,110.81
Band C	1,269.50
Band D (basic)	1,428.19
Band E	1,745.57
Band F	2,062.94
Band G	2,380.32
Band H	2,856.38

The share for each district council of the net total raised from the council tax of £529,771,827:

District	£
Burnley	33,231,125
Chorley	53,523,134
Fylde	44,238,185
Hyndburn	28,905,137
Lancaster	59,269,885
Pendle	34,130,885
Preston	56,016,468
Ribble Valley	34,286,557
Rosendale	29,106,512
South Ribble	51,728,185
West Lancashire	52,520,345
Wyre	52,815,409
Total raised from the Council Tax	529,771,827

(2) Proposed additions to the capital programme

	£m
Highways; Faster Response Potholes programme	5.000
Residents Parking Schemes kick-start funding	0.500
The Greening of Lancashire County Council	2.000
Colne Skipton Railway- Pump Priming	0.500
Poulton to Fleetwood Rail link- Pump Priming	0.500
Fleetwood Power Barrage- Pump Priming	0.500
A56 Villages Bypass - Pump Priming	0.500
Skelmersdale Rail Link & Station - Pump Priming	0.500
Lancaster Station HS2 Prep - Pump Priming	0.500
Preston Station HS2 Prep - Pump Priming	0.500
Burscough curves reinstatement - Pump Priming	0.500
Rawtenstall to Manchester rail link - Pump Priming	0.500
Eden of the North – Transport Planning – Pump Priming	0.500
Morecambe –Blackpool rail link – Pump Priming	0.500
Nursery Schools – Emergency funding	1.000
Total Additions to Capital Programme:	<u>14.000</u>

The additions to the capital programme to be funded from the Transitional Reserve.

View of the Chief Executive and Director of Resources (£151)

The proposals have been validated as being deliverable financially in 2021/22.

In validating the proposals, I have been mindful that:

- The amendment to council tax will be a permanent reduction in the council tax base and hence increase the underlying structural deficit by £15.583m per annum if the flexibility to include the 3% adult social care precept is not levied in 2022/23.
- The additions to the revenue budget in 2021/22 of £20.190m can be funded from a combination of the previously identified budget surplus of £3.973m and £16.217m from the treasury management reserve. The recurrent costs would then be built into the MTFS from 2022/23 increasing the structural deficit.
- Some of the adjustments have a larger financial impact in 2022/23 and beyond.
- The funding to support the capital programme can be met from the transitional reserve, as a one-off contribution of £14.000m.

Over the term of the financial strategy, the proposals would increase the structural funding gap by £21.154m to £68.745m in 2023/24. Unless further savings were found in advance of this, this would be an additional call on the transitional reserve.

The additional call on the transitional reserve (which is currently forecast to be £159.420m at 31st March 2021) will be £59.684m over the period 2021/22 – 2023/24. The transitional reserve will continue to be sufficient to support the structural deficit for 2021/22 – 2023/24 following this amendment with a forecast level of £20.392m at 31st March 2024.

In the intervening period the council will need to take steps to address the structural deficit to ensure it can maintain a sustainable financial position.

Annex 4 - Liberal Democrat Group Amendment

BUDGET COUNCIL: 11th FEBRUARY 2021

AMENDMENT PROPOSED BY THE LIBERAL DEMOCRAT GROUP TO THE 2021/22 BUDGET

(1) Proposed amendments to the revenue budget

	£m
Increase Council Tax by 1.99% rather than 4.99% within the proposed 2021/22 budget	15.583
Reinstate seven-day opening at Household Waste Recycling Centres	0.230
Provide funding for street light energy costs to allow more flexible policy on times of dimming in locations where there are community safety concerns	0.500
Fund additional maintenance for highway drainage, with delegation to districts where there is local capacity to carry out work (including drainage schemes in capital programme)	0.318
Contribution to Ribble Rivers Trust Woodland Connect Programme	0.050
Fund replacement tree planting	0.050
Fund programme of establishing wildflower verges	0.100
Capital financing	0.814
Total cost of proposed amendments:	<u>17.645</u>

(2) Funding of the revenue amendments

Reduce budget for mileage and other costs due to new ways of working	1.000
Reduce agency staff costs	1.000
Cease provision of Member Champion grants	0.050
Increase staff vacancy factor by a further 0.5%	1.721

Reduce Special Responsibility Allowance of Leader of County Council (with pro-rata adjustments to SRAs geared to that level) by 10% and cease SRAs for Member Champions 0.063

Total funding of revenue adjustments: 3.834

Net additional budget pressure 13.811

Revenue Budget 2021/22

Revenue Budget 2021/22 £m	Net Budget £m
Adult Services	375.116
Adult Services and Public Health and Wellbeing	7.514
Chief Executive Services	3.530
Children's Social Care	161.995
Corporate Services	21.080
Education and Skills	55.567
Finance Services	17.696
Growth, Environment and Planning	6.337
Waste Management	69.325
Highways and Transport	71.023
Organisational Development and Change	2.033
Public Health and Wellbeing	-4.923
Strategy and Performance	63.301
Sub-Total	849.594
Financing Charges	31.271
Contribution from reserves	-9.838
Revenue budget 2021/22	871.027

	£m
Budget Requirement	871.027
Less Revenue Support Grant	33.615
Less Business Rates	202.467
Less New Homes Bonus	2.416
Less Improved Better Care Fund	45.532
Less Social Care Grant	41.943
Less Collection Fund Deficit	-0.197
Less Local Council Tax Support Grant	11.479
Less Capital Receipts	4.000
Equals council tax cash	529.772
Divided by tax base	370,939.32
Gives Band D council tax for 2021/22	£1,428.19
2020/21 council tax	£1,400.32
Percentage increase	1.99%

Council Tax on the basis of a budget requirement of £871.027m and the Council Tax base for each property valuation band:

Council Tax Band	£
Band A	952.13
Band B	1,110.81
Band C	1,269.50
Band D (basic)	1,428.19
Band E	1,745.57
Band F	2,062.94
Band G	2,380.32
Band H	2,856.38

The share for each district council of the net total raised from the council tax of £529,771,827:

District	£
Burnley	33,231,125
Chorley	53,523,134
Fylde	44,238,185
Hyndburn	28,905,137
Lancaster	59,269,885
Pendle	34,130,885
Preston	56,016,468
Ribble Valley	34,286,557
Rosendale	29,106,512
South Ribble	51,728,185
West Lancashire	52,520,345
Wyre	52,815,409
Total raised from the Council Tax	529,771,827

(2) Proposed additions to the capital programme

	£m
Road and pavement repairs	15.000
Increase drainage maintenance budget	1.282

Total Additions to Capital Programme: 16.282

(3) Amendments to the capital programme

- Invest £3m of unallocated Green Energy Fund for Renewable Energy projects.

View of the Chief Executive and Director of Resources (S151)

The proposals have been validated as being deliverable financially in 2021/22.

In validating the proposals, I have been mindful that:

- The amendment to council tax will be a permanent reduction in the council tax base and hence increase the underlying structural deficit by £15.583m per annum if the flexibility to include the 3% adult social care precept is not levied in 2022/23.
- The additions to the revenue budget in 2021/22 of £17.645m can be funded from a combination of the previously identified budget surplus of £3.973m, additional savings identified of £3.834m and £9.838m from the transitional reserve. The recurrent costs would then be built into the MTFs from 2022/23 increasing the structural deficit.
- Some of the adjustments have a larger financial impact in 2022/23 and beyond.

Over the term of the financial strategy, the proposals would increase the structural funding gap by £14.725m to £62.316m in 2023/24. Unless further savings were found in advance of this, this would be an additional call on the transitional reserve.

The additional call on the transitional reserve (which is currently forecast to be £159.420m at 31st March 2021) will be £42.664m over the period 2021/22 – 2023/24. The transitional reserve will continue to be sufficient to support the structural deficit for 2021/22 – 2023/24 following this amendment with a forecast level of £37.412m at 31st March 2024.

In the intervening period the council will need to take steps to address the structural deficit to ensure it can maintain a sustainable financial position.

Annex 5 - County Councillor Dowding Amendment

BUDGET COUNCIL: 11th FEBRUARY 2021

AMENDMENT PROPOSED BY CLLR DOWDING TO THE 2021/22 BUDGET

Aim

To support new projects which support decarbonisation of energy use and food production; and promote long term sustainable solutions to energy and food poverty in these key sectors which require public support for urgent transition to meet 2030 goals for decarbonisation of the economy. This would support the work of the County Council in developing its Biodiversity, Climate and Decarbonisation strategy with specific projects.

Through: Allowing flexibility of spend of uncommitted monies (approx. £3m) of the £5m Green Energy Fund which was set up as a result of Lancashire Poverty Commission in 2015.

1. To direct the remaining £3 million from the Green Energy Fund to projects which:

- a. Reduce domestic fuel poverty through retrofit schemes at scale.
- b. Increase domestic renewable energy. (Large parts of Lancashire's rural villages are reliant on oil. A range of projects that could be developed to help Lancashire homes move to low carbon heating systems. Cambridge County Council is developing the Swaffham Prior low carbon heat network project that removes the village dependency on oil. Locally – a project funded by the Rural Community Energy fund grant looking at the feasibility of getting Chipping village off oil and onto low carbon heat infrastructure- an infrastructure project which could be replicated for other villages).
- c. Installation of solar panels on housing. (There are now examples led by other county Councils <https://solartogether.co.uk/landing> which emulated in Lancashire could provide free or subsidised panels for people at risk of fuel poverty).
- d. Investment of large scale solar on landfill or other land to create an income or fuel poverty fund and/or invest in community renewable schemes (As examples: Devon County Council developed a Synthetic Power Purchase Agreement enabling it to purchase renewable electricity generated from community owned schemes for 15 years. Warrington BC used Community Municipal Bonds to raise finance for a 5MW solar project).

- e. Provide community and small-medium scale agro-ecological food growing and agroforestry projects.

2. To create a £100k decarbonisation budget to support development of projects above;

In the developmental project stages such as to assist in identification and installation projects for renewable energy generation, retrofit of old housing stock and increase in local food growing.

The budget would facilitate more and faster development of local exemplar decarbonisation projects in the renewable energy generation and local food growing in Lancashire though:

- a. Assisting in bringing specific projects to implementation.
- b. Work to explore overcoming challenges and exploit opportunities.
- c. Work with developers and local stakeholders during the pipeline of projects.
- d. Explore addressing supply chain and skills shortages for retrofit schemes.
- e. Address other supply chain challenges and opportunities e.g. for gas boiler replacement.
- f. Enable the County as asset owners to engage with stakeholders, businesses and communities.
- g. Assist small-medium scale companies, and community collective and not-for-profit led initiatives.
- h. Promote and roll-out good examples.

Background

A £5m Green Energy Fund was agreed on 12 Feb 2015 at budget Full Council as a result of the Lancashire Poverty Commission recommendations. To date of the £5m only £1.385m has been spent with another £570k potentially committed as local match funding if the County are successful in a recent bid to Salix for grant funding to support public sector decarbonisation in some of our buildings.

The split is as follows:

- £1m to individuals for reducing energy bills and fuel poverty - this has been fully spent.
- £3m to renewable energy schemes

LCC buildings - spent £384,948 - on small parts of other schemes e.g. boiler replacements in care home refurb

- £1m for energy fund support for businesses - none spent yet.

View of the Chief Executive and Director of Resources (S151)

The proposals have been validated as being deliverable financially in 2021/22.

In validating the proposals, I have been mindful that:

- The first proposal is a reallocation of resources within the existing capital programme and there will be no additional costs.
- The second proposal would reduce the budget surplus in 2021/22 by £100k to £3.873m.

Over the term of the financial strategy, the proposals would not impact on the structural funding gap, and this would therefore remain at £47.591m by 2023/24.

The additional call on the transitional reserve (which is currently forecast to be £159.420m at 31st March 2021) will be £100k over the period 2021/22 – 2023/24. The transitional reserve will continue to be sufficient to support the structural deficit for 2021/22 – 2023/24 following this amendment with a forecast level of £79.976m at 31st March 2024.

In the intervening period the council will need to take steps to address the structural deficit to ensure it can maintain a sustainable financial position.

Angie Ridgwell
Chief Executive and Director
of Resources

County Hall
Preston

Minutes

At an Extraordinary General Meeting of the Full Council, held virtually via Microsoft Teams, on Thursday, 11th February, 2021

Present:

County Councillor Susie Charles (Chairman)

County Councillors

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

1. Apologies and Announcements

Apologies for absence were received from County Councillor Liz Oades.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

None declared.

3. Motion Submitted by County Councillor Azhar Ali OBE

With the Chairman's agreement, Full Council observed a one minute silence in memory of all those who had died across the country as a result of COVID-19, including Captain Sir Tom Moore.

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

This Council condemns the government decision to cut the number of vaccinations for the people of Lancashire which will result in more deaths across the County and increase the pressure on an already stretched NHS.

This Council resolves to ask the Chief Executive and Director of Resources to urgently write to the Prime Minister asking him to reverse the decision to cut the vaccination programme in Lancashire by a third and save lives.

The following friendly amendment was proposed by County Councillor Charlie Edwards in accordance with Standing Order B42:

This Council recognises the reports in the media that the Government had allegedly planned to reduce the number of vaccines available to Lancashire to allow other areas of the UK to catch up, following the news that the COVID vaccination programme locally had outperformed other areas of the country.

There is strong and growing evidence that vaccinations against COVID not only reduce the risk of serious illness but also significantly reduce the transmission of the virus and pressure on the NHS. For these reasons, if Lancashire is to keep pace with the rest of the country in terms of reducing infection rates and the relaxation of the current restrictions, it is absolutely vital that the excellent progress made in the vaccination programme here in Lancashire is allowed to continue unabated.

Council therefore resolves to request the Chief Executive and Director of Resources to write to the Secretary of State for Health and Social Care seeking clarity on the recent media reports that the Government sought to reduce the supply of vaccines in Lancashire and to ensure that Lancashire gets the supply it needs to maintain an effective vaccination programme and save lives.

Furthermore, the Council thanks the Lancashire Resilience Forum members; the NHS, pharmacists, Primary Care Networks, District Councils, Lancashire Fire Service and the army of volunteers who have worked tirelessly to ensure the most vulnerable in Lancashire have received at least their first dose of the vaccine. The Council encourages everyone who receives an invitation to get vaccinated to get themselves booked in to do so.

The friendly amendment was accepted by County Councillor Ali and became the substantive motion. The substantive motion was then put to the vote and was CARRIED. It was therefore:

Resolved: - That:

This Council recognises the reports in the media that the Government had allegedly planned to reduce the number of vaccines available to Lancashire to allow other areas of the UK to catch up, following the news that the COVID vaccination programme locally had outperformed other areas of the country.

There is strong and growing evidence that vaccinations against COVID not only reduce the risk of serious illness but also significantly reduce the transmission of the virus and pressure on the NHS. For these reasons, if Lancashire is to keep pace with the rest of the country in terms of reducing infection rates and the relaxation of the current restrictions, it is absolutely vital that the excellent progress made in the vaccination programme here in Lancashire is allowed to continue unabated.

Council therefore resolves to request the Chief Executive and Director of Resources to write to the Secretary of State for Health and Social Care seeking clarity on the recent media reports that the Government sought to reduce the supply of vaccines in Lancashire and to ensure that Lancashire gets the supply it needs to maintain an effective vaccination programme and save lives.

Furthermore, the Council thanks the Lancashire Resilience Forum members; the NHS, pharmacists, Primary Care Networks, District Councils, Lancashire Fire Service and the army of volunteers who have worked tirelessly to ensure the most vulnerable in Lancashire have received at least their first dose of the vaccine. The Council encourages everyone who receives an invitation to get vaccinated to get themselves booked in to do so.

Angie Ridgwell
Chief Executive and Director
of Resources

County Hall
Preston

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
None;

Report of the Audit, Risk and Governance Committee (Part A)

(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

Full Council is asked to consider the recommendations of the Audit, Risk and Governance Committee in relation to the Code of Conduct for members.

Recommendation

That Full Council be asked that:

- (i) The changes proposed to the Code of Conduct as detailed in Appendices 'A' and 'B' to the report to Audit Risk and Governance Committee be approved.
- (ii) The Local Government Association model Code of Conduct be considered further by the Political Governance Working Group, with recommendations from that group being considered by the Audit, Risk and Governance Committee to agree recommendations to Full Council.

Background and Advice

At its meeting on 25 January 2021, the Audit, Risk and Governance Committee considered the report attached as Appendix 'A'.

That report considered several changes to the Code of Conduct for Members, which are set out in Appendices 'A' and 'B' to that report. Those changes are now recommended to the Full Council for approval.

The Committee also considered a model Code of Conduct developed by the Local Government Association. This model Code would represent a complete change to the existing Code. The Audit, Risk and Governance Committee therefore considered it appropriate that the Political Governance Working Group be invited to consider the model Code in detail and present findings and proposals back to the Audit, Risk and Governance Committee in order that recommendations for Full Council could be prepared as appropriate.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

There are no significant financial implications

The council is required to have a Code of Conduct for Councillors, in line with the provisions of the Localism Act 2011. The council's current Code meets those requirements.

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Audit, Risk and Governance Committee

Meeting to be held on Monday, 25 January 2021

Electoral Division affected: None;

Code of Conduct - review

Appendices A-C refer

Contact for further information:

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

Executive Summary

This report presents an update to the committee on the response to the Committee for Standards in Public Life's recommendations in relation to best practice in local authority code of conducts.

Recommendation

The Audit Risk and Governance Committee is asked to consider and agree for recommendation to Full Council any amendments to the Code of Conduct for Members

Background and Advice

At the meeting on 19 October 2020, the Audit Risk and Governance Committee considered the best practice recommendations of the Committee for Standards in Public Life in relation to Local Authority Codes of conduct for elected members.

The committee resolved that officers consider further five of the recommendations and present proposals back to the Audit Risk and Governance Committee:

- Recommendation 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.
- Recommendation 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.
- Recommendation 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

- Recommendation 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.
- Recommendation 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

A detailed response to the above is attached at Appendix A. A draft "public interest test" is attached at Appendix B.

Local Government Association Model Code of Conduct

Since the last meeting of the Audit Risk and Governance Committee, the Local Government Association has produced a new model Code of Conduct, attached as Appendix C. Local Authorities are not required to adopt this model code. However, it has been created by an umbrella organisation for local authorities, and in consultation with them. The Audit Risk and Governance Committee is invited to consider the Local Government Associations model code and comment as appropriate.

The model code has been shared with the political groups represented on the council and also with the Independent Persons, and any comments will be shared with the committee at the meeting.

Consultations

Political Groups represented on the council have been consulted on the proposals.

Implications:

This item has the following implications, as indicated:

Risk management

There are no significant financial implication.

The council is required to have a Code of Conduct in accordance with the provisions of the Localism Act 2011. The council's current code meets those requirements.

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

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

	Committee for Standard in Public Life Proposal	Comment / Response
1	Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.	<p>It is suggested that Lancashire adopt the following from the Local Government Association model code:</p> <ul style="list-style-type: none"> • "The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others. <p>The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.</p> <p>Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation."</p>
2	Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.	<p>The Local Government Association model code includes the following:</p> <ul style="list-style-type: none"> • "8. Complying with the Code of Conduct <p>8.1 I undertake Code of Conduct training provided by my local authority.</p>

		<p>8.2 I cooperate with any Code of Conduct investigation and/or determination.</p> <p>8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.</p> <p>8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct. "</p> <p>It is suggested that these provisions be included in the Lancashire code, albeit that the Local Government Association code is written in the first person ("I"). The current Lancashire code uses the second person ("you") and so this would need to be reworded as appropriate.</p>
6	Councils should publish a clear and straightforward public interest test against which allegations are filtered.	A number of Public interest tests published by other councils have been reviewed. See Appendix B for a suggested test for Lancashire.
13	A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.	<p>Suggested wording for inclusion in our guide to handling complaints:</p> <ul style="list-style-type: none"> • "Prior to undertaking a standards investigation, the Monitoring Officer will consider the case and determine whether there could be an actual or perceived conflict of interest if they were to carry out the review. If this is the case, then the Monitoring Officer will approach a Monitoring Officer from a different authority or other appropriate senior officer to complete the enquiry. "
15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	Meetings now in place with Monitoring Officer and Political Groups, covering standards and other political management issues.

Code of Conduct – Public Interest Test

When applying the public interest test, the Monitoring Officer shall consider each of the following public interest factors set out below, and shall seek the views of an Independent Person as appropriate, in considering whether to investigate a complaint, and how that investigation should proceed.

These factors are not exhaustive, and not all may be relevant in every case.

The weight to be attached to each of these factors, and the factors identified, will also vary according to the facts and merits of each case.

- The seriousness of the breach.
- Whether the member is alleged to have deliberately sought personal gain for themselves or another person at the public expense.
- Whether the allegations is that a member has misused a position of trust or authority and caused harm to a person.
- Whether the alleged breach was motivated by any form of discrimination against the victim's ethnic or national origin, gender, disability, age, religion or belief, sexual orientation or gender identity.
- Where there is evidence of previous similar behaviour on the part of the member.
- If the breach is such that it may damage public confidence in elected members or the council.
- The resources that would be required to undertake an investigation compared to the seriousness of the breach and the likely sanction even if the member was found to have breached the code.
- Any admission of guilt, apology or other action already taken by the member to resolve or mitigate the issue caused.
- Whether the complaint appears to be malicious, vexatious, politically motivated or trivial retaliation.

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. *Bullying, harassment and discrimination*

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. *Impartiality of officers of the council*

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. *Complying with the Code of Conduct*

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. *Interests*

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Divisions affected:
None;

Members' Allowance Scheme 2021/22

(Appendix 'A' refers)

Contact for further information:

Hannah Race, Tel: (01772) 530655, Democratic Services Officer,
hannah.race@lancashire.gov.uk

Executive Summary

This report sets out the proposed Members' Allowance Scheme for 2021/22.

Recommendation

Full Council is asked to approve the 2021/22 Members' Allowance Scheme, as presented at Appendix 'A'.

Background and Advice

The county council is required to approve its Members' Allowance Scheme before the beginning of each financial year. The Local Authorities (Members' Allowances) (England) Regulations 2003 require the county council to have regard to the recommendations of its Independent Remuneration Panel before making or amending the Members' Allowance Scheme.

A meeting of the Panel to consider the Members' Allowance Scheme and make recommendations on any changes to the Full Council would normally take place prior to this meeting. However, the 2003 Regulations provide that "a scheme may make provision for an annual adjustment of allowances by reference to such an index as may be specified by the County Council and where the only change made to a scheme in any year is that affected by such an annual adjustment in accordance with such an index, the scheme shall be deemed not to have been amended".

The existing Members' Allowance Scheme provides for an annual adjustment of allowances in accordance with specified indices (as shown below) and given that no other changes are proposed, the Full Council can approve a Scheme for 2021/22 without a meeting of the panel having to be convened.

	Allowance	Index
1	<ul style="list-style-type: none"> • Basic Allowance • Special Responsibility Allowance • Carers/Dependents • Council's Chairman/Vice Chairman 	Local Government National Pay Award for officers
	Travel:	
2	<ul style="list-style-type: none"> • Overnight Accommodation • Travel Abroad 	Consumer Price Index (as of the percentage published in November of the preceding year)
3	<ul style="list-style-type: none"> • Motor Car • Motor Cycles • Bicycles 	To be revised in accordance with the maximum for Income Tax purposes as defined by HMRC

Attached at Appendix 'A' is the proposed Members' Allowance Scheme for 2021/22.

The Full Council will note that the allowances mentioned at 1. above have not been updated as the employee pay settlement for 2021/22 has yet to be determined. Therefore 2020/21 allowances will remain effective until the annual pay award has been settled. Once this is confirmed the increase will be backdated to 1 April 2021.

The allowances mentioned at 2. above have been increased by 0.6%, in line with the Consumer Price Index (as of November 2020), but the allowances mentioned at 3. above remain unchanged as the HMRC rates have not changed from 2020/21.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified.

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Lancashire County Council

Members' Allowance Scheme

1.0 Background

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

- 1.1 This Scheme shall have effect for the period 1 April 2021 to 31 March 2022 and subsequent years.
- 1.2 The County Council is required to convene a panel of independent persons, the Independent Remuneration Panel, and have regard to its recommendations on the allowances that are paid.
- 1.3 Each year the County Council has to publish details of its Scheme, and the amounts paid to each Councillor under the Scheme. The record is open to inspection by any local government elector for the County Council's area during normal working hours, and electors are entitled to make a copy of any part of the record.

2.0 Scheme Definitions

- 2.1 In this Scheme:

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

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

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

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

3.0 Allowances General

- 3.1 The main Allowances which are provided for in this Scheme are as follows:
 - Basic Allowance
 - Special Responsibility Allowance
 - Dependants'/Carers' Allowance
 - Travelling Allowances

The Allowances shall be up rated annually in accordance with paragraph 13 of this Scheme.

- 3.2 For the avoidance of doubt, Attendance Allowances and Subsistence Allowances are not payable under this Scheme.

4.0 Basic Allowance

- 4.1 Subject to paragraphs 9.0 and 10.0 below, a basic annual flat rate Allowance shall be paid to every Councillor. The amount of Basic Allowance is shown in paragraph 1.1 of Schedule 'A' of this Scheme.
- 4.2 This Allowance is paid monthly and is intended to recognise the time commitment of all Councillors including such inevitable calls on their time as meetings with Council officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of Councillors' homes.

5.0 Special Responsibility Allowance

- 5.1 Subject to paragraphs 9.0 and 10.0 below, each Councillor or Co-opted member who holds a special responsibility as defined within the Regulations and specified within this Scheme, will receive a Special Responsibility Allowance as shown in Schedule 'B' of this Scheme.
- 5.2 Special Responsibility Allowances are paid monthly.
- 5.3 There is no statutory limit on the number of Special Responsibility Allowances which may be paid to a Councillor. However, the Council on the recommendation of its Independent Remuneration Panel has agreed that a Councillor may not receive more than one Special Responsibility Allowance.

6.0 Dependants' Carers' Allowance

- 6.1 Subject to paragraphs 6.2 and 6.3, a Dependants' Carers' Allowance may be claimed in respect of named children aged 16 or under or in respect of other named dependants where there is medical or social evidence that care is required.
- 6.2 Payment of Dependants' Carers' Allowance shall:
- (a) Be based on actual receipted expenditure subject to a maximum hourly rate and a maximum annual Allowance, as specified in paragraph 3 of Schedule 'A' of this Scheme.
 - (b) Not be made where a Councillor already receives a carer's allowance from the Department for Works and Pensions.
 - (c) Not be payable where the carer is a parent or is a member of the household.

- (d) Not be payable unless the carer has been cleared by the Disclosure and Barring Service.

6.3 The Dependants' Carers' Allowance may be claimed where the actual expenditure has been incurred in connection with the Approved Duties that apply to claims for travel as detailed in Schedule 'D' of this Scheme.

7.0 Co-optees Allowance

7.1 Co-opted members may claim travel expenses they have actually and necessarily incurred in the performance of an Approved Duty as defined in Schedule 'D' of the Scheme.

For the avoidance of doubt the provisions of paragraphs 8 and 12 shall apply to the Co-opted members Allowance.

8.0 Travelling Allowances

8.1 A Councillor including the Chairman and Vice-Chairman of the County Council, and or Co-opted member shall be entitled to receive Travelling Allowances for journeys made within the County of Lancashire only. Travelling Allowances will only be paid for journeys made beyond Lancashire in exceptional circumstances, which shall be approved by the Cabinet Member with responsibility for Members Allowances (See Schedule 'E' - Annex 2).

8.2 Subject to paragraph 8.1 above, a Councillor including the Chairman and Vice-Chairman of the County Council, and or Co-opted member shall be entitled to receive Travelling Allowances at the rates specified in Schedule C.

8.3 Appropriate receipts **must** be obtained and retained in respect of any claims made by a Councillor or Co-opted member for the reimbursement of public transport and taxi fares (See Schedule 'E' – Annex 2), car parking fees and other incidental expenses.

8.4 Receipts must be retained for 3 years following the financial year in which the expenses were incurred.

8.5 A Councillor or Co-opted member must produce his/her receipts if required by claim processing officers, as well as internal or external auditors.

8.6 Each Councillor or Co-opted member shall agree with the Director of Corporate Services a fixed mileage for journeys between his/her home address and County Hall for the purpose of verifying travel expense claims. The schedule of agreed and approved mileages will be updated following the Director of Corporate Services being notified of a change of address.

9.0 Renunciation

- 9.1 A Councillor may, by notice in writing to the Chief Executive, elect to forego all or part of any Allowance to he/she may be entitled under the Scheme. Such a notice can subsequently be withdrawn or amended non-retrospectively.

10.0 Adjustments to Entitlements in Year

- 10.1 The provisions of this paragraph apply in relation to the entitlement of a Councillor to Allowances where, in the course of a year:
- (a) The scheme is amended.
 - (b) A person becomes, or ceases to be, a Councillor.
 - (c) A Councillor accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.
 - (d) A Councillor is suspended or partially suspended from his/her responsibilities or duties as a Member of the County Council.
- 10.2 If, during the year, the Scheme is amended and this results in a change to a Councillor's entitlement to Special Responsibility Allowance and/or Basic Allowance, the actual entitlement shall be based on:
- (a) A proportion of the original annual Allowance based on the number of days up to the date of amendment plus
 - (b) A proportion of the revised annual Allowance based on the number of days from the date of amendment.
- 10.3 When the term of office of a Councillor either begins and/or ends during the course of a year, the entitlement to Basic Allowance shall be based on the number of days in office during that year. Similar pro rata entitlements will apply in situations where Basic Allowance is amended under sub-paragraph 10.2 above.
- 10.4 Where, for a part of the year, a Councillor has such special responsibilities as specified in this Scheme, the entitlement to Special Responsibility Allowance shall be based on the number of days during that year that the Councillor has held such special responsibilities, such entitlement being pro rata to a full year. Similar pro rata entitlement will apply in situations where Special Responsibility Allowances have been amended under sub-paragraph 10.2 above.
- 10.5 Where a Councillor is suspended or partially suspended from his/her responsibilities or duties as a Member of the County Council in accordance with Part III of the Local Government Act 2000 (or Regulations made under that Part), the part of the Basic, Special

Responsibility, Travel Allowances payable in respect of the period of suspension may be withheld by the County Council.

11. Submission of Claims

- 11.1 Separately, individual claims for Dependants' Carers' Allowances and Travel shall be made on a monthly basis and shall be submitted to Democratic Services on or before the 4th day of each month. This applies especially to year end claims (i.e. claims for Allowances for duties performed up to and including 31 March each year). Claims submitted after 31 May for the preceding financial year will not be accepted.
- 11.2 Claims **must** be submitted via the electronic Members' Allowances System as soon as possible at the end of each month. Claims may be submitted by non-electronic means (by an agreed paper-based method) only in exceptional circumstances approved by the Director of Corporate Services.
- 11.3 Claims **must** be submitted within two months of the period to which they relate or a payment will not be made unless it is approved by the Chief Executive, good cause having been shown by the member submitting the late claim.
- 11.4 Each claim shall provide details of the duties undertaken together with adequate supporting information in relation to claims for travel. Such information must include the Place and Time for both the start and finish of each claim.
- 11.5 Each claim shall be certified by the Councillor or Co-opted member that he/she has **actually and necessarily incurred** the expenditure claimed in the performance of Approved Duties as defined in Schedule 'D' and that he/she will not make any other claim in respect of that expenditure other than under this Scheme.

12.0 Payment of Allowances

- 12.1 Payments of Basic Allowance and Special Responsibility Allowance shall be made monthly on the last working day of each month.
- 12.2 Claims for Travel and Dependants' Carers' Allowances which are received by Democratic Services on or before the 4th day of each month shall be paid on the last working day of that month.
- 12.2 The monthly amount payable in respect of the Basic Allowance and a Special Responsibility Allowance shall be one-twelfth of the annual allowance(s) specified in this Scheme and subject to paragraphs 9 and 10.0 above.

13. Scheme Amendments

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

14. General Information

- 14.1 Schedule 'E' contains additional background information and supporting guidance to the Scheme, including:
- Annex 1 – Contacts, Enquiries and Other General Matters
 - Annex 2 - Travel Allowances
 - Annex 3 - Taxation
 - Annex 4 - National Insurance
 - Annex 5 - Insurance Arrangements

Lancashire County Council
Members' Allowance Scheme
Schedule 'A'

1.0 Basic Allowance

1.1 An annual Basic Allowance of £10,969* is payable to each Councillor.

2.0 Special Responsibility Allowance

2.1 Based on an annual Special Responsibility Allowance total of £374,924* the actual individual Allowances are detailed in Schedule 'B'. The amounts quoted in Schedule 'B' are in respect of a full year term of office.

3.0 Dependants'/Carers' Allowance

3.1 Payment of a Dependants'/Carers' Allowance, as provided for in Paragraphs 6.1 to 6.3 of this Scheme, shall be based on actual receipted expenditure subject to a maximum hourly rate of £7.53*. Total payments in any one year shall not exceed £1,577*.

4.0 Travelling Allowances

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

5.0 Chairman and Vice-Chairman of the County Council Allowances

5.1 An annual Allowance of £16,447* is payable to the Chairman of the County Council and the Vice-Chairman shall receive an annual allowance of £8,224*.

**to be uplifted following confirmation of the employee pay settlement for 2021/22. This will take effect from 1 April 2021*

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

Position		Amount *£	% of Leader
Leader		31,322	100.00
Deputy Leader		21,925	70.00
Cabinet Members	6@	17,227	55.00
Lead Members	5@	8,613	27.50
Champions	6@	5,482	17.50
Chairs	Overview & Scrutiny	4@ 7,830	25.00
	Corporate Parenting Board	7,830	25.00
	Development Control	7,830	25.00
	Pension Fund	7,830	25.00
	Regulatory	7,830	25.00
	Audit and Governance	7,830	25.00
	Corporate Complaints	7,830	25.00
	Lancs County Dev Ltd	7,830	25.00
Deputy Chairs	Overview & Scrutiny	4@ 3,681	47.00
	<i>(This is the % of the amount paid to a chair of Overview & Scrutiny Committees)</i>		
Majority Group	Secretary	4,699	15.00
	Whip	4,699	15.00
Largest Opposition Group	Leader	17,227	55.00
	Deputy Leader	8,613	27.50
	Secretary	3,133	10.00
	Whip	3,133	10.00

**to be uplifted following confirmation of the employee pay settlement for 2021/22. This will take effect from 1 April 2021.*

Lancashire County Council

Members' Allowance Scheme

Schedule 'C' – Travelling Allowances (see also Schedule 'E')

Travelling by Private Vehicle

The rate for travel by a Councillor or Co-opted member in his/her own private vehicle, or one belonging to a member of the family or otherwise provided for the Councillor or Co-opted member's use, for journeys made in accordance with paragraph 8.1 of the Scheme shall not exceed:

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

In addition to the rates detailed above, the actual and receipted expenditure incurred on public transport, taxis (see Schedule 'E' – Annex 2), tolls, ferries or parking fees, including overnight garaging may be claimed.

Overnight Accommodation

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

In exceptional circumstances where it is not possible for the County Council to make a direct booking on behalf of a Councillor or Co-opted member, the actual receipted cost of accommodation, will be reimbursed to the Councillor or Co-opted member. Such reimbursement will be subject to a maximum allowance per night of £154.46 for London and £134.49 elsewhere in the UK.

Travel Abroad

For Councillors or Co-opted members travelling outside Great Britain on approved duties (including, for the purpose of this section, travelling in Northern Ireland), a flat daily rate of £74.59 will be provided to cover costs incurred on transport whilst actually abroad. An unused portion of this allowance must be returned to the County Council.

Lancashire County Council

Members' Allowance Scheme

Schedule 'D' – Travel – 'Approved Duties' (See also Schedule 'E', Annex 2)

Appropriate travel allowances may be claimed in accordance with the above details where such travelling has been undertaken in connection with one or more of the following 'Approved Duties':

1. The attendance in connection with the efficient conduct or discharge of duties for which a Special Responsibility Allowance is paid in accordance with this Scheme.
2. The attendance at a meeting of the Full Council or of any Council Committee, Sub-Committee, Task Group, Working Group, Steering Group or Board.
3. The attendance as the Council's appointee at meetings of Outside bodies including any Committees or Sub-Committees of such a body where allowances cannot be claimed direct from the body concerned.
4. The attendance at any other meeting, the holding of which is authorised by the Authority, or a Committee or Sub-Committee of the Authority, or a joint Committee, or the Authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a joint committee provided that:
 - (i) where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.

For the purposes of paragraphs 2 to 4 above, claims for Travel can only be made in respect of attendance at meetings of a Committee, Sub-Committee or other body of which the Councillor claiming is a member or where the Councillor is invited to attend by that body.

5. The attendance at a meeting of the Cabinet.
6. Meetings, Official Inspections and Visits authorised by the Cabinet, a Cabinet Member (where a decision cannot await the next meeting of the Cabinet), a Council Committee, Sub-Committee, Task Group, Working Group, Steering Group or Board.

7. Conferences and Seminars authorised by the Cabinet or where a decision cannot await the next meeting of the Cabinet by the Cabinet Member with responsibility for Resources.
8. Authorised training events.
9. Attendance by Councillors appointed by the Council and who are not principal office holders on the Local Government Association (LGA) at LGA meetings.
8. Public meetings concerning a Council Service.
9. Any authorised Official or Courtesy visit on behalf the County Council.
10. Any of the following authorised County Council events in Lancashire:
 - i. Opening Ceremonies
 - ii. Open days
 - iii. Receptions
 - iv. Displays
 - v. Concerts
 - vi. Demonstrations and Presentations
 - vii. Competitions
11. Foster/Adoption Panels.
12. Meetings with other representatives of local authorities, government departments and Members of Parliament.
13. Joint Negotiating Councils.
14. Political group meetings that are held immediately prior to a Full Council meeting for the purpose of discussing council business.
15. Attendance at the Royal Garden Party.
16. The performance of any duty in pursuance of any Procurement Rule under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened.
17. The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
18. The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.

19. The carrying out of any duties as Chairman and Vice-Chairman of the County Council.

Attendance at any of the following are not authorised as an 'Approved Duty' and no travel allowances will be paid.

1. All other Political Group Meetings other than those specified in paragraph 14 of the 'Approved Duties' section shown above.
2. Meetings with officers and constituents.
3. Member Surgeries.
4. Standing Order No. 19(1) (Attendance by Members of the County Council at meetings of Committees or Sub-Committees of which they are not members).
5. Meetings of any outside body where allowances are paid by the body concerned. This shall include meetings of the Local Government Association where a Councillor is a principal office holder or has been appointed by the Association or Assembly to attend in a representative role. Such Councillors should claim direct from the Local Government Association.
6. Lancashire Combined Fire Authority and associated meetings. Members of this Authority should claim direct from the Fire Authority.
7. Meetings of any outside body where a councillor has been appointed by a political party.

Lancashire County Council

Members' Allowance Scheme

Schedule 'E' – Supporting Guidance

Annex 1 – Contacts, Enquiries and Other General Matters

If Councillors or Co-opted members:

- a) require help with the submission of claims for Allowances or wish to question any payment made to them, would they please contact Lisa Cook, Democratic Services on 01772 536552.
- b) wish to raise a point of principle or require clarification of the Members' Allowance Scheme, would they please contact Josh Mynott, Democratic Services on 01772 534580.

Cases of Uncertainty

Where questions arise in connection with Members' Allowances and are not specifically covered in the Scheme (e.g. whether a function is sufficiently closely connected with the functions of the County Council to warrant approved duty status and thus attract the payment of allowances) the matter falls for consideration by the Chief Executive in consultation with the Cabinet Member responsible for Members' Allowances.

Any such matters should be raised with the Chief Executive by contacting Josh Mynott, Democratic Services on 01772 534580.

Attendance Record

Councillors should ensure that they sign an official attendance record circulated at each place of meeting as this will support a claim for allowances and form part of the permanent record.

Record of Payments

The County Council is required to keep a record of all payments to Councillors, indicating the amount paid to each Councillor in respect of each type of allowance. That record is open to inspection at all reasonable hours by any local government elector resident in the area of the council. Each year the payments made in the preceding year are placed on the County Council's website.

Annex 2 - Travelling Allowances - Additional Guidance and Provision

General

Allowances should be claimed according to the actual method of travel used. When Councillors or Co-opted members travel, in the performance of approved duties, in the car, of an officer or another Councillor or Co-opted member who is claiming reimbursement, or when transport is provided, they are not entitled to any allowance for that journey.

Travel by public transport

First Class travel is permitted and must be authorised by the Cabinet Member with responsibility for Members Allowances.

Councillors and Co-opted members are asked to notify Julie Trafford, Procurement team, on 01772 533406 of their travel requirements as early as possible so that the County Council can benefit from discounts for advance booking where available. Exceptionally, Councillors and Co-opted members may purchase their own tickets at short notice, but reimbursement will only be made on production of the rail tickets used or a receipt for payment.

Unused portions of rail tickets should be returned to Julie Trafford, Procurement team.

Travel by Private Vehicle

Councillors and Co-opted members are prohibited from using personal vehicles to travel outside Lancashire unless prior approval is given in exceptional circumstances by the Cabinet Member with responsibility for Members Allowances.

Exceptional circumstances would be where an event is held at a remote location with no public transport connections or where the event start/finish time means that the use of public transport is impractical. Councillors and Co-opted members can elect to use their own vehicle for journeys beyond Lancashire, but they can only claim the equivalent public transport cost unless the journey has been previously approved by the Cabinet Member via Democratic Services.

Councillors and Co-opted members are encouraged to car share wherever possible and journeys should be made via the shortest practicable route.

Councillors and Co-opted members are responsible for ensuring that their motor insurance covers use of the vehicle on Council business. Please see Annex 5.

Travel by Taxi

Councillors and Co-opted members are permitted to reclaim the cost of a taxi journey in the following circumstances only:

- (i) Where a taxi needs to be used prior to or following a train journey in connection with attendance at a conference or other similar event away from County Hall; or
- (ii) An emergency situation where no other form of transport is available; or
- (iii) Where a journey by taxi has been given prior approval by the Director of Corporate Services.

Overnight Accommodation

Julie Trafford (01772 533406) will make the necessary arrangements, including payment, in respect of any overnight accommodation. In exceptional circumstances, where it is not possible for a direct booking to be made, the actual receipted cost of accommodation, will be reimbursed in accordance with Schedule 'C' to the Scheme.

Travel Abroad

A flat daily rate will be paid to Councillors or Co-opted members traveling outside Great Britain on approved duties. This Allowance is intended to cover costs incurred on transport whilst actually abroad. Any unused portion of this Allowance e.g. in respect of meals provided at no cost to the Councillor or Co-opted member must be returned to the Council. Details of the rate are set out in Schedule 'C' to the Scheme.

Annex 3 – Taxation

PAYE

Basic Flat Rate Allowance and Special Responsibility Allowance are taxable emoluments. As such, the allowances will be taxed, less any tax free pay notified to the Council's Payroll Service in the form of a tax code notification from HM Revenue and Customs (HMRC). It should be noted that it is up to each Councillor to contact HMRC direct in order to obtain or query such notifications. This can be done online, by phone or by in writing.

On Line: <https://www.gov.uk/personal-tax-account>

Tel: 0300 200 3300

Address:

Pay As You Earn and Self-Assessment
HM Revenue and Customs
BX9 1AS
United Kingdom

Allowances paid and tax deducted are notified to HMRC monthly and a certificate (P60) will be issued to each Councillor showing the total amount of taxable allowances paid and the total tax deducted in the year by 31st May of the following year. The certificate should be retained to check any notice of assessment, which the Tax office may issue.

The Dependants'/Carers' allowance is also subject to tax.

Annex 4 - National Insurance

General Liability for National Insurance Contributions

The Social Security Contributions & Benefits Act 1992 and subsequent amendments provide for National Insurance contributions to be collected along with Income Tax under the PAYE procedure.

As Basic Flat Rate Allowance and Special Responsibility Allowance are taxable under Schedule 'E' (emoluments from office), they are also liable for National Insurance contributions.

The carers/dependants allowance is also subject to National Insurance contributions.

National insurance contributions are payable on the total of all monies earned by an individual that are subject to national insurance, (including allowances) in excess of the Earnings Threshold. Contributions are payable at the standard rate up to an Upper Earnings Limit after which a reduced rate applies. These limits are subject to annual adjustment and are available on request.

Councillors should notify the local office of the Department for Work & Pensions of any taxable allowances received if they are claiming or receiving benefits from the Department for Work & Pensions.

Persons of Pensionable Age

No Class 1 contribution will be payable by a person over pensionable age who is a retirement pensioner or who does not satisfy the contribution conditions for a retirement pension. In such circumstances, the Councillor should apply to HM Revenue & Customs, National Insurance Contributions Office, Longbenton, Newcastle Upon Tyne, NE98 1ZZ for a Certificate of Age Exemption (CF384) telephone 0300 200 3500. This certificate should then be forwarded to the County Council's Payroll Service.

Married Women and Widows

There is now no right to "opt out" of paying full rate National Insurance contributions; however, those Councillors who currently hold a reduced rate certificate, and have paid contributions during the last two consecutive tax years, can retain the right to pay reduced rate. Any valid certificate should be forwarded to the County Council's Payroll Service.

Dual Employment etc.

Each employment or office is considered separately for contribution purposes and no account is taken for the fact that a Councillor may be employed or the holder of another office under another "employer" or self-employed.

However, in situations where the taxable emoluments received, either in total or in one particular employment exceed the Upper Earnings limit, Councillors should contact HM Revenue & Customs, National Insurance Contributions Office, Longbenton, Newcastle Upon Tyne, NE98 1ZZ in order to limit contributions payable (by use of Form CA2700) or obtain an appropriate refund of contributions paid.

Annex 5 - Insurance Arrangements

Liability Insurance

The County Council's liability insurance arrangements provide appropriate cover in respect of the actions of Councillors whilst acting on County Council business.

Personal Accident Insurance

The County Council has a Personal Accident Insurance Policy which provides financial benefits regardless of legal liability for Councillors who are accidentally killed or injured while attending a Council or committee meeting or any other function or engagement which forms part of their duties as members of the Council, or whilst traveling to and from such meetings, or functions, including travel abroad on County Council business.

The benefits provided by this policy are as follows:

- a) For death or permanent total disablement, a lump sum of £200,000 (this could be reduced if no dependants).
- b) For other permanent partial disablement(s) (e.g. loss of a finger) a lump sum percentage of £200,000 on a scale determined according to the severity of the injury.
- c) For temporary total or partial disablement, actual loss of net earnings up to a maximum of £200 per week for a maximum period of 104 weeks.
- d) In addition to the benefits outlined in paragraphs a), b) and c) above, the following benefits are provided whilst traveling abroad on County Council business:

		Maximum per person
i)	Medical and emergency travel expenses	Unlimited
ii)	Personal baggage (subject to a single article limit of £2,000)	£10,000
iii)	Personal money (subject to the cover for cash being limited to £2,000)	£10,000

Notes

- i) There is no upper age limit on the policy
- ii) At the age of 75, the lump sum benefits for death and permanent total disablement are reduced. Benefits for permanent partial disablement and all temporary disablement cease to be payable at the age of 75.

- iii) Medical expenses cover for travel abroad is subject to the proviso that such journeys are not made against medical advice.

Motor Vehicle Insurance

The use of motor vehicles is subject to compulsory insurance cover and where Councillors and or Co-opted members use private motor vehicles on County Council business, it is the responsibility of individual Councillors and or Co-opted Members to ensure that their own motor vehicle insurance policies provide appropriate cover for such use.

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Division affected:
None;

Independent Remuneration Panel Membership

Contact for further information:

Hannah Race, Tel: (01772) 530655, Democratic Services Officer,
hannah.race@lancashire.gov.uk

Executive Summary

This report sets out the proposed appointment of a new member of the Independent Remuneration Panel, following an open recruitment process and interviews conducted by the Chair of the Independent Remuneration Panel, the Director of Corporate Services, and the Democratic and Member Services Manager.

Recommendation

Full Council is asked to approve the appointment of Ms Lisa Strapps to serve on the Independent Remuneration Panel for a four-year term with effect from 25 February 2021.

Background and Advice

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the county council to establish and maintain an Independent Remuneration Panel, and to have regard to the recommendations of the Panel before making or amending the Members' Allowance Scheme.

The existing membership of the Panel is as follows:

Mr Dennis Mendoros OBE DL (Chair) – appointed until 5 October 2022

Mr Keith Leaver – appointed until 27 March 2025

Ms Irene Divine – appointed until 27 March 2025

Mr Terry Whitehead – appointed until 27 March 2025

The Panel's Terms of Reference provide that Panel members are appointed for a fixed four-year period and may serve a further term of four years, subject to Full Council approval of their re-appointment.

The Panel's Terms of Reference also provide that the Panel shall consist of a minimum of three and a maximum of five members. In that regard, Full Council will note that there is currently one unfilled position on the Panel.

Following an open recruitment process in November and December 2020 and interviews held in February 2021 with a panel comprising the Chair of the Independent Remuneration Panel, the Director of Corporate Services, and the Democratic and Member Services Manager, Ms Lisa Strapps has been selected as a suitable fifth appointment to the Panel.

Ms Strapps is a financial advisor and has experience of living and working in Lancashire. Her appointment will enhance the expertise and knowledge of the Panel, so it is able to review and make recommendations on any changes to the Members' Allowance Scheme following the county council elections in 2021 and in the future.

The Full Council is therefore recommended to approve the appointment of Ms Lisa Strapps to the Independent Remuneration Panel for a four-year term with effect from 25 February 2021.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Financial

The Independent Remuneration Panel provides impartial advice regarding the Members' Allowance Scheme. Regulations provide that local authorities may pay panel members an allowance for expenses incurred in carrying out the panel's functions. This allowance is currently £409 per annum, per member and is increased annually in line with the county council's staff pay award. No other expenses can be claimed by panel members.

Local Government (Access to Information) Act 1985

List of Background Papers

	Date	Contact/Tel
Paper		
None		
Reason for inclusion in Part II, if appropriate		
N/A		

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Divisions affected:
None;

The Localism Act 2011 - Pay Policy Statement 2021/22

(Appendix 'A' refers)

Contact for further information:

Hannah Race, Tel: (01772) 530655, Democratic Services Officer,
hannah.race@lancashire.gov.uk

Executive Summary

This report sets out the council's proposed 2021/22 Pay Policy Statement as required by the Localism Act 2011.

Recommendation

Full Council is asked to consider the recommendations of the Employment Committee and approve the 2021/22 Pay Policy Statement as set out at Appendix 'A'.

Background and Advice

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

The purpose of the statement is to provide transparency with regard to the council's approach to setting pay for its employees (except staff in schools), in particular its chief officers. The Pay Policy Statement must be approved by a resolution of Full Council before it comes into force on 1 April each year and must then comply with the statement for the financial year to which it relates (although amendments may be made to the statement after the beginning of the financial year to which it relates).

Once approved the statement (or an amended statement) must be published in such manner as the local authority sees fit, which must include publication on the local authority's website.

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

- remuneration of its chief officers;
- remuneration of its lowest-paid employees; and
- relationship between the remuneration of its –
 - chief officers, and
 - employees who are not chief officers.

The statement must set out the:

- definition of 'lowest-paid employees' adopted by the authority for the purposes of the statement; and
- authority's reasons for adopting that definition.

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

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

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

Updated Pay Policy Statement

The Employment Committee considered the proposed 2021/22 Pay Policy Statement at its meeting on 8 February 2021. The considerations included the application of the national April 2021 uplift to the Foundation Living Wage rate. It was agreed that Full Council should be recommended to approve the Statement as presented at Appendix 'A'. It was also agreed that the pay increase, pension contributions, payable enhancements, allowances and expenses would be updated by Human Resources in the 2021/22 Pay Policy Statement once confirmed, effective from 1 April 2021.

The Pay Policy Statement also takes account of the recommendations within the Hutton Review of Fair Pay in the Public Sector (March 2011) that 'government should not cap pay across public services, but should require that from 2011/12 all

public service organisations publish their top to median pay multiples each year to allow the public to hold them to account'. The statement therefore sets out the council's aim that the pay multiple between the median full-time equivalent salary and that of the Chief Executive will not exceed 1:16.

The pay multiple between the 2020 median full-time equivalent salary and that of the Chief Executive and Director of Resources is 1:11.06, which represents a slight decrease from the figure (1:11.51) reported in the last Pay Policy Statement.

The guidance also provides that Full Council should be offered the opportunity to consider salary packages in excess of £100,000 before any new appointment is made. In this regard the Pay Policy Statement sets out the grading structure for all posts at Director 1 and above. All appointments are currently made in line with this grading structure and any proposal to make a new appointment otherwise than in accordance with it would first be referred to Full Council to consider.

The Employment Committee was also asked to note the intention to apply the uplifted Living Wage rate from 1 April 2021, subject to Full Council approval.

Consultations

The proposed Pay Policy Statement for 2021/22 has been shared with the recognised trade unions at the Joint Negotiating and Consultative Forum.

Implications:

This item has the following implications, as indicated:

Risk management

The Full Council is under a statutory duty to agree an annual pay policy statement and this function cannot be delegated.

Financial

There are no direct financial implications arising from the adoption of the pay policy statement.

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

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

Annual Pay Policy Statement 2021/22

(The Localism Act 2011)

Introduction

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

The following Pay Policy Statement has been approved by Full Council and will come into effect from 1 April 2021. This annual Pay Policy Statement will be subject to annual review and approval by Full Council by 31 March each year. In exceptional circumstances the statement may be reviewed/amended mid-year by the Full Council.

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

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

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

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

1. The Council's Pay and Grading Structure

- 1.1 Section 112 of the Local Government Act 1972 provides that a local authority shall appoint such officers as they think fit for the proper discharge of their functions. Officers so appointed shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the local authority thinks fit.
- 1.2 In determining the pay and remuneration of all of its employees, the council will comply with all relevant employment legislation. The council will ensure that there is no pay discrimination within its pay and grading structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

- 1.3 The remuneration of the vast majority of employees of the council, other than those employee groups set out below, is in accordance with an objectively evaluated grade profile or job description as determined under the council's job evaluation scheme. The evaluated score for the grade profile/job description will determine the grading level paid within a locally agreed pay spine (the Lancashire Pay Spine (see Annex 1)). The council presently use the Local Government Single Status Job Evaluation Scheme (the NJC scheme) to evaluate posts up to Grade 6 on the Lancashire Pay Spine and the Hay Group Job Evaluation Scheme for other managerial and professional grades.
- 1.4 The following employee groups are not presently paid in accordance with an evaluated grade profile/job description determined by the council, unless employees have subsequently been appointed to a post that is paid in accordance with the Lancashire Pay Spine, and instead nationally or locally determined rates apply:
- Employees whose pay and conditions are determined by the Soulbury Committee;
 - Employees whose pay and conditions of service are determined by the Joint Negotiating Committee for Youth and Community Workers;
 - Employees who have transferred from the NHS to the council following a TUPE or statutory transfer;
 - Employees who have retained terms and conditions of employment from other employers following a TUPE (Transfer of Undertakings (Protection of Employment) regulations) transfer to the council.
- 1.5 The council presently adopts the national pay bargaining arrangements in respect of the revision of pay spines through any agreed annual pay increases negotiated with joint trade unions.
- 1.6 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates. The enhancements to pay and allowances/expenses payable as determined from time to time are provided at Annex 2 (Payable Enhancements) and Annex 3 (Allowances and Expenses) respectively.
- 1.7 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers have discretion to offer a higher scale point to secure the best candidate.
- 1.8 Progression within each grade will normally be by annual increment at 1 April each year subject to the maximum of the grade. However, heads of service have discretion to advance an individual employee's incremental progression

within the grade on the grounds of special merit or ability to assist in the retention of able professional or other staff.

- 1.9 Any temporary supplement to the salary scale for the grade for taking on additional duties or responsibilities must be approved in accordance with the council's agreed policy relating to honoraria and acting up payments.
- 1.10 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

2. Chief Officer Remuneration

- 2.1 The Act defines chief officers as the following (the post titles in brackets identify the relevant posts within the council's senior management structure):
- The Head of the Paid Service (the Chief Executive and Director of Resources);
 - The Monitoring Officer (the Director of Corporate Services);
 - A statutory chief officer (the Executive Director of Education and Children's Services, the Executive Director of Adult Services and Health & Wellbeing, the Chief Executive and Director of Resources (also the Council's s.151 Officer / Chief Financial Officer) and the Director of Public Health).
 - A non-statutory chief officer (the Executive Director of Growth, Environment and Transport, the Director of Finance, the Director of Strategy and Performance, and any other postholder reporting directly to or directly accountable to the Chief Executive);
 - A deputy chief officer (all other director grade posts).
- 2.2 The terms and conditions of employment applicable to officers on director grades and above are as determined by the NJC for Local Government Services ('Green Book') as amended, supplemented or superseded by decisions on conditions of service made by the council from time to time. This also applies to the Chief Executive and Director of Resources with the exception of an additional provision relating to remuneration in relation to acting as returning officer (see below) and a time limited restriction on re-employment.
- 2.3 The council's pay and grading structure is as approved by Full Council. The grade profile/job description of each chief officer post has been objectively evaluated using a recognised job evaluation scheme (the Hay Group Job Evaluation Scheme). The evaluated score of the grade profile/job description

will determine the grading level paid within the Lancashire Pay Spine. Salary packages take account of such factors as the requirements of the job, the relative size of the organisation, local and national market rates and the relationship with other posts within the grading structure.

2.4 Details of chief officers' basic salaries are set out below (salaries are as applicable at 1 April 2020). A structure chart identifying all posts covered by the statutory definition of chief officer posts is provided at Annex 4.

Chief Executive

The current basic salary package of the post of Chief Executive and Director of Resources/Head of Paid Service is £216,826 per annum, a single, spot salary (SCP 90).

The Chief Executive also acts as Returning Officer for all county council elections for which an additional allowance is payable in relation to the overall supervision and ultimate responsibility for the conduct of council elections.

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

Executive Directors

The current basic salary package for posts designated as Executive Director fall within a range of five incremental points between £129,643 (SCP 85) rising to a maximum of £140,894 (SCP 89).

The post of Executive Director of Education and Children's Services attracts a market supplement of £26,796 per annum, which is paid in addition to the salary for an Executive Director graded post.

Director Grades

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

- Director Grade 1 (D1) - £85,159 (SCP 70) rising to £93,475 (SCP 74)
- Director Grade 2 (D2) - £95,326 (SCP 75) rising to £103,645 (SCP 79)
- Director Grade 3 (D3) - £114,504 (SCP 80) rising to £125,408 (SCP 84)

The post of Director of Investment attracts a market supplement of £26,688 per annum, which is paid in addition to the salary for a Director Grade 3 (D3) post.

Officers Reporting Direct to the Chief Executive, Statutory and Non-statutory Chief Officers

There are currently a number of officers at head of service level who meet the statutory definition of non-statutory chief officer, or deputy chief officer, but who are not employed on director grades or chief officer terms and conditions. These posts are identified on the structure chart provided at Annex 4.

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

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

2.7 Other Remuneration Elements

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

- A lease car. The current maximum contribution by the council, based on the annual rental payable for any vehicle, is £6,000 (£6,500 for the Chief Executive and Director of Resources); or,
- As an alternative to a lease car, or where engaged on a contract for less than three years, a chief officer may opt to receive a cash equivalent sum of £5,300 per annum (as at 1 April 2021) (this sum is subject to annual review);
- The council operates a policy of reimbursing the membership fees incurred by a chief officer in relation to membership of a professional body;
- Official business mileage undertaken by chief officers is reimbursed at the prevailing advisory rate set by HMRC in relation to company cars. This rate is calculated on the basis that it does not include any taxable profit and no national insurance contribution liability as the rate is intended to reflect actual fuel costs.
- Other allowances and expenses that chief officers may claim are as set out within the list provided at Annex 3 (Allowances and Expenses). The allowances and expenses that may be claimed are as applicable to other employees of the council.
- Chief officers are not permitted to claim any payable enhancements as documented at Annex 2 (for example, planned overtime payments or enhancements for weekend working).

2.7.2 To meet specific operational requirements it may be necessary in exceptional circumstances for an individual to temporarily take on additional duties or responsibilities. Where this is necessary and justified a temporary

supplement to the salary scale for the grade must be approved in accordance with the council's agreed policy relating to honoraria and acting up payments.

2.8 Performance Related Pay/Bonus Scheme

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

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

2.9 Recruitment of Chief Officers

2.9.1 The council has delegated the appointment and dismissal of the Chief Executive and Director of Resources (Head of Paid Service and Chief Financial Officer), Executive Directors, and the Monitoring Officer, collectively referred to as 'senior officers', to the Employment Committee. The committee is also responsible for the appointment of Directors who hold the statutory responsibilities for Children's Services (the Executive Director of Education and Children's Services), Adult Services (the Executive Director of Adult Services and Health and Wellbeing) and Public Health (the Director of Public Health).

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

2.9.3 Remuneration on appointment is determined by the committee at a scale point within the evaluated grade for the post, having regard to the qualifications and experience of the successful candidate. The committee has further discretion to agree the payment of an additional market supplement, where appropriate.

2.9.4 Relocation allowances paid to chief officers are in accordance with the council's relocation allowances scheme, which applies to permanent employees (and fixed term appointments of two years or more) who are appointed as a result of external advertisement, and who are obliged to relocate their place of residence as a direct result of taking up their initial appointment with the council.

The maximum amount payable under the relocation scheme is £7,554 net of VAT (as at 1 April 2020) plus an additional discretionary element of £2,000 is payable in exceptional circumstances. The Employment Committee has further discretion to agree to relocation allowances outside the provisions of

the relocation scheme where they consider this to be reasonable and appropriate.

2.9.5 Where the council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through an appropriate procurement process ensuring that the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In making such assessments it should be noted that in respect of such engagements the council is not required to make either pension or national insurance contributions for such individuals. Public Health Consultants are currently being used on this basis to support the council in its coronavirus pandemic response. If an interim worker uses an intermediary personal service company the council is responsible for assessing their tax and national insurance liability under the IR35 rules, alongside deducting and paying the correct tax.

2.10 Payments on Termination of Employment

2.10.1 The council's policies in relation to redundancy payments and early retirement are set out respectively within its Employer Discretions Policy, Redundancy Payments Scheme, Early Retirement and Business Efficiency (Early Retirement) Policies. These policies are subject to review in light of the public sector exit cap, which has introduced a cap on the amount of money a public sector employer can pay when an employee leaves their employment, and further proposed changes to the Local Government Pension Scheme that are expected to come into effect in early 2021. The council's policy in relation to payments on termination is as summarised below:

Redundancy payments, for both voluntary and compulsory redundancy, are based upon the statutory redundancy payments scale. Under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the council does not apply its discretion under Regulation 5 to base any redundancy payments on an employee's actual week's pay where this exceeds the statutory week's pay limit, nor does it apply its discretion under Regulation 6 to award lump sum compensation over and above that which is set out under the statutory redundancy payments scale. A week's pay does not include other payments (unless these are deemed to be contractual) nor does it include employer pension contributions.

Under Regulation 31 of the Local Government Pension Scheme Regulations 2013, the council may award additional pension of not more than £7,194 a year (as at 1 April 2020) in exceptional and justifiable circumstances.

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

2.10.3 Any other forms of severance payment falling outside these provisions must be authorised by or on behalf of the Full Council. Severance payments are one of a number of payments that are counted in the calculation of the exit cap.

2.11 Tax Avoidance Measures

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

3. Lowest Paid Employees

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

3.2 With effect from 1 April 2014 the council became a Foundation Living Wage employer. From 1 April 2021 all employees, with the exception of apprentices, will be paid a minimum of £9.50 per hour, which is the equivalent of £18,329 per annum. (This excludes staff in schools, as the decision as to whether to adopt the Foundation Living Wage sits with the individual Governing Body of each school). The council has committed to adjusting its Foundation Living Wage rate within six months of the national rate being updated, subject to Full Council approval.

3.3 As at 1 April 2021, the lowest grading level within the Lancashire Pay Spine is Grade 1, which is a single point salary of £17,842 per annum. This single point salary applies in the case of apprentice posts, is a rate that came into effect on 1 April 2020 and will be uplifted in line with any national negotiated pay award that is agreed from 1 April 2021.

4. The relationship between the remuneration of Chief Officers and those employees who are not Chief Officers

4.1 The relationship between the rate of pay for the lowest paid and chief officers is determined by the job evaluation process used for establishing the grading of posts and grade profiles/job descriptions as set out earlier in this policy statement.

4.2 Local authorities are recommended to publish the pay multiple between the highest paid employee and the median average earnings across the organisation. The current pay levels within the council define the multiple between the average full time equivalent salary (excluding chief officer posts) and the Chief Executive and Director of Resources as being:

Median average 1:11.06 (figures based upon 2020 median average FTE salary of £20,092 and Chief Executive and Director of Resources' salary of £216,826 plus the £5,300 lease car cash equivalent sum).

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

In addition, upon the annual review of this statement, the council will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local authorities.

The council's policy aim is for the multiple between the median salary and that of the highest paid officer to not exceed 1:16 (currently 1:11.06, based on 2020 salary data).

5. Accountability and Decision Making

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

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

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

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

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

- 6.1 The council in its role as administrator of the Lancashire Pension Fund has adopted a policy for scheme employers participating in the Lancashire Pension Fund regarding re-employment within local government or by an employer who offers membership of the Local Government Pension Scheme (LGPS). Under the policy only members in receipt of ill health pensions will be subject to abatement where, accounting for the effect of index linking, the aggregate of the pension and the earnings in the new employment exceed the rate of pay on leaving the first employment. However, any benefits built up from 1 April 2014 within the LGPS are unaffected by the effect of any re-employment.

The benefits are adjusted where the aggregate of the pension and the earnings in the new employment exceed the rate of pay on leaving the first employment.

- 6.2 In addition to the policy highlighted above, re-employed pensioners who have previously retired on redundancy or efficiency grounds before October 2006 and been awarded compensatory added years, are also subject to abatement. This abatement applies only to the benefits which are payable in relation to the added years awarded.

There is no discretion for the council as administrator of the Lancashire Pension Fund on whether or not they apply this particular abatement in respect of benefits payable as a result of the previous award of compensatory added years.

- 6.3 It is a condition of the council's redundancy procedure that employees wishing to apply for voluntary redundancy must agree in writing that they will not apply for future employment with the council for a period of three years following the date of the termination of their former employment. The three year no return policy has been temporarily relaxed in response to the coronavirus pandemic to allow former employees who have left on the grounds of voluntary redundancy to be brought back, where required, to support critical roles.

- 6.4 The council will not re-engage as a chief officer under a contract for services, any former employee of the council who, on ceasing employment with the council, was in receipt of a severance payment, a redundancy payment or a pension from the council for a period of three years following the date of the termination of their former employment.

7. Pension Contributions

- 7.1 Where employees become members of the Local Government Pension Scheme, the council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The rate effective from 1 April 2020 (set at 31 March 2019) is 17%, this rate is applicable for the full valuation period up to 31 March 2023. Although this is

the certified rate, the council has exercised an option to pre-pay this contribution as a lump sum payment (there are no deficit payments for this valuation period).

- 7.2 The employee contribution rates for members of the Local Government Pension Scheme are reviewed on 1 April each year. The rates as effective from 1 April 2020 are as set out below:

<u>Pensionable pay range</u>	<u>Employee Contribution Rate</u>
Up to £14,600	5.5%
£14,601 to £22,800	5.8%
£22,801 to £37,100	6.5%
£37,101 to £46,900	6.8%
£46,901 to £65,600	8.5%
£65,601 to £93,000	9.9%
£93,001 to £109,500	10.5%
£109,501 to £164,200	11.4%
£164,201 or more	12.5%

Teachers' Pension Scheme (applicable to those employees whose pay and conditions of service are determined by the Joint Negotiating Committee for Youth and Community Workers) – contribution rates effective from 1 April 2019 (salary rate bands updated from 1 April 2020)

<u>Annual Salary Rate</u>	<u>Employee Contribution Rate</u>
Up to £28,168.99	7.4%
£28,169 to £37,918.99	8.6%
£37,919 to £44,960.99	9.6%
£44,961 to £59,587.99	10.2%
£59,588 to £81,254.99	11.3%
£81,255 and above	11.7%

The current employer contribution rate, from 1 September 2019, is 23.68% of contributory pay (this includes the administration levy of 0.08%).

NHS Pension Scheme (applicable to those employees who are able to retain membership of the NHS Pension Scheme) – contribution rates from 1 April 2015 through to 31 March 2021

<u>Full Time Equivalent Salary</u>	<u>Employee Contribution Rate</u>
Up to £15,431.99	5.0%

£15,432.00 to £21,477.99	5.6%
£21,478.00 to £26,823.99	7.1%
£26,824.00 to £47,845.99	9.3%
£47,846.00 to £70,630.99	12.5%
£70,631.00 to £111,376.99	13.5%
£111,377.00 and over	14.5%

The current employer contribution rate is 20.68% (including the scheme administration charge).

Annex 1 - Lancashire Pay Spine

Grade 1 164 - 229 NJC points	SCP 1	£17,842	£1,487	£9.25	
	FOUNDATION LIVING WAGE (FLW) wef 01/04/2021	FLW	£18,329	£1,527	£9.50
Grade 3 255 - 299 NJC points	Grade 4 300 - 359 NJC points	SCP 3	£18,562	£1,547	£9.62
		SCP 4	£18,933	£1,578	£9.81
		SCP 5	£19,312	£1,609	£10.01
Grade 5 360 - 419 NJC points 158 - 186 Hay points		SCP 6	£19,698	£1,642	£10.21
		SCP 7	£20,092	£1,674	£10.41
		SCP 8	£20,493	£1,708	£10.62
		SCP 9	£20,903	£1,742	£10.83
		SCP 10	£21,322	£1,777	£11.05
		SCP 11	£21,748	£1,812	£11.27
		SCP 12	£22,183	£1,849	£11.50
	Grade 6 420 - 479 NJC points 187 - 222 Hay points	SCP 13	Currently Inactive		
		SCP 14	£23,080	£1,923	£11.96
		SCP 15	£23,541	£1,962	£12.20
		SCP 16	Currently Inactive		
		SCP 17	£24,491	£2,041	£12.69
		SCP 18	Currently Inactive		
Grade 7 480 - 539 NJC points 223 - 264 Hay points		SCP 19	£25,481	£2,123	£13.21
		SCP 20	£25,991	£2,166	£13.47
		SCP 21	Currently Inactive		
		SCP 22	£27,041	£2,253	£14.02
		SCP 23	£27,741	£2,312	£14.38
		SCP 24	£28,672	£2,389	£14.86
		SCP 25	£29,577	£2,465	£15.33
	Grade 8 540 - 599 NJC points 265 - 313 Hay points	SCP 26	£30,451	£2,538	£15.78
		SCP 27	£31,346	£2,612	£16.25
		SCP 28	£32,234	£2,686	£16.71
		SCP 29	£32,910	£2,743	£17.06
		SCP 30	£33,782	£2,815	£17.51
Grade 9 600 - 659 NJC points 314 - 373 Hay points		SCP 31	£34,728	£2,894	£18.00
		SCP 32	£35,745	£2,979	£18.53
		SCP 33	£36,922	£3,077	£19.14
		SCP 34	£37,890	£3,158	£19.64
		SCP 35	£38,890	£3,241	£20.16
	Grade 10 660 - 719 NJC points 374 - 443 Hay points	SCP 36	£39,880	£3,323	£20.67
		SCP 37	£40,876	£3,406	£21.19
		SCP 38	£41,881	£3,490	£21.71
		SCP 39	£42,821	£3,568	£22.20
		SCP 40	£43,857	£3,655	£22.73
Grade 11 720 - 779 NJC points 444 - 526 Hay points		SCP 41	£44,863	£3,739	£23.25
		SCP 42	£45,859	£3,822	£23.77
		SCP 43	£46,845	£3,904	£24.28
		SCP 44	£47,847	£3,987	£24.80
	Grade 12 780 - 849 NJC points 527 - 645 Hay points	SCP 45	£48,883	£4,074	£25.34
		SCP 46	£49,866	£4,156	£25.85
		SCP 47	£50,882	£4,240	£26.37
		SCP 48	£51,903	£4,325	£26.90
Currently Inactive		SCP 49	Currently Inactive		
		SCP 50	Currently Inactive		
		SCP 51	Currently Inactive		
Grade 13 850 - 909 NJC points 646 - 765 Hay points		SCP 52	£57,439	£4,787	£29.77
		SCP 53	£58,519	£4,877	£30.33
		SCP 54	£59,604	£4,967	£30.89
		SCP 55	£60,275	£5,023	£31.24
		SCP 56	£61,457	£5,121	£31.85
		SCP 57	£62,638	£5,220	£32.47
Currently Inactive		SCP 58	Currently Inactive		
		SCP 59	Currently Inactive		
		SCP 60	Currently Inactive		
	Grade 14 910 - 969 NJC points 766 - 909 Hay points	SCP 61	£67,722	£5,644	£35.10
		SCP 62	£69,024	£5,752	£35.78
		SCP 63	£70,321	£5,860	£36.45
		SCP 64	£71,375	£5,948	£37.00
		SCP 65	£72,810	£6,068	£37.74
		SCP 66	£74,238	£6,187	£38.48
Currently Inactive		SCP 67	Currently Inactive		
		SCP 68	Currently Inactive		
		SCP 69	Currently Inactive		
D1 910 - 1065 Hay points		SCP 70	£85,159	£7,097	£44.14
		SCP 71	£87,235	£7,270	£45.22
		SCP 72	£89,316	£7,443	£46.29
		SCP 73	£91,396	£7,616	£47.37
		SCP 74	£93,475	£7,790	£48.45
	D2 1066 - 1194 Hay points	SCP 75	£95,326	£7,944	£49.41
		SCP 76	£97,407	£8,117	£50.49
		SCP 77	£99,488	£8,291	£51.57
		SCP 78	£101,569	£8,464	£52.65
		SCP 79	£103,645	£8,637	£53.72
D3 1195 - 1339 Hay points		SCP 80	£114,504	£9,542	£59.35
		SCP 81	£117,230	£9,769	£60.76
		SCP 82	£119,955	£9,996	£62.18
		SCP 83	£122,681	£10,223	£63.59
		SCP 84	£125,408	£10,451	£65.00
	ED 1340 - 2060 Hay points	SCP 85	£129,643	£10,804	£67.20
		SCP 86	£132,459	£11,038	£68.66
		SCP 87	£135,270	£11,273	£70.11
		SCP 88	£138,084	£11,507	£71.57
		SCP 89	£140,894	£11,741	£73.03
CE		SCP 90	£216,826	£18,069	£112.39

Annex 2: Payable Enhancements

(Updated 28 August 2020)

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

Element	Rate Payable	Additional information
Extra Duty - additional hours (below 37hpw)	Plain time	
Overtime - additional hours (above 37hpw)	Time + 25% Time + 33% (contractual overtime rate)	Employees graded above Scp 19 will be granted Time off in Lieu (TOIL). In exceptional circumstances, see 'Planned Overtime' below. Where employees are called upon to return to work, see arrangements below.
Night Work	Time + 25%	Payable between the hours 11pm and 8am subject to start time being before 6am. See definition below.
Weekend Work	Time + 25% Time + 33% (contractual weekend rate)	Payable where required to work Saturday and Sunday as part of normal working week (i.e. not where this is overtime).
Bank Holidays and Extra Statutory Days	Time + 50% In addition, at a later date, time off with pay shall be allowed as follows: Time worked less than half the normal working hours on that day - Half Day. Time worked more than half the normal Working hours on that day - Full Day.	Payable for hours worked from midnight until 23.59 hours. See arrangements below for bank holidays that fall on a Saturday or Sunday over the Christmas and New Year period.

Shift Work – rotating shift/alternating shift	Time + 10%	Criteria to be met to qualify for payment set out below.
Split daily shifts (Split Duty)	Additional 5p per hour	See definition below.
Standby payments	<p>Full week outside normal working hours – 20% enhancement on basic weekly pay subject to a minimum payment of £125.</p> <p>For periods of less than one week:</p> <p>Mon/Fri – enhancement based on 2% of a week's basic pay or a minimum payment of £13.89 whichever is the greater.</p> <p>Sat/Sun – enhancement based on 2% of a week's basic pay or a minimum payment of £13.89 whichever is the greater for each 12 hour period of duty.</p> <p>50% enhancement on rates outlined above for work on a bank holiday or extra- statutory days.</p>	<p>Where task undertaken has been evaluated then 20% of rate for the job is payable subject to a minimum payment of £125 per week.</p> <p>If called out, contractual overtime rates apply (see above).</p> <p>Employees graded above Scp 48 (or equivalent) will not be eligible to receive standby payments.</p> <p><u>Payment for Rostered Emergency Duty Scheme</u></p> <p>Employees who are designated by services to provide a guaranteed level of emergency cover in order to meet the requirements of the national standards for the Emergency Planning function will receive standby payments where they are required to provide a full week of emergency contact duty outside normal working hours.</p>
Emergency Call Out	Overtime rates payable (see above). Minimum 2 hours' payment will apply.	
First Aid payment	<p>Designated First Aider - £104 per annum.</p> <p>Designated deputy First Aider - £52 per annum.</p>	Not payable where requirement to provide first aid forms a part of core duties as this accounted for in the grade for the job.

Sleeping-in Duty Payment	£37.07	NJC rates apply. Rate with effect from 1 April 2020.
Tool Allowance	£7.74 per week	Lancashire agreed term and condition, increased in line with NJC for Local Government Services pay awards. Rate with effect from 1 April 2020.

Planned Overtime:

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

Remuneration for planned overtime will be at the rate of time + 25% related to Scp 19, or at plain time rates relative to the employee's personal salary, whichever is the greater.

If, exceptionally, an employee is required to work planned overtime on a Statutory or Extra Statutory Holiday, remuneration will be at the rate of time + 50% related to Scp 19 or at plain time rates relative to the employee's personal salary, whichever is the greater.

Employees Called Upon to Return to Work:

Employees graded Scp 19 and below who are called upon to return to work outside their normal working hours in certain prescribed emergency situations, including the activation of intruder alarm systems, will receive a minimum payment of 2 hours at the overtime rate appropriate to the particular day, together with the payment of appropriate travelling expenses (including taxi fares, where necessary).

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

Employees paid above Scp 19 who are called upon to return to work in certain prescribed emergency situations, including the activation of intruder alarm systems, would receive a minimum payment per occasion of 2 hours at planned overtime rates. Appropriate travelling expenses are payable, with time in excess of 2 hours being calculated on the basis of the elapsed period between departure from home and arrival back home.

Night Work:

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

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

Shift Working:

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

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

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

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

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

Split Duty:

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

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

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

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

Annex 3: Allowances and Expenses

Type of Allowance or Expense	Amount or Rate Payable	Effective Date	Additional Information
Subsistence allowances	<p>The maximum amounts that can be claimed are as follows :</p> <p>Breakfast - £7.94</p> <p>Lunch - £8.17</p> <p>Dinner/Evening Meal - £13.52</p>	<p>1 April 2020</p> <p><u>Note:</u> These allowances will be increased as from 1 April each year by the annual increase in the Retail Price Index (RPI) published in the preceding November.</p>	<p>Subsistence allowances will be payable to employees who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure.</p> <p>Subsistence allowances will only be payable when an individual travels outside the boundaries of Lancashire (for this purpose the boroughs of Blackburn with Darwen and Blackpool will be regarded as being within the Lancashire boundary).</p> <p>Receipts for the full amount paid are required in respect of all claims.</p> <p>See Requirements to Qualify for Meal Allowances guidance for further details.</p>
Meal charges for residential and allied staff (resident and non-resident staff)	<p>Breakfast - £1.03</p> <p>Dinner/Main Meals - £1.76</p> <p>Tea - £0.49</p> <p>Snack Supper - £0.80</p> <p>-----</p> <p>Total - £4.08</p> <p>For ease of administration, these rates may be used on the following basis:</p> <p>Weekly - £28.75</p> <p>Monthly - £124.66</p> <p>Per Annum - £1,495.96</p>	<p>1 April 2020</p> <p><u>Note:</u> These charges are reviewed annually in line with movements in the appropriate sectors of the RPI.</p>	<p>The Green Book (Part 3 Paragraph 8) provides that arrangements in the former APT & C and Manual national agreements in relation to (i) free meals and (ii) accommodation and meal charges will remain in place unless and until alternative arrangements are agreed locally.</p>

Overnight allowance (including London)	<p>In exceptional circumstances, where it is not possible for the County Council to make a direct booking, the actual <u>receipted cost</u> of accommodation, including breakfast, will be reimbursed subject to the following maximum limits:</p> <p>On business in London - £153.54</p> <p>On business outside London - £133.69</p>	<p>1 April 2020</p> <p><u>Note:</u> These allowances are linked to the Members' Allowance Scheme agreed by the County Council and will be updated in line with that scheme.</p>	<p>Wherever possible overnight accommodation will be booked and paid for by the County Council either directly or via Business Travel Plus. Normal subsistence allowance arrangements will apply in relation to any meals not provided.</p> <p>See Overnight Allowance guidance for further details.</p>
Expenses where employees are travelling outside Great Britain	<p>See Expenses where Employees are Travelling Outside Great Britain guidance for further details in respect of claiming for accommodation, travel (to/from the country) and hospitality.</p> <p>For all other expenses, including travel whilst abroad and subsistence expenses, a flat rate of £89.00 per day should be claimed and invoices/receipts need not be produced.</p>	<p>Flat rate amount effective from 1 April 2020</p> <p><u>Note:</u> The flat rate amount will be increased from 1 April each year by the annual increase in the RPI published in the preceding November.</p>	<p>The following arrangements apply in respect of employees travelling outside Great Britain in connection with their official duties.</p> <p>For these purposes travel to Northern Ireland, the Isle of Man and the Channel Islands qualifies for payment of the allowance.</p>
Relocation allowances	<p>Up to a maximum of £7,554 (net of VAT).</p> <p>The maximum allowance payable to any appointed employee will be the maximum allowance operating at the date of their appointment.</p>	<p>1 April 2020</p> <p><u>Note:</u> The revised allowance will operate from 1 April each year and will be based on the annual percentage increase in the RPI as at the preceding January.</p>	<p>Heads of Service may authorise the payment of relocation allowances.</p> <p>See Relocation Allowance Scheme for further details.</p>

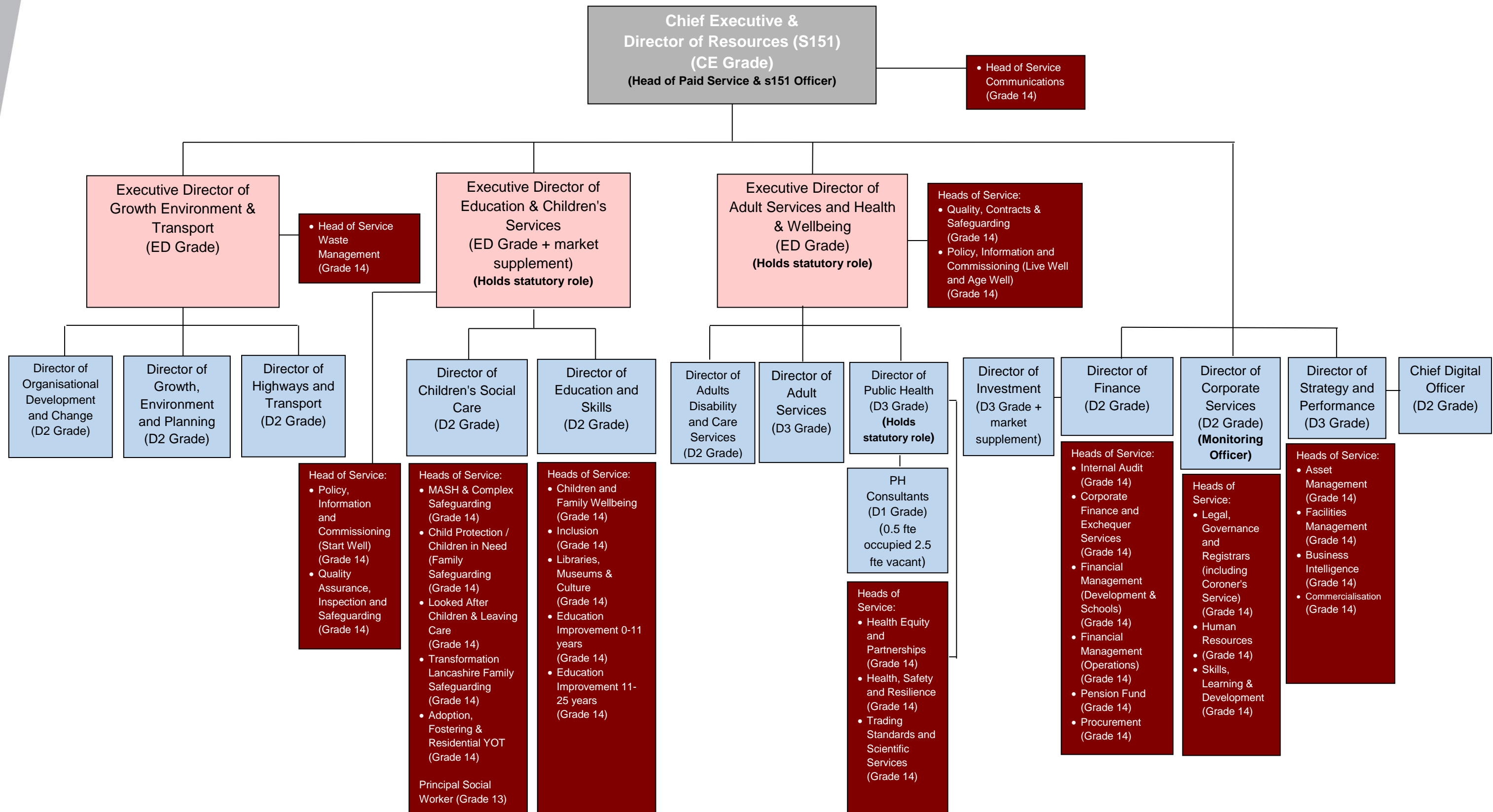
<p>Mileage allowances</p> <p><u>Business mileage</u></p>	<p><u>Car Users</u></p> <p>45.0p per mile for the first 10,000 business miles in the tax year. 25.0p per mile for each business mile over 10,000 in the tax year.</p> <p><u>Motorcycles</u> 24.0p per mile.</p> <p><u>Bicycles</u> 20.0p per mile.</p> <p><u>Car Contract Hire Users</u> Variable. See 'Additional Information' (opposite).</p>	<p>1 July 2012</p> <p><u>Note:</u> These rates will be updated in line with any changes to the HMRC rates.</p> <p>1 April 2012</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Car, Motorcycle and Bicycle Users</u> Business mileage is reimbursed at the HMRC approved mileage rates.</p> <p><u>Car Contract Hire Users</u> Business mileage for car contract hire users (including all employees graded Director 1 and above on the Lancashire Pay Spine in receipt of a lease car or cash equivalent sum) is reimbursed at the HMRC advisory fuel rates for company cars, details of which can be found at https://www.gov.uk/government/publications/advisory-fuel-rates.</p> <p>This mileage rate will apply to all mileage undertaken by car contract hire users.</p>
<p><u>Training mileage</u></p>	<p><u>Car Users</u> 10.0p per mile.</p> <p><u>Motorcycles</u> 10.0p per mile.</p>	<p>1 June 2020</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Training Mileage</u> The training mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at https://www.gov.uk/government/publications/advisory-fuel-rates.</p>

<p><u>Excess travel mileage</u></p>	<p>Car Users 10.0p per mile.</p> <p>Motorcycles 10.0p per mile.</p>	<p>1 June 2020</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Excess Travel Mileage</u> Excess travel mileage is the difference in mileage between home and current workbase and home to new workbase. See Compensation Payments Policy for further details.</p> <p>The excess travel mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at http://www.gov.uk/government/publications/advisory-fuel-rates.</p> <p>Excess travel will not be included in the calculation of the business mileage threshold for car users.</p>
<p>Travelling expenses for medical examinations</p>	<p>See 'Excess Travel Mileage Rate' (above)</p>	<p>1 July 2012</p>	<p>When employees have travelled to attend medical examinations at the authority's request reimbursement will, depending upon the mode of travel, either be at the appropriate public transport rate or at the prevailing mileage rate applicable for excess travel.</p>
<p>Display Screen Equipment users – reimbursement of cost of eyesight tests and spectacles</p>	<p>The maximum amount of reimbursement is:</p> <p>For eyesight tests - £19.90 For spectacles - £49.00</p>	<p>5 February 2014</p>	<p>See DSE Guidance on Eye and Eyesight Tests.</p>
<p>Allowances for first aid qualifications</p>	<p>For designated first aid representatives - £104 per annum</p> <p>For designated deputy first aid representatives - £52 per annum</p> <p>This allowance will not be payable where the requirement to hold a first aid qualification forms part of an employee's core duties and responsibilities.</p>	<p>N/A</p>	<p>Heads of Service have delegated authority to approve the number of first aiders and the payment of the appropriate First Aid allowance.</p> <p>See Guidance on the Health and Safety (First Aid) Provision.</p>

Payment of prescription charges for inoculation against Hepatitis 'B'	Cost of prescription/Hepatitis 'B' inoculation.	N/A	Reimbursement of prescription charges is available for inoculation against Hepatitis 'B', on the recommendation of a General Practitioner following medical assessment, for employees whose work brings them into contact with Hepatitis 'B'.
Laundry expenses – tax relief	Tax relief – claim to be submitted to HM Revenue and Customs.	N/A	Where employees are issued with items of uniform/protective clothing that the county council expects the employee to launder at regular intervals for reasons of cleanliness, hygiene, safety or appearance, they can make a claim to HM Revenue and Customs for tax relief. Further information can be found at https://www.gov.uk/tax-relief-for-employees .
Long service award	Up to a maximum of £301.00 (excluding VAT)	1 July 2019 <u>Note:</u> This amount will be increased in value every two years in line with inflation.	See Recognition of Long Service Policy for further details.
Professional body membership fees	For employees graded Director 1 and above on the Lancashire Pay Spine: Cost of professional body membership fee, expenses and paid leave of absence in connection with membership and attendance at meetings of one professional body (not a trade union or an organisation that has the objectives of a trade union). In addition, the Chief Executive may approve the payment of one additional fee to a separate body where it is considered to be in the interest of the County Council for membership to be maintained. In	N/A	This is a former Chief Officer term and condition of employment and as such only applies to employees graded Director 1 and above on the Lancashire Pay Spine. Membership of the professional body and attendance at the meetings must be seen as being beneficial to the county council.

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

Annex 4 – Chief Officer Structure Chart (1 January 2021)



Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Chief Executive and Director of Resources

Part A

Electoral Division affected:
(All Divisions);

Financial Threshold for Key Decisions

Contact for further information:

Neil Kissock, Tel: (01772) 534286, Director of Finance,
neil.kissock@lancashire.gov.uk

Executive Summary

The Council is required, each year, to specify the financial threshold above which decisions should be treated as Key Decisions as defined in Standing Order C19 (1) (a).

Recommendation

It is recommended that Full Council confirms the financial threshold for Key Decisions, for the purposes of Standing Order C19 (1) (a), remaining at £1.7m for 2021/22.

Background and Advice

Standing Order C19 (1) (a) defines a key decision of the cabinet/cabinet committee/cabinet member for the purpose of the requirement for the county council to publish details of a key decision at least 28 clear days before the decision is due to be taken.

A key decision means an executive decision which is likely:

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

In the case of (a), a decision with a significant financial impact on the county council, the current threshold is £1.7m.

The council is required, by number 13 in its list of functions in the Constitution, to “specify, before the beginning of each financial year, the amounts of expenditure and savings that shall be regarded as significant for the purposes of Standing Order C19 (key decisions).”

The current threshold of £1.7m approved by full council in February 2020 for 2020/21 was the first year of this increased financial limit. The Chief Executive and Director of Resources has, in consultation with Legal and Democratic Services, reviewed the financial threshold for key decisions. The recommendation arising from the review is that the threshold should be remain the same to reflect compound RPI inflation. It is proposed, therefore, that the threshold for 2021/22 should remain at £1.7m.

Consultations

As above

Implications:

This item has no significant implications for the council.

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

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Director of Corporate Services

Part A

Electoral Division affected:
None;

Delegation of Pension Administration Functions: London Borough of Hammersmith and Fulham to Lancashire County Council

Contact for further information:

Laura Sales, Tel: (01772) 533375, Director of Corporate Services,

laura.sales@lancashire.gov.uk

Executive Summary

This report is regarding a proposal that Lancashire County Council agrees to the London Borough of Hammersmith and Fulham delegating its pension fund administration function to Lancashire County Council pursuant to section 101 of the Local Government Act 1972.

Recommendation

That Full Council agrees:

- (i) To the London Borough of Hammersmith and Fulham delegating its pension fund administration function to Lancashire County Council pursuant to section 101 of the Local Government Act 1972 subject to the council entering into appropriate legal agreements with the parties.
- (ii) That the Director of Corporate Services be authorised to agree the final legal agreement on behalf of the Council.

Background and Advice

Lancashire County Council's pension functions (administration and investment services) have since 2016 been delivered on its behalf by the Local Pension Partnership Limited (LPPL) a company group owned by Lancashire County Council and the London Pensions Fund Authority (LPFA). Pension administration services are provided by the administration arm of the Local Pensions Partnership, which is called Local Pensions Partnership Administration Limited (LPPA), with investment services being undertaken by the investment arm, Local Pensions Partnership Investments Limited (LPPI).

Prior to the establishment of LPPL, both the council and LPFA provided services to other public authorities and since 2016, LPPL has been successful in adding new clients.

The London Borough of Hammersmith and Fulham has been considering how best to deliver its pension administration service and has concluded that its preferred approach would be to delegate the function to the county council who would in turn instruct LPPA to deliver the service.

In the past Lancashire County Council has opted to provide pension administration services to other local authorities by way of a formal delegation of powers pursuant to section 101 of the Local Government Act 1972, an option which is not open to LPFA as it is not a local authority and cannot therefore take advantage of the same powers available to local authorities under the 1972 Act. Such an option is not considered to be a commercial arrangement and the London borough is able to delegate its powers to Lancashire County Council without having to put the service out to tender.

As part of the proposed delegation, the London Borough of Hammersmith and Fulham would pass its agreed budget for pension administration services to Lancashire County Council which would in turn instruct LPPA to deliver the services with the funding being passed through to LPPA.

The arrangement whilst not being of a commercial nature will nonetheless be governed by a formal written agreement involving the London Borough of Hammersmith and Fulham, LPPA and Lancashire County Council setting out the nature of the services and the expected key performance indicators. Lancashire County Council enjoys the benefit of an indemnity from LPPA protecting it against any claims which stem from LPPA negligence or breach of contract/breach of statutory duty, etc. The terms of the indemnity arrangements as between the council, LPPA and its customers are currently under review but it is not anticipated that any changes would expose the council to additional risk.

It is not anticipated that there will be any TUPE implications associated with the proposed arrangement.

The proposal set out in this report will enable LPPA to deliver the service to the London Borough of Hammersmith and Fulham. If agreed by Full Council, LPPA would be appointed by Lancashire County Council under powers available under the Local Government Act 1972.

The authority to agree to undertake a function delegated by another local authority under the 1972 Act sits with Full Council.

Consultations

The London Borough of Hammersmith and Fulham and LPPA.

Implications:

This item has the following implications, as indicated:

Risk management

Whilst there is some scope for errors to be made by LPPL which could lead to losses, this has been addressed in the agreement between Lancashire County Council, LPPA and the customer authority. LPPA will indemnify Lancashire County Council so that the risk to Lancashire County Council is minimal.

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
(All Divisions);

Report of the Cabinet (Part B)

Contact for further information:

Craig Alker, Tel: (01772) 537997, Business Support Officer,
craig.alker@lancashire.gov.uk

Executive Summary

The report of the Cabinet from its meetings on 14 January 2021 and 4 February 2021.

This report also presents details of urgent key decisions taken since the last meeting of Full Council, in accordance with Standing Order C22.

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 at:
<http://council.lancashire.gov.uk/ieListMeetings.aspx?Committeeld=122>.

14 January 2021

Part I (Open to Press and Public)

- Money Matters 2020/21 Position - Quarter 3

Resolved: That;

- i. The current forecast underspend of £7.951m on the revenue budget in 2020/21 be noted;

- ii. The revised funding gap of £53.956m covering the period 2021/22 to 2023/24 as set out in the revised financial outlook forecast for the council be noted;
- iii. The budget adjustments for 2021/22, and following years' changes, included in the revised Medium Term Financial Strategy, be approved;
- iv. Recommendations to Full Council on 11 February 2021 for a Band D Council Tax for 2021/22, be deferred until the next meeting of Cabinet on 4 February 2021;
- v. The contents of the county council's reserves position be noted; and
- vi. The revised 2020/21 capital delivery programme of £157.979m and the forecast outturn of £124.772m, be noted.

- **Procurement Report**

Resolved: That, the commencement of a procurement exercise for the provision of IT Hardware be approved.

- **Residents Parking Schemes Revised Criteria**

Resolved: That, the Residents Permit Parking Schemes Essential Criteria as set out at Appendix 'A' of the report, be approved.

- **Skid Resistance Code of Practice**

Resolved: That;

- i. The Skid Resistance Code of Practice for A, B and C class roads be revised as described in this report and as set out at Appendix 'A', be approved; and
- ii. The Director of Strategy & Performance be authorised to approve and publish the Skid Resistance Code of Practice, in consultation with the Deputy Leader of the County Council and Cabinet Member for Highways and Transport.

- **Schools Budget 2021/22**

Resolved: That;

- i. The report, including the 2021/22 Dedicated Schools Grant allocations, the final budget proposals for each funding block and any comments made by the Lancashire Schools Forum, be noted;
- ii. The Acting Head of Service – Schools Finance be authorised to submit the final Schools Block budget pro-forma for 2021/22 to the Education and Skills Funding Agency by 21 January 2021, on the basis set out in this report;
- iii. The 2021/22 budgets for the Early Years, High Needs and Central Schools Services Blocks be approved;
- iv. The Dedicated Schools Grant Reserve underwrite the uncertainties around the 2020/21 Schools Budget; and
- v. The decision be implemented immediately for the purposes of Standing Order C28(3) as any delay could adversely affect the execution of the county council's responsibilities. The reason for this is to ensure that the necessary pro-forma can be submitted to the Education and Skills Funding Agency by the required deadline of 21 January 2021.

- **Children Looked After Sufficiency Strategy 2021 - 2024**

Resolved: That, the Lancashire Children Looked After Sufficiency Strategy 2021 - 2024, as set out at Appendix 'A' of the report, be approved.

- **Progress on the Implementation of the Procurement Process for Wennington Hall School and Proposal to Consult on the Discontinuance of the Local Authority's Maintenance of the School**

Resolved: That;

- The current position and next steps with regard to the implementation of the procurement process be noted; and
- A stage 1 consultation on the proposed discontinuance of the local authority's maintenance of Wennington Hall School be approved and that a further report on the outcome in March 2021 be received.

- **Where Our Children Live**

Resolved: That;

- The proposals to increase provision to support children and young people to remain at home, with support be agreed;
- The establishment of two reception units, enabling better assessments of children in crisis be agreed; and
- The reconfiguration of the offer to create additional capacity for complex children and young people enabling Lancashire to care for children and young people within the County be agreed.

- **Lancashire Safeguarding Adults Board - Annual Report 2019/20**

Resolved: That, the contents of the report be noted.

Part II (Not Open to Press and Public)

- **Housing Infrastructure Fund - South Lancaster Growth Catalyst**

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

4 February 2021

Part I (Open to Press and Public)

- **Procurement Report**

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

- Provision of Reablement Services in East Lancashire;
- Vehicle Restraint Systems Framework Agreement;

- iii. Safer Roads Programme; and
- iv. South Lancaster Housing Infrastructure.

- **M6 Junction 33 Reconfiguration with Link Road and Lancaster City Movement and Public Realm Strategy**

Resolved: That:

- i. The preferred option for the M6 Junction 33 Reconfiguration with Link Road be approved;
 - ii. The route, as set out in Appendix 'C' of the report, be approved and adopted as the route for the M6 Junction 33 Reconfiguration with Link Road; and
 - iii. The proposed three options for the Lancaster City Centre Movement and Public Realm Strategy for the purpose of further analysis and consultation, be approved.
- **M6 Junction 33 Reconfiguration with Link Road - Approval for use of Powers and Preparation of Documentation for Land Assembly and Planning under a Development Consent Order**

Resolved: That;

- i. The use of the county council's powers of compulsory acquisition of land or rights over land contained in the Planning Act 2008 and all and any other enabling legislation, for the construction and future maintenance of the proposed M6 J33 reconfiguration with link road and realigned footpath network, as part of the South Lancaster to M6 Road Scheme as illustrated on the plan at Appendix 'A' of the report, be approved;
 - ii. The preparation of relevant documentation and the taking of other procedural steps towards the drafting of a Development Consent Order prior to submission of any application be authorised; and
 - iii. The acquisition by agreement in advance of these powers of all rights, interests, enabling arrangements to facilitate the scheme be approved.
- **Lancashire County Council (Bus Station South Access, Lord Street and Tithebarn Street, Preston, Preston City) (Suspension, Bus Only Street and Bus Gate) Experimental Order 2020**

Resolved: That, the making permanent of the Experimental Traffic Regulation Order for the bus only street on Tithebarn Street, Lord Street and Bus Gate on Lord's Walk as set out in the attached Order (Appendix 'A') and plan (Appendix 'B') of the report, be approved.

- **Determination of Relevant Area for Consultation on Admission Arrangements for Lancashire Maintained Schools and Academies for Academic Years 2023/24, 2024/25 and 2025/26**

Resolved: That, the definition of the relevant areas remains unchanged for the 2023/24, 2024/25 and 2025/26 school years, be agreed.

- **Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2022/2023**

Resolved: That;

- The admission numbers and admission arrangements for community and voluntary controlled primary schools, secondary schools and sixth forms for 2022/2023 as set out at Appendices 'A', 'B', 'C' and 'D' of the report, subject to the change outlined above, be approved;
- The issues raised by Community and Voluntary Controlled Governing Bodies, and the Community, and approve the recommendations set out in response, as set out in Appendix 'E' of the report be noted; and
- The admission numbers and criteria for admission as set out at Appendices 'A' and 'B' of the report, to constitute the Authority's admission arrangements for 2022/2023, be approved.

- **Co-ordinated Admissions Scheme 2022/2023 - Determination of the Qualifying Scheme**

Resolved: That;

- The scheme set out at Appendix 'A' of the report, and its accompanying timetable as set out in Appendix 'B' of the report, be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2022/2023, be approved; and
- The Executive Director of Education and Children's Services be approved to secure the adoption of the scheme by the governing body of each Lancashire voluntary aided and foundation school and academy, in order to inform the Secretary of State for Education that a scheme has been introduced in Lancashire.

- **Determination of Home to School Transport Policy - Academic Year 2022/2023**

Resolved: That, the Home to School Transport Policy for the academic year 2022/2023 as set out at Appendix 'A' of the report, be approved.

- **Adult Social Care - Fees and Charges 2021/2022**

Resolved: That, the fee uplifts as set out in report for adult social care services for 2021/22, be approved with effect from 5 April 2021.

Part II (Not Open to Press and Public)

- **Capital Strategy for Schools - 2018/19 to 2021/22**

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

Urgent Key Decisions

It is a requirement of Standing Order C22 that any urgent Key Decision taken under the provisions of Standing Order C21 must be reported to Full Council for information. The following urgent Key Decisions were taken since the last meeting of Full Council:

The following urgent Key Decision was taken by the Leader of the County Council and the Cabinet Member for Health and Wellbeing on **21 December 2020**:

- [Expansion of Mass Testing in Support of Department of Health and Social Care "Surge" Requirements](#)

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Audit, Risk and Governance Committee

(Appendix 'A' refers)

Contact for further information:

Hannah Race, Tel: (01772) 530655, Democratic Services Officer,
hannah.race@lancashire.gov.uk

Executive Summary

The report of the Audit, Risk and Governance Committee from its meeting held on 25 January 2021 is attached at Appendix 'A'.

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

Members can also contact the officers specified in each report for further information on 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
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None

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 25 February 2021

Report of the Audit, Risk and Governance Committee

Meeting held on 25 January 2021

Chair: County Councillor Alan Schofield

Part I (Open to Press and Public)

Code of Conduct – Summary of Complaints

The committee considered the Code of Conduct report, presented by Laura Sales, Monitoring Officer and Director of Corporate Services. The report detailed a summary of all complaints received in 2020 against county councillors under the Code of Conduct.

Resolved: That the summary of complaints received in 2020 under the Code of Conduct, as presented, be noted.

Code of Conduct – Review

This item was recommended to Full Council and can be found in Part A of the agenda.

External Audit – Lancashire County Council Audit Findings Report 2019/20 (Updated)

The committee considered the updated Lancashire County Council Audit Findings Report 2019/20, for the year ending 31 March 2020, presented by Paul Dossett, Partner, Grant Thornton UK.

Resolved: That the updated position of the 2019/20 Lancashire County Council Audit report and issues raised by the auditor, as presented, be noted.

External Audit – Lancashire County Pension Fund Audit Findings Report 2019/20 (Updated)

The committee considered the updated Lancashire County Pension Fund Audit Findings Report 2019/20, for the year ending 31 March 2020, presented by Paul Dossett, Partner, Grant Thornton UK.

Resolved: That the updated position of the 2019/20 Lancashire County Pension Fund Audit report, as presented, be noted.

External Audit – Audit Progress Report and Sector Update 2020/21

The committee considered the Audit Progress Report and Sector Update 2020/21, presented by Paul Dossett, Partner, Grant Thornton UK. The report summarised the impact of recent changes to auditing standards.

Resolved: That the External Audit Progress Report and Sector Update 2020/21 as of January 2021, as presented, be noted.

Update on the Council's Statement of Accounts 2019/20 and Approval of the Accounting Policies for 2020/21

The committee considered the report, presented by Khadija Saeed, Head of Service, Corporate Finance. The report provided an update regarding the council's Statement of Accounts for 2019/20 and Accounting Policies for 2020/21.

Resolved: That

- (i) The position in relation to the external audit of the council's statement of accounts for 2019/20, as presented, be noted.
- (ii) The accounting policies for 2020/21, as set out in Appendix A, as presented, be approved.

Treasury Management Strategy 2021/22

This item was recommended to the Budget Meeting of the Full Council on 11 February 2021.

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Employment Committee

(Appendix 'A' refers)

Contact for further information:

Hannah Race, Tel: (01772) 530655, Democratic Services Officer,
hannah.race@lancashire.gov.uk

Executive Summary

The report of the Employment Committee from its meeting held on 8 February 2021 is attached at Appendix 'A'.

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

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

Recommendation

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

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 25 February 2021

Report of the Employment Committee

Meeting held on 8 February 2021

Chair: County Councillor Geoff Driver CBE

Part I (Open to Press and Public)

Lancashire Renewables Employee Recognition (Pandemic Response)

The committee considered a report from Paul Brindle, General Manager of Lancashire Renewables Limited, regarding a proposal for an employee performance recognition reward for the response and resilience of staff to the coronavirus pandemic.

Resolved: That the implementation of an employee performance recognition reward of two additional day's annual leave to be used within service year 2021, in accordance with the company's Articles of Association, be approved.

The Localism Act 2011 – Pay Policy Statement 2021/22

This agenda item was recommended to Full Council and can be found in Part A of the agenda.

Part II (Not Open to Press and Public)

Local Pensions Partnership Remuneration Policy

(Not for Publication – Exempt information as defined in Paragraphs 2, 3 and 4 of Part 1 of Schedule 12A to the Local Government Acts, 1972. It was considered that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interests in disclosing the information.)

The committee considered a report from Laura Sales, Director of Corporate Services, regarding the Local Pensions Partnership Remuneration Policy, which is presented to shareholders annually for approval.

Resolved: That the Local Pensions Partnership Remuneration Policy, as presented, be approved.

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Overview and Scrutiny Committees

(Appendices 'A' - 'D' refer)

Contact for further information:

Garth Harbison, Tel: (01772) 530596, Committee Support Officer (Overview and Scrutiny),
garth.harbison@lancashire.gov.uk

Executive Summary

The most recent cycle of meetings of the Overview and Scrutiny Committees took place in the period December 2020 to February 2021.

The reports of the committees are attached as Appendices 'A' - 'D' as follows:

Appendix 'A' - Education and Children's Services Scrutiny Committee

Appendix 'B' - External Scrutiny Committee

Appendix 'C' - Health Scrutiny Committee

Appendix 'D' - Internal Scrutiny Committee

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

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

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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None

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

Meeting of the Full Council - 25 February 2021

Reports on the Education and Children's Services Committee meetings held on 16 December 2020, 13 January 2021 and 2 February 2021

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:

[Education and Children's Services Scrutiny Committee](#)

16 December 2020

Emotional Wellbeing and Mental Health of Children and Young People

The report presented provided the Education and Children's Services Scrutiny Committee with information on the impact of the Covid-19 pandemic on the emotional wellbeing and mental health of children and young people in Lancashire and the response of partners and future plans.

Resolved: That the;

- i. Presentation be noted.
- ii. Progress on delivering the THRIVE redesign be noted.
- iii. An update report on progress with establishing the single point of access phone number, and the work on engagement with children and young people and schools be presented to the committee in three months' time.

13 January 2021

Shaping the Future of Multi-Agency Early Help in Lancashire

A presentation and update was received on the Early Help Offer for Lancashire informing Members that Early Help meant providing support as soon as a problem emerged, at any point of a child's life from the foundation years to the teenage years. Early Help could also prevent further problems arising.

Resolved: The Education and Children's Services Committee noted the update report on the Early Help offer for Lancashire.

2 February 2021 (Special Meeting)

The report presented provided information that the process to gather views and experiences about local health and care services to help shape how they could be delivered in the future for the people of West Lancashire, Southport and Formby had begun. This was being led by a partnership of NHS organisations in these areas known as The Shaping Care Together Programme. This was a listening exercise

and not a formal consultation, the programme was at an early stage and no decisions had been made.

Resolved: That the report on the progress of the Shaping Care Together programme be noted.

Appendix B

Meeting of the Full Council - 25 February 2021

Report on the External Scrutiny Committee meeting held on 12 January 2021

Chair: County Councillor Edward Nash psc

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

[External Scrutiny Committee](#)

12 January 2021

Strengthening Flood Risk Management and Preparedness - Progress Report

The External Scrutiny Committee was presented with a progress report on the implementation of agreed actions following the recommendations of the Strengthening Flood Risk Management and Preparedness Task and Finish Group.

Resolved: That regular updates on progress be presented to the External Scrutiny Committee, subject to any restrictions made by Covid19 and local elections

Chair's Update and Universal Credit and the pandemic in Lancashire

The committee was presented with an update from the Lancashire Welfare Rights Service on Universal Credit and the pandemic in Lancashire.

Resolved: That;

1. County Councillor Gillian Oliver be reappointed as rapporteur on the matter of Universal Credit in Lancashire, tasked to meet with Officers from the Lancashire County Council Public Health Team to both review relevant Council policy and in particular to discuss and answer the previous recommendations made by the External Scrutiny Committee at its meeting held on 25 February 2020.
2. That County Councillor Oliver, together with the Public Health Team reports back to the External Scrutiny Committee as soon as is practicable.

Meeting of the Full Council - 25 February 2021

Report on the Health Scrutiny Committee meeting held on 15 December 2020 and 2 February 2021

Chair: County Councillor Peter Britcliffe

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

[Health Scrutiny Committee](#)

15 December 2020

NHS Test & Trace and Mass Testing

The report presented provided an update in relation to NHS Test and Trace, local enhanced contact tracing and community asymptomatic mass testing.

Resolved: That the update report on national NHS Test and Trace enhancements, progress with local enhanced contact tracing (positive case completion) and community mass asymptomatic testing, be noted.

2 February 2021

Shaping Care Together Programme: Transforming Hospital and Community Services in West Lancashire, Southport and Formby

The report presented explained that the process to gather views and experiences about local health and care services to help shape how they could be delivered in the future for the people of West Lancashire, Southport and Formby had begun. This was being led by a partnership of NHS organisations in these areas known as The Shaping Care Together Programme. This was a listening exercise and not a formal consultation, the programme was at an early stage and no decisions had been made.

Resolved: That the report on the progress of the Shaping Care Together programme be noted.

Meeting of the Full Council - 25 February 2021

Report on the Internal Scrutiny Committee meeting held on 22 January 2021

Chair: County Councillor David O'Toole

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

[Internal Scrutiny Committee](#)

22 January 2021

Update on Lancashire's Response to Covid-19

A presentation was provided to the Internal Scrutiny Committee by the Chief Executive on Lancashire's ongoing response to the Covid-19 pandemic. The committee last received an update at their September 2020 meeting.

The update included information on Democratic Leadership during the pandemic, Service Delivery and support to Lancashire businesses and communities. A detailed update on the financial position was also provided to members and details of Pan - Lancashire working and next steps.

Lancashire County Council continued to work hard and respond positively. A lot of progress was being made and recognised nationally.

Resolved: The Internal Scrutiny Committee noted the update on Lancashire's response to Covid-19.

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

The Lancashire Health and Wellbeing Board

(Appendix 'A' refers)

Contact for further information:

Sam Gorton, Tel: (01772) 532471, Democratic Services Officer,
sam.gorton@lancashire.gov.uk

Executive Summary

The report of the Lancashire Health and Wellbeing Board from its meeting held on 19 January 2021 is attached at Appendix 'A'.

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

Members can also contact officers specified in individual reports for further information.

Recommendation

That the report of the Health and Wellbeing Board, as now presented, be noted.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

Meeting of the Full Council - 25 February 2021

Report on the Lancashire Health and Wellbeing Board meeting held on 19 January 2021

Chair: County Councillor Shaun Turner

The agenda and minutes of the meeting may be viewed on the county council's website site via the following link: [Lancashire Health and Wellbeing Board](#)

Lancashire Health and Wellbeing Board - SEND Sub-Committee

The Board received an update from the SEND Sub-Committee which had met on the 18 December 2020 to discuss the Accelerated Progress Plan (APP) which included the progress made by officers since the previous meeting of the Sub-Committee held on 24 September 2020. Further details of the minutes from the meetings can be found [here](#).

Resolved: That the Health and Wellbeing Board noted the report of the Lancashire Health and Wellbeing Board – SEND Sub-Committee.

National Consultation – Integrated Care System

Following receipt of the report which detailed Integrating care: Next steps to building strong and effective integrated care systems across England, which was published by NHS England and Improvement in November 2020, the Board discussed the key messages from the consultation document and the Lancashire and South Cumbria Integrated Care System (ICS) response to the consultation which was submitted on 8 January 2021. The outcomes of that process are still awaited and discussion at this meeting, on potential changes are subject to the outcomes of the consultation and a process of legislation through parliament.

Resolved: That the Health and Wellbeing Board:

- (i) Discussed the major proposals arising from the national consultation document Integrating Care: Next Steps set out in the presentation attached to the [agenda](#).
- (ii) Noted that a number of organisations and local Integrated Care Partnerships have made responses to the consultation process.
- (iii) Noted the Lancashire and South Cumbria Integrated Care System response to the consultation in support of option 2: development of a statutory Integrated Care System body.

Lancashire COVID-19 Outbreak Management Update

The Board received a current overview on the COVID-19 outbreak for Lancashire.

Resolved: That the Board noted the update.

Meeting of the Full Council

Meeting to be held on Thursday, 25 February 2021

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Division affected:
None;

Report of the Lancashire Combined Fire Authority

(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

Appendix 'A' sets out a summary report of the Lancashire Combined Fire Authority following its meeting on 14 December 2020. This is now presented to Full Council for information

Recommendation

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

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY 14TH DECEMBER 2020

1. AERIAL APPLIANCE STRATEGY

Members considered an overview of aerial appliance provision and the key drivers for change based on the ability to manage risk in Lancashire, cognisant of learning emerging from the Grenfell Tower inquiry and other incidents of national significance. Detailed proposals for changes to the current aerial fleet were considered and investment approved to strengthen response arrangements while providing an effective and efficient distribution of the assets across the county.

2. ANNUAL STATEMENT OF ASSURANCE

The Fire and Rescue National Framework for England (2018) sets out the Government's high-level expectations, priorities and objectives for Fire and Rescue Authorities (FRA's) in England. Included within the framework is the requirement on all FRA's to provide assurance on financial, governance and operational matters.

The Statement of Assurance was considered and approved by Members. It provided the required accountability and transparency to our communities and the Government that Lancashire Fire and Rescue Service (LFRS) continued to deliver efficient and effective value for money services.

This statement sat alongside the Integrated Risk Management Plan (IRMP), Statement of Accounts, the Annual Governance Statement, the Annual Service Plan and Annual Progress Report. It detailed what measures were in place to assure that the Combined Fire Authority's performance was efficient, economic, and effective and provided further evidence that LFRS continued to deliver under the expectations detailed within both the National Framework and its own IRMP.

3. COMMUNITY FIRE SAFETY REPORTS

This report included information for the 2 Unitary and 12 District Authorities relating to Fire Safety Initiatives and Fires and Incidents of particular interest. The adaptability of the community safety team was highlighted, particularly their ability to:

- continue to deliver safe and well visits to vulnerable people in Lancashire in addition to other visits to vulnerable people as part of working within the resilience forum;
- continue to develop partnership work with Lancashire Constabulary;
- focus on the delivery of the Bright Sparx education campaign to schools via digital engagement across the county which culminated in a virtual bonfire evening. This was viewed 103,000 times predominantly by families with young children, there were 3,500 comments and the event was considered to be very positive;
- continue to deliver campaigns primarily for winter safety which was aimed at vulnerable people. Within that there was a focus on cooking safely and the Diwali celebrations which took place in the period; and
- continue to work closely with the local authorities to provide support to people who are hoarding.

FRANK DE MOLFETTA
Chairman

LFRS
Fulwood

Notices of Motion submitted under Standing Order B36

1. By County Councillor Tomlinson

This Council extends its sympathies and condolences to all our residents and families who have lost loved ones in the COVID-19 pandemic. Council commends everyone across the County, including many of our own staff, who have stepped forward during the last twelve months to provide help, assistance and support to all in our community in such difficult times. In doing so, this Council supports the efforts of South Ribble resident Rachael Lidgett's campaign to mark March 23rd as a day of national remembrance of all those who have died as a result of COVID-19. This Council further commits to provide publicity to the ongoing campaign and petition via its normal communications outlets.

2. By County Councillor Gibson

This Council notes that between January and August 2020, there was a 74.05% increase in households in Lancashire applying for Universal Credit (figures from the meeting of the External Scrutiny Committee, 12 January 2021).

This Council notes the percentage of unemployment claimants in Lancashire at November 2020 stood at 5.9% (43,430 people) an increase from 5.7% (42,440 people) in October (figures from NOMIS ONS website) and that most of these claimants will have applied for Universal Credit for the first time.

This Council recognises the introduction of the £20.00 uplift by the Chancellor which was introduced to help with the worst effects of the pandemic.

This Council questions why this vital uplift is to be removed in April when Lancashire, along with many other areas, is still in the middle of one of the worst pandemics.

This Council therefore resolves to write to the Secretary of State for Work and Pensions, The Right Honourable Therese Coffey MP to:

- (i) Highlight the rising cases of Universal Credit applications across Lancashire.
- (ii) Ask her to retain the £20 per week uplift in Universal Credit permanently.

3. By County Councillor Rear

Council is concerned that notwithstanding the countywide 20mph speed limit in residential areas, there is mounting concern amongst residents of increased incidents of speeding traffic.

In addition to the 20mph areas, the county council has introduced other safety features at speeding 'hotspots' such as our Community Concern signs, etc. Through the Lancashire Road Safety Partnership (LRSP) we will soon be deploying four Variable Messaging Signs (VMS) Trailers that have been purchased by the county council. These four mobile units along with the two already deployed by the police will give clear messages urging motorists to slow

down. This will also give us much better coverage of the road network, with the partnership being able to cover more sites and giving us the capability to show different messages.

However, ultimately, the responsibility for controlling speeding traffic rests with the Police and the county council is concerned that more could be done to control this problem. The county council wants to continue to work in partnership, especially given the additional investment we are making, to do everything we can to keep our roads safe.

Council therefore resolves to request the Chief Executive and Director of Resources to write to the Police and Crime Commissioner asking him to seek assurances from the Chief Constable that Lancashire Constabulary is treating the problem of speeding traffic as a priority and to inform the county council what measures he proposes to minimise the risk to the people of Lancashire, including how we can work in partnership to continue to further raise awareness.

4. By County Councillor Foxcroft

Special Guardianship Orders now make up 13% of the permanency arrangements for children leaving care - greater than adoption at 12%. Special Guardianship Orders, and other less formal arrangements for looking after children who may otherwise be received into care, offer the children concerned opportunities to remain within their extended families or with close family friends. If you adopt you are entitled to statutory adoption leave which is equivalent to maternity leave. If you become a special guardian then, despite the benefits it has for the children involved, you are entitled to no statutory paid leave. Council believes the council could do more to encourage and support the uptake of Special Guardianship Orders and resolves to:

- (i) Request that the Executive Director of Education and Children's Services advocates nationally for better national standards on leave for parents undertaking Special Guardianship Orders.
- (ii) Request that the Executive Director of Education and Children's Services, in conjunction with the Director of Corporate Services, explores how the council, as employer, might support staff who are considering becoming Special Guardians and to report proposals to the Corporate Parenting Board and thereafter the Employment Committee.