

## **Full Council**

Thursday, 14th October, 2021 at 1.00 pm in the Council Chamber, County Hall, Preston

## **Agenda**

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3. **Question Time** (Pages 1 - 2)  
Questions submitted under Standing Order B28.
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  4. **Confirmation of the Minutes of the Ordinary and Extraordinary General Meetings held on 15 July 2021**  
(Pages 3 - 12)
  5. **Report of the Cabinet (Part A) - Corporate Priorities 2021 - 2025 and Communications Strategy 2021 - 2025** (Pages 13 - 30)
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  7. **Proposal to Change the School Transport Appeals Process**  
(Pages 39 - 52)
  8. **Lancashire County Pension Fund Annual Report for the Year Ending 31 March 2021** (Pages 53 - 56)
  9. **Lancashire County Council Timetable of Meetings 2022/23**  
(Pages 57 - 60)

10. **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**

11. **Report of the Cabinet (Part B)** (Pages 61 - 68)

12. **Report of County Council Committees**

To receive reports from:

(a) **The Audit, Risk and Governance Committee** (Pages 69 - 72)

(b) **The Employment Committee** (Pages 73 - 76)

(c) **The Pension Fund Committee** (Pages 77 - 82)

(d) **The Overview and Scrutiny Committees** (Pages 83 - 90)

13. **Report of the Lancashire Combined Fire Authority** (Pages 91 - 94)

**C. Notices of Motion**

14. **To consider Notices of Motion Submitted under Standing Order B36** (Pages 95 - 98)

Angie Ridgwell  
Chief Executive and  
Director of Resources

County Hall  
Preston

06 October 2021

# Agenda Item 3

## Questions submitted under Standing Order B28

No.	To be asked by:	Question:	For answer by (Cabinet Member):
1.	CC Oakes	Could the Cabinet Member for Environment and Climate Change please outline the additional measures that Lancashire County Council will be taking to mitigate the risk of flooding during the winter months?	CC Turner
2.	CC Hindle	The new Environment Bill will be brought to Parliament before the UN Climate Change Conference (COP26). The Bill includes many vitally significant clauses, including three that will have a particular direct impact on Lancashire households, namely, 'Extended Producer Responsibility', 'Deposit Return Scheme' and 'Collection Consistency'. Can the Cabinet Member for Environment and Climate Change give council an overview of these provisions and explain what steps are being taken in Lancashire in relation to them, and agree to arrange a Bite Size briefing for all members on the new Bill and its implications?	CC Turner
3.	CC Couperthwaite	<p>I am delighted to hear that Fostering Allowances are to be increased.</p> <p>Will the Cabinet Member for Children and Families elaborate on this service, which many of us have had very little contact with, but which is obviously vital in the heart of our communities?</p>	CC Towneley
4.	CC Cheetham	Can the Cabinet Member for Community and Cultural Services provide an update on how many people in Lancashire have received British Citizenship this year, and what the plans are for reintroducing the full Citizenship Ceremonies?	CC Buckley
5.	CC Fewings	The decisions by Lancashire County Council to sell off and/or develop publicly owned land is frequently met with surprise and opposition to residents across the county. In Burnley, sites rich in biodiversity have been sold off at	CC Vincent

		<p>auction and then been swiftly cleared of all trees and plants, including the destruction of habitat for protected species like hedgehogs. Last month, plans by this council to squeeze 44 houses onto a stepping stone habitat and green space in the grounds of a former education facility were turned down by Burnley Council's planning committee. The site has protected wildlife like bats and barn owls. The local residents are fully engaged but have had no consultation on the future of the site to date. Despite it being adjacent to a school which is over capacity and a general lack of school places in the town. Will the Cabinet Member for Resources, HR and Property (Deputy Leader) assure residents that rather than pressing on with an appeal, it will engage with residents to find a community-focussed solution for the building that retains this stepping-stone habitat for protected species and confirm that no decision being proposed for sites to be developed or sold off will be made without a full consultation with local residents on the future of such sites first?</p>	
6.	CC Dowding	<p>Given the need for fast and significant modal shift in travel, from private vehicles to cycling and walking (active travel), can the Cabinet Member for Highways and Transport provide evidence that the county council is adopting a corresponding 'modal shift' of finance to that required for safe, attractive and segregated cycling and walking infrastructure which are known to be required to ensure improved outcomes, and will he commit the county council to year on year increases in funding for active travel, and stop the building of strategic highways routes and networks which have the deleterious effect of inducing car journeys?</p>	CC Edwards

# Agenda Item 4

## Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston,  
on Thursday, 15th July, 2021

## Present:

County Councillor Barrie Yates (Chairman)

## County Councillors

T Aldridge	J Gibson	J Oakes
A Ali OBE	G Gooch	J Parr
U Arif	M Goulthorp	L Pate
T Ashton	M Green	M Pattison
N Aziz	H Hartley	E Pope
R Bailey	C Haythornthwaite	J Potter
S Barnes	N Hennessy	J Purcell
L Beavers	S Hind	J Rear
J Berry	A Hindle	P Rigby
P Britcliffe	S Holgate	S Rigby
M Brown	A Hosker	A Riggott
P Buckley	D Howarth	M Salter
J Burrows	T Hurn	A Schofield
A Cheetham	K Iddon	S Serridge
S Clarke	M Iqbal MBE	J Shedwick
A Clempson	S Jones	J R Singleton JP
M Clifford	A Kay	S Smith
J Couperthwaite	H Khan	K Snape
L Cox	N Khan	A Sutcliffe
A Cullens	E Lewis	R Swarbrick
M Dad BEM JP	S Malik	M Tomlinson
F De Molfetta	M Maxwell-Scott	C Towneley
G Dowding	J Mein	S Turner
C Edwards	G Mirfin	A Vincent
A Fewings	S C Morris	D Westley
J Fillis	Y Motala	P Williamson
A Gardiner	D O'Toole	R Woollam

## 1. Apologies and Announcements

Apologies for absence were received from County Councillors Lizzi Collinge and Sue Whittam.

Announcements

### *Municipal Journal's Achievement Awards for 2021*

At the invitation of the Chairman, County Councillor Cosima Towneley, Cabinet Member for Children and Families, drew Full Council's attention to the county council's Children's Homes staff who had been shortlisted in the 'Best Council Services Team' Category of the Municipal Journal's Achievement Awards for 2021.

Full Council congratulated and thanked all those involved in this achievement and wished the staff well for the final.

## 2. Disclosure of Pecuniary and Non-Pecuniary Interests

None declared.

## 3. Question Time

The Chairman informed Full Council that Question 3 had been withdrawn. County Councillors Jackie Oakes, Julie Gibson, Matthew Maxwell-Scott and Gina Dowding asked their respective questions as follows:

No.	Question From	Subject	For Answer By
1.	County Councillor Jackie Oakes	Whinney Hill Landfill Site	Cabinet Member for Environment and Climate Change
2.	County Councillor Julie Gibson	Flooding of Underpasses	Cabinet Member for Highways and Transport
4.	County Councillor Matthew Maxwell-Scott	Carbon Neutral by 2050	Cabinet Member for Environment and Climate Change
5.	County Councillor Gina Dowding	S22 Bus Service, Lancaster	Cabinet Member for Education and Skills

County Councillor Shaun Turner, Cabinet Member for Environment and Climate Change; County Councillor Charles Edwards, Cabinet Member for Highways and Transport; County Councillor Alan Vincent, Cabinet Member for Resources, HR

and Property (Deputy Leader); and County Councillor Jayne Rear, Cabinet Member for Education and Skills, replied respectively.

#### **4. Confirmation of the Minutes from the Meeting Held on 27 May 2021**

**Resolved:** - That the Minutes of the Meeting held on 27 May 2021 be confirmed and signed by the Chairman.

#### **5. Report of the Independent Remuneration Panel - 2021/22 Members' Allowance Scheme**

County Councillor Alan Vincent moved a report asking Full Council to consider the recommendations of the Independent Remuneration Panel in relation to the council's Members' Allowance Scheme for 2021/22.

**Resolved:** - That:

- (i) The recommendations of the Independent Remuneration Panel, as set out in the report and at Appendix 'A', now presented, relating to the county council's Members' Allowance Scheme, be noted.
- (ii) The revised Members' Allowance Scheme for 2021/22 as set out in the report, now presented, be approved and that the Director of Corporate Services be authorised to make any consequential changes to the Constitution.

#### **6. Urgent Business**

There was no urgent business to be considered.

#### **7. Report of the Cabinet (Part B)**

County Councillor Phillippa Williamson moved the report of the Cabinet from its meeting on 10 June 2021, together with details of an urgent Key Decision taken since the last meeting of Full Council.

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

#### **8(a) The Urgency Committee**

County Councillor Phillippa Williamson moved the report of the Urgency Committee setting out details of the decisions taken by either the Chief Executive and Director of Resources (S151), or the Director of Corporate Services (Monitoring Officer), under the county council's urgent business procedure on behalf of the Urgency Committee.

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

### **8(b) The Employment Committee**

County Councillor Phillippa Williamson moved the report of the Employment Committee from its meeting on 7 June 2021.

**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 18 July 2021.

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

## **9. Report of the Lancashire Combined Fire Authority**

County Councillor David O'Toole moved the report of the Lancashire Combined Fire Authority from its meeting on 28 June 2021.

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

## **10. To consider Notices of Motion Submitted under Standing Order B36**

### **1. It was moved by County Councillor David O'Toole and seconded by County Councillor John Shedwick that:**

This council recognises the invaluable contribution the Lancashire Fire and Rescue Service has made, and is continuing to make, during the Pandemic. Volunteer firefighters have helped at both test and vaccine centres across the County.

Council resolves to ask the Chief Executive to write to the Chief Fire Officer to show our appreciation and gratitude to Lancashire Fire and Rescue Service staff.

On being put to the vote, the Motion was CARRIED. It was therefore:

**Resolved:** - That:

This council recognises the invaluable contribution the Lancashire Fire and Rescue Service has made, and is continuing to make, during the Pandemic. Volunteer firefighters have helped at both test and vaccine centres across the County.

Council resolves to ask the Chief Executive to write to the Chief Fire Officer to show our appreciation and gratitude to Lancashire Fire and Rescue Service staff.



**2. It was moved by County Councillor Stephen Clarke and seconded by County Councillor Andrea Kay that:**

This council commends Her Majesty's Government for the support it has given to the reinstatement of the rail link between Fleetwood and Poulton-le-Fylde and resolves that the Chief Executive writes to the Prime Minister, asking him to continue to give the project his personal support to ensure it comes to fruition as soon as possible.

On being put to the vote, the Motion was CARRIED. It was therefore:

**Resolved:** - That:

This council commends Her Majesty's Government for the support it has given to the reinstatement of the rail link between Fleetwood and Poulton-le-Fylde and resolves that the Chief Executive writes to the Prime Minister, asking him to continue to give the project his personal support to ensure it comes to fruition as soon as possible.

**1. It was moved by County Councillor Gina Dowding and seconded by County Councillor Andy Fewings that:**

Lancashire to Lead Carbon Reduction Plan

Last month the Government announced that companies bidding for major central government procurement contracts should have a carbon reduction plan in place that reflects the government's carbon reduction targets from September 2021. (See: <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>).

Lancashire County Council resolves to match the Government requirement by requiring companies bidding for significant Lancashire County Council contracts, including through frameworks, to commit to Carbon Reduction Plans in line with the aspirations of Lancashire's Climate and Environment Programme.

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

To replace the word 'match' in the second paragraph with 'work towards matching'.

County Councillor Dowding accepted the friendly amendment which then became the substantive motion.

On being put to the vote, the Motion was CARRIED. It was therefore:

**Resolved: - That:**

Last month the Government announced that companies bidding for major central government procurement contracts should have a carbon reduction plan in place that reflects the government's carbon reduction targets from September 2021.

(See: <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>).

Lancashire County Council resolves to work towards matching the Government requirement by requiring companies bidding for significant Lancashire County Council contracts, including through frameworks, to commit to Carbon Reduction Plans in line with the aspirations of Lancashire's Climate and Environment Programme.

Angie Ridgwell  
Chief Executive and Director  
of Resources

County Hall  
Preston

## Minutes

At an Extraordinary General Meeting of the Full Council held at Council Chamber, County Hall, Preston, on Thursday, 15th July, 2021

### Present:

County Councillor Barrie Yates (Chairman)

### County Councillors

T Aldridge	J Gibson	L Pate
A Ali OBE	G Gooch	M Pattison
U Arif	M Goulthorp	E Pope
T Ashton	M Green	J Potter
N Aziz	H Hartley	J Purcell
R Bailey	C Haythornthwaite	J Rear
L Beavers	N Hennessy	P Rigby
J Berry	S Hind	S Rigby
P Britcliffe	A Hindle	A Riggott
M Brown	S Holgate	M Salter
P Buckley	D Howarth	A Schofield
J Burrows	T Hurn	S Serridge
A Cheetham	K Iddon	J Shedwick
S Clarke	M Iqbal MBE	J R Singleton JP
A Clempson	A Kay	S Smith
M Clifford	H Khan	K Snape
J Couperthwaite	N Khan	A Sutcliffe
L Cox	E Lewis	R Swarbrick
A Cullens	M Maxwell-Scott	M Tomlinson
M Dad BEM JP	J Mein	C Towneley
F De Molfetta	G Mirfin	S Turner
G Dowding	S C Morris	A Vincent
C Edwards	Y Motala	D Westley
A Fewings	D O'Toole	P Williamson
J Fillis	J Oakes	R Woollam
A Gardiner	J Parr	

### 1. Apologies and Announcements

Apologies for absence were received from County Councillors Lizzi Collinge, Alan Hosker, Stewart Jones and Sue Whittam.

## Announcements

The Director of Corporate Services (Monitoring Officer) informed Full Council that the Chief Executive and Director of Resources had decided to withdraw from the meeting due to a potential conflict of interest arising from her former role as a Director of the City of Culture 2025 Bid.

The Director of Corporate Services further advised Full Council of the need to observe confidentiality during the debate on item 3 due to the confidentiality clause within the agreement between the county council and two partners in respect of the bid for City of Culture status.

### **2. Disclosure of Pecuniary and Non-Pecuniary Interests**

None declared.

### **3. Motion Submitted by County Councillor Azhar Ali OBE**

This Council is concerned that a unilateral decision to withdraw support from Lancashire's bid to secure City of Culture status in 2025 will cost the Lancashire economy millions in lost investment and jobs. Therefore, Council resolves to:

- (i) Call an urgent meeting of key stakeholders including Leaders of all political groups on the Council, the Lancashire Enterprise Partnership, Marketing Lancashire, Downtown Lancashire, Blackburn with Darwen Council, Blackpool Council and other partners to discuss ways in bidding for the City of Culture 2025.
- (ii) Hold urgent discussions with Lancashire MPs and Department for Digital, Culture, Media and Sport to secure support for the bid.

Following a period of debate, the following friendly amendment was proposed by County Councillor Mohammed Iqbal in accordance with Standing Order B42:

To add the following additional, third, resolution:

'(iii) Support the City of Culture 2025 bid'

County Councillor Ali accepted the friendly amendment which then became the substantive motion.

In accordance with the requirements of procedural Standing Order B45(4), a recorded vote was taken. The names of the County Councillors who voted for or against the Motion and those who abstained are set out below:

For (31)

Aldridge	Cox	Hennessy	Lewis	Serridge
Ali	Dad	Hindle	Motala	Snape
Arif	De Molfetta	Holgate	Oakes	Tomlinson

Beavers	Dowding	Howarth	Parr	
Berry	Fewings	Iqbal	Pate	
Brown	Fillis	Khan, H	Pattison	
Clifford	Gibson	Khan, N	Potter	

Against (43)

Ashton	Cullens	Iddon	Rigby, S	Towneley
Bailey	Edwards	Kay	Riggott	Turner
Britcliffe	Gooch	Maxwell-Scott	Salter	Vincent
Buckley	Goulthorp	Mirfin	Schofield	Westley
Burrows	Green	Morris	Shedwick	Williamson
Cheetham	Hartley	O'Toole	Singleton	Woollam
Clarke	Haythornthwaite	Pope	Smith	Yates
Clempson	Hind	Rear	Sutcliffe	
Couperthwaite	Hurn	Rigby, P	Swarbrick	

Abstain (1)

Gardiner
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The Motion was therefore LOST.

Angie Ridgwell  
Chief Executive and Director  
of Resources

County Hall  
Preston



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part A**

Electoral Division affected:  
(All Divisions);

**Report of the Cabinet (Part A) - Corporate Priorities 2021 - 2025 and  
Communications Strategy 2021 - 2025**  
(Appendix 'A' refers)

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

**Executive Summary**

Attached at Appendix 'A' is the report considered by Cabinet on 7 October 2021 in respect of the county council's Corporate Priorities 2021 - 2025 and Communications Strategy 2021 - 2025.

**Recommendation**

Full Council is asked to consider the recommendations of Cabinet in respect of the Corporate Priorities 2021 - 2025 and Communications Strategy 2021 - 2025.

**Background and Advice**

Attached at Appendix 'A' is the report considered by Cabinet on 7 October 2021 in respect of the county council's Corporate Priorities 2021 - 2025 and Communications Strategy 2021 - 2025. As the meeting of Cabinet took place after the agenda for Full Council was published, the recommendations of Cabinet on this matter will be reported orally at the meeting.

**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



# Appendix A

## Report to the Cabinet

Meeting to be held on Thursday, 7 October 2021

## Report of the Chief Executive and Director of Resources

### Part I

Electoral Division affected:  
(All Divisions);

## Corporate Priorities 2021-2025 and Communications Strategy 2021-2025

(Appendices 'A' and 'B', refer)

Contact for further information:

Angie Ridgwell, Tel: (01772) 536260, Chief Executive and Director of Resources  
angie.ridgwell@lancashire.gov.uk

### Executive Summary

The Corporate Strategy was approved by Full Council in February 2019. The strategy remains the key document in describing the council's aims and ambitions.

To support the corporate strategy and the operational delivery of council services, a set of corporate priorities for the period 2021-2025 has been created, as set out at Appendix 'A'. These priorities identify the focus for the council, highlighting areas of potential collaboration between the county council, its partners and the residents of Lancashire to deliver our vision, 'Here at Lancashire County Council we are helping you to make Lancashire the best place to live, work, visit and prosper.'

The priorities are supported by a communications strategy, set out at Appendix 'B'. This strategy sets out how we will take a proactive approach to engage with our people, public and partners. A clear narrative ensures that our audiences understand our purpose and are part of our journey to improve.

### Recommendation

Cabinet is asked to approve the following recommendations:

- (i) The Corporate Priorities 2021-2025, as set out at Appendix 'A', to be recommended to Full Council for adoption.
- (ii) Subject to the approval of Full Council of (i) above, the Communications Strategy as set out at Appendix 'B', be approved.
- (iii) Full Council be recommended to authorise the Chief Executive and Director of Resources, in consultation with the Leader of the County Council, to undertake an update of the corporate strategy, as set out in the report.

## Background and Advice

During 2018 elected members along with staff and other key stakeholders were consulted on the council's vision and values. Based on the consultation feedback, the council's vision was agreed, 'Here at Lancashire County Council we are helping you to make Lancashire the best place to live, work, visit and prosper.' A set of values describing the way we do things was also agreed as: supportive, innovative, respectful and collaborative.

Following the creation of the vision and values, a corporate strategy document was developed and approved by Full Council in 2019. This document remains at our strategic core and the Corporate Priorities 2021-2025, attached at Appendix 'A' sets out the focus for the council for the next four years to deliver against the strategy, and puts the need to work with communities and develop productive partnerships at the heart of it.

Our corporate priorities are organised under four headings:

- Delivering better services
- Protecting our environment
- Supporting economic growth.
- Caring for the vulnerable

These will be delivered in line with our values, through creating effective partnerships and by valuing our communities. Emphasis will also be placed on good governance and sound financial planning.

Our Corporate Priorities 2021-2025 have been created in such a way that they are accessible and easy to understand. They are presented visually in a way that allows them to stand alone.

The corporate priorities give clarity and structure for staff to understand how their roles and responsibilities contribute to the county council's key priorities and ambitions and provide focus for teams to develop service plans and work programmes that support them.

They also enable the county council's key partners, stakeholders, business and industry associates to be clear about the county council's 2021-2025 ambitions, which will aid the alignment of aims and facilitate collaborative work to deliver high quality, best value services that meet the needs of Lancashire's residents.

Following the approval of our corporate priorities 2021-2025, the document will be shared with staff, key partners and stakeholders. Service managers will play a key role in ensuring that teams have a sense of ownership of the vision, values and corporate priorities and they will feature strongly in the induction of new staff.

The corporate priorities document will be accessible both on-line and in hard copy and will support the county council brand identity by providing a 'golden thread' that will run through our vision, values, strategy and operational service delivery.

The Cabinet Committee on Performance Improvement will continue to have oversight of our high-level metrics and regularly receive the more detailed, service specific key performance indicators which enable elected members to monitor ongoing service delivery and performance. Reports to this committee and Overview and Scrutiny Committees and subsequent Cabinet, Full Council reports will be aligned to the priorities.

High level key performance indicators will be regularly reviewed and updated to ensure they remain current and relevant.

When the Corporate Strategy was agreed in 2019, Full Council agreed it would be subject to regular reviews and periodic refresh to keep it up to date and relevant. Therefore, it is proposed that Full Council be recommended authorise the Chief Executive, in consultation with the Leader of the Council, to undertake a review. This would be a "technical" review to ensure language, terminology, references and data etc were up to date, and would not make any material changes to the strategy itself.

Supporting Our Corporate Priorities 2021-2025 is our Communications Strategy 2021-2025, attached at Appendix 'B'. How Lancashire County Council communicates is key to realising our vision for Lancashire as the best place to live, work, visit and prosper. Good quality internal and external communications brings our story to life.

A coherent narrative and clear voice ensure that our people, elected members, stakeholders, customers, and the people of Lancashire understand our purpose and are part of our journey. Providing clarity and engagement that supports our aims and ambitions. Underpinned by our values of supportive, innovative, respectful and collaborative, our communications strategy, planning and delivery contribute to the success of our organisation. This strategy sets out how we will take a proactive approach to engage with our people, public and partners by demonstrating the best communications practices to deliver an excellent, value for money service. A clear narrative ensures that our audiences understand our purpose and are part of our journey to improve.

## **Consultations**

N/A

## **Implications:**

This item has the following implications, as indicated:

## **Risk management**

The county council's Corporate Priorities 2021-2025 is a key document, providing focus which enables services to plan for the future, staff to understand how their role fits in to the bigger picture, and external partners to engage with the county council.

If our Corporate Priorities and Communication Strategy are not approved there is a risk that resources will not be deployed in a way that contributes most effectively to the county council's overall aims and objectives.

## List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

# Our Corporate Priorities 2021- 2025

## Our Vision

Here at Lancashire County Council we are helping you to make Lancashire the best place to live, work, visit and prosper.

## Our Values

Supportive, Innovative, Respectful, Collaborative.

## Our Partnerships

Through collaboration with partners and the sharing of ideas, assets, skills and knowledge, we will create a future for Lancashire that better meets all our needs.

## Our Communities

We value local communities and will help them to provide care and support to their families, friends, neighbours and colleagues.

## Our Accountability

We will ensure good governance, strong performance management, prudent financial control and transparent decision making for the taxpayer.



### DELIVERING BETTER SERVICES

- Provide services that are effective, efficient and appropriate to local circumstances.
- Improve services by changing the way we do things.
- Help people and families live healthier lifestyles and enjoy a better quality of life.



### CARING FOR THE VULNERABLE

- Protect, safeguard, support and enable the most vulnerable residents in our society.
- Challenge and reduce areas of inequality and provide opportunity for all.
- Ensure children of all abilities do well in our schools and colleges, gaining important skills and expertise for life.



### PROTECTING OUR ENVIRONMENT

- Lead on environmental improvement schemes and renewable energy initiatives.
- Work with businesses and communities on flood prevention, decarbonisation projects and climate change resilience.
- Promote more recycling and better waste management.



### SUPPORTING ECONOMIC GROWTH

- Develop and build effective infrastructure and transport networks, to help people and businesses connect and grow.
- Secure inward investment, to boost and level up the county.
- Invest in skills and innovation, to secure economic growth and maximise Lancashire's potential.





# Communications Strategy 2021-25



## Our vision and values

How Lancashire County Council communicates is key to realising our vision for Lancashire as the best place to live, work, visit and prosper.

Good quality internal and external communications brings our story to life. A coherent narrative and clear voice ensure that our people, elected members, stakeholders, customers, and the people of Lancashire understand our purpose and are part of our journey.

Underpinned by our values of supportive, innovative, respectful and collaborative, our communications strategy, planning and delivery contribute to the success of our organisation.

Ambition lies at the heart of this strategy – we want our communications to be the best so that our elected members, workforce, public and partners feel informed, engaged and involved in our work to drive forward the success of Lancashire.



## Our priorities

Effective communications requires a razor-sharp focus on our organisational priorities. Set by our Cabinet, everyone in Lancashire County Council has a part to play in their delivery. Supporting our corporate strategy, our corporate priorities 2021-2025 are:

- **Delivering better services**
- **Protecting our environment**
- **Supporting economic growth**
- **Caring for the vulnerable**

All communications activity we carry out, from a major campaign to a routine staff notice, must link back to one or more of these organisational priorities. They set our direction, define our purpose, and inform our delivery.



## Our objectives

The objectives define the role of communications in our operating environment, which is hugely complex – with 1.2 million residents we are accountable to, hundreds of thousands of people who access our services, an array of partnerships to support and the dynamics of the political environment to manage and demonstrate leadership to as the lead voice of our county.

The role of corporate communications is to lead the organisation in its communication priorities and ensure that the experience for the customer is straightforward and easy to navigate.

A fundamental role of communications is to cut through the complexity of an organisation providing a clear picture of where the council is going and what difference it is making.

The following objectives will help to achieve this:

- 1** We will **promote confidence** in Lancashire County Council as a **high-quality organisation**, focusing on our key priorities to help make **Lancashire the best place to live, work, visit and prosper**
- 2** We will use the **best communications tools** to **proactively and positively** tell the story of Lancashire County Council
- 3** We will respond **promptly, effectively and efficiently** to inquiries from the media, stakeholders and the people of Lancashire.
- 4** We will help ensure the council is **transparent** and able to be **held to account** through the provision of a range of information about its activities
- 5** We will support an **informed and engaged workforce** through the very best internal communications channels we have available
- 6** We will ensure our website and digital channels **enhance customer experience and service delivery**

The communications service will ensure it is proactive in improving its own knowledge and capability and continues to measure the effectiveness of the work being delivered.

# Our voice

**How we come across to our colleagues, stakeholders and the public is a critical component of Lancashire County Council's success.**

To drive forward the continuous improvement of how we interact with people, we have identified three characteristics of what we say and how we say it to ensure the organisation has a clear personality.

These characteristics, which were developed as part of a listening exercise with the public, are: **quality, straightforward** and **listening**. Here's what we mean by that:

## Quality

We should offer a great service whether it is fixing the roads, looking after older people or nurturing young people. Integral to this promise of quality is value for money. We shouldn't just look for the cheapest option at the most competitive rates. We should always spend Lancashire's money wisely while maintaining quality. We need to be progressive and always looking at the most effective way to do things.

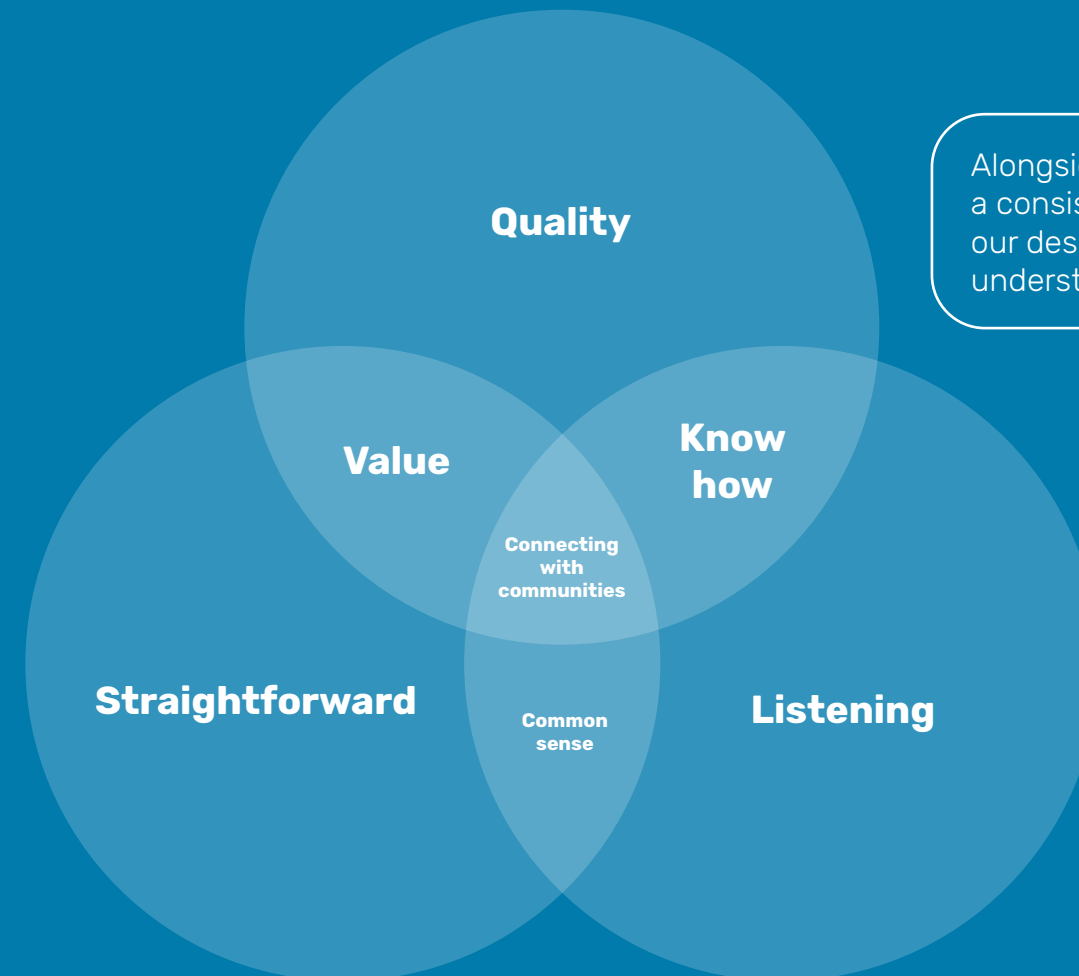
## Straightforward

We need to keep things simple and easy for our residents to understand. We should be straight talking and honest and we will let the public know in advance of any problems or changes affecting them and explain the reasons why. We will remove jargon and 'council' or 'report speak', cut through bureaucracy and communicate in a way that is easy and straightforward to understand.

## Listening

We should always be listening to what our residents say and want their feedback. We should be friendly and make every effort to help as far as possible. We are collaborative in our thinking and want to work with others to achieve the best results possible.

**These three characteristics interact with each other to create a voice that places our communities at its heart:**



Alongside this tone of voice, we will use a consistent visual identity and make our designed communications easy to understand, accessible and meaningful.

# Our audiences and stakeholders

We communicate with a wide range of people and partners who all have a different understanding of our role and work. It is important to segment our audiences in such a way as to ensure that we are getting the right messages to the right people at the right time in the right way. This will be different for every communications project we do, but is shaped with a high-level understanding of our who our stakeholders are.

Our core audience are our staff, elected members, residents and customers with others flowing from those flagship stakeholders:



## Our approach

Our approach to communications is based on where we can make the biggest difference and therefore all of our activity will be based on the following criteria:

- Is the service/issue in question a **strategic priority** for the county council?
- Can communications activity make a **positive and measurable difference** to the outcome?
- Is communications activity required to manage **significant reputational risks**?
- Is communications activity required to give out **important information**?

Those work areas that are less important to the council's priorities, or where communications input is unlikely to contribute significantly to achieving the outcome, will receive more limited support from the communications service by comparison to others, or potentially none at all. Larger projects that take additional planning time will need to be scheduled at an early stage to ensure capacity for delivery.



Projects that come with external funding and have communications or marketing requirements should firstly be agreed in advance with the team and come with additional budget to aid delivery if in-house capacity does not allow.

We will also produce a forward plan and rolling comms grid to ensure that we are plotting out our communications activity to ensure that we do not compete with ourselves.

The table below shows how we will go about this to engage with residents, staff and stakeholders so that we can ultimately change behaviours and make a difference.

## Engaging with Lancashire people

### What we want to achieve:

Ensure Lancashire people understand the services we deliver, the decisions we make and why, and can interact with us easily.

### How we will do this:

#### Media

- Our proactive and reactive media relations will explain in simple terms the decisions we have taken and why to ensure we are accountable and transparent.
- We will deliver a calendar of monthly proactive media stories to highlight to local and regional media the successful services we deliver and decisions we take.
- For general communications we will use a digital first approach to ensure that the bulk of our proactive communications get to the widest audience in the quickest time.
- We will work with targeted media on bespoke communications to generate high quality positive publicity.

#### Digital

- We will accelerate our use of rich content such as short videos to drive engagement on social media with all of our activities.
- We will continually review our websites to ensure customers can easily navigate and understand our information and that content is accurate, up to date and appropriate.
- We will work with the digital team to enhance the customer journey for web interfaces that require an end to end digital solution. We will prioritise this work based on return on investment and customer satisfaction.

#### Stakeholders

- We will work with services to ensure stakeholders are informed in a timely way if changes are being made and ensure the cascade of the message is well managed to ensure 'no surprises'.

#### Brand

- We will ensure our designed and printed resources are easy to understand, have a clear message and call to action. The brand identity and personality will be consistent and flow through our creative designs.



## Engaging with our elected members

### What we want to achieve:

Ensure our elected members, who represent our population and to whom we are democratically accountable, are kept informed about and engaged with our activities.

### How we will do this:

#### We will work closely with democratic services to:

- Share weekly key messages with councillors
- Produce a monthly bulletin for councillors featuring the latest news about Lancashire County Council

- Share our news releases with all members
- Host bite-sized briefings on key issues
- Follow all councillors' social media profiles on our official channels
- Promote an internal "Think Councillor" approach, to encourage staff to engage and communicate with councillors in their area of work.
- Encourage our councillors to be ambassadors for Lancashire County Council's work and activities.
- Carry out a full review of the C-First system and look at other mechanisms to improve information flow between members and the organisation

## Engaging with our staff

### What we want to achieve:

Ensure our staff are fully engaged, understand how their job fits into what the organisation is trying to achieve, know what is going on in the council, and feel listened to.

### How we will do this:

#### Internal Communications

- We will facilitate a weekly cascade of core brief messages to all staff.
- We will ensure the intranet is engaging using imagery and regular news content to promote corporate messages to help staff engender a clear sense of purpose.
- We will recognise the good work of staff through the staff shout-outs, news articles, blogs and the annual staff excellence awards to build positivity and celebrate success.
- We will ensure that senior staff have members are visible through a range of activity including blogs, Q&A sessions on major issues and annual staff listening sessions.
- We will aim to make sure our staff are the first to know of our decisions and not hear about it in the media first.

#### Brand

- We will promote good news stories of how colleagues have lived the values through their work.
- We will provide staff with tools to help them communicate well with their customers and promote and support the correct use of our brand.

#### Digital

- We will conduct a full review our intranet to continue to make improvements making it more accessible to more staff whilst at the same time making it easier to use.
- We will curate intranet content to ensure it remains accurate, current and useful to staff
- We will use webcasts and video to engage with staff in a more interactive way.

#### Media

- We will encourage colleagues to be ambassadors for the services they deliver and help tell the stories in the media of what they do day to day.
- We will work with colleagues to showcase their expertise and thinking on a national stage by working with specialist trade and technical journals to highlight progress and innovation.



## Engaging with our stakeholders

### What we want to achieve:

Ensure our local and national stakeholders see us as open, transparent and ambitious.

### How we will do this:

#### Strategic communications

- We will keep stakeholders regularly updated and ensure timely communications especially during times of change.
- We will focus our efforts on communicating with stakeholders around service changes to ensure 'no surprises' and we will listen to their feedback.

#### Marketing

- We will promote Lancashire as an area of growth, innovation and tourism, to encourage and support new businesses to locate and start up here.
- We will work closely with the Lancashire Enterprise Partnership and Marketing Lancashire to sell the county as a destination of choice for business and growth.
- We will work with our economic development team to run events to tell our economic growth story and enable face to face conversations with the business sector.

#### Media

- We will target trade and technical journals to promote our work on a national stage

#### Public affairs

- We will develop an advocacy strategy to help amplify Lancashire's voice in Westminster.
- Working with Corporate Management Team and Cabinet we will apply this strategy to help drive change for the benefits of Lancashire residents.



## Changing behaviours

### What we want to achieve:

Ensuring we can influence the behaviour of Lancashire people to help us collectively improve the county.

### How we will do this:

#### Strategic communications and marketing

- We will use evidence and insight to understand an issue before embarking on marketing campaigns.
- We will advise services and senior managers on the appropriate level of advertising spend to ensure 'we are famous for' our highest priority messages.
- We will use targeted communication channels appropriate to the audience and ensure value for money.
- We will work with services to help measure outcomes and measure return on investment.
- We will use real voices in all of our campaigns, including the authentic voices of service users, the credible voices of Lancashire people and the authoritative voices of our elected members.

#### Internal Communications

We will support our colleagues to be ambassadors for our campaigns.

#### Digital

- We will use digital solutions to make it easier for customers to interact with us.
- We will advise services on writing effective content for their online audience and oversee all major web content changes.
- We will use social media channels as an advertising route and be innovative with our approach.

#### Media

- We will identify media partnerships to help us campaign for change to get messages out to the right audiences at the right time.



## Our success

### We will measure success by:

- **Evaluating** all of our major campaigns
- **Monitoring and measuring** media coverage
- **Increasing** our social media following
- **Supporting** the annual staff survey and regular pulse surveys
- **Surveying** the media to ensure we are providing an effective service







**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part A**

Electoral Division affected:  
None;

**Report of the Cabinet (Part A) - Cabinet Meetings - Questions for Cabinet**  
(Appendix 'A' refers)

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

**Executive Summary**

Full Council is asked to consider the recommendation of the Cabinet in respect of adopting the rules for Questions for Cabinet.

The report considered by Cabinet is set out at Appendix 'A'.

**Recommendation**

That Full Council considers the Cabinet's recommendation to adopt the rules for Questions for Cabinet and authorises the Director of Corporate Services to make the necessary changes to the county council's constitution.

**Background and Advice**

At its meeting on 7 October 2021, Cabinet considered a report setting out details of a proposed process for Questions for Cabinet.

The full report considered by Cabinet is attached at Appendix 'A'.

As the meeting of Cabinet took place after the agenda for Full Council was published, the recommendations of Cabinet on this matter will be reported orally at the meeting.

**Consultations**

N/A

**Implications:**

This item has the following implications, as indicated:

**Risk management**

Risk management implications are set out in the report at Appendix 'A'

**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		

# Appendix A

## Report to the Cabinet

Meeting to be held on Thursday, 7 October 2021

## Report of the Head of Legal and Democratic Services

**Part I**

Electoral Division affected:  
None;

### Cabinet Meetings - Questions for Cabinet

(Appendix 'A' refers)

Contact for further information:

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

#### Executive Summary

This report proposes a new "Questions for Cabinet" process to allow all councillors to ask questions at meetings of Cabinet, and further to allow councillors and members of the public to submit written questions to Cabinet and have the question and answer published.

#### Recommendation

That Cabinet be asked to recommend to Full Council that the rules for Questions for Cabinet, as set out in Appendix 'A', be adopted.

#### Background and Advice

Currently, the Cabinet Standing orders do not allow speaking at Cabinet by anyone other than the Cabinet, the Leader and Deputy Leader of the main opposition, and Lead Members (where they are standing in for a Cabinet Member who is absent).

In order to allow Councillors and members of the public to raise issues of interest or concern about items on the agenda, a new approach is proposed.

The new approach will be called "Questions for Cabinet", and will be a 30 minute slot at the start of every Cabinet meeting. The approach can be summarised as follows:

- The Cabinet agenda will be published 5 clear working days before the meeting. This will usually be on the Wednesday of the week before Cabinet.
- Councillors and members of the public will have until 12 midday on the Monday before Cabinet to submit a question about an item on the agenda.

- Any individual, councillor or member of the public, may only submit one question per meeting.
- Questions may be ruled out of order by the Monitoring Officer if:
  - They are not related to an item on the agenda
  - They are about a decision due to come to the Development Control or Regulatory Committee
  - They have been asked and received an answer within the last 6 months
  - They are offensive or vexatious
- Questions from members of the public will be in writing only. Councillors, however, may attend Cabinet in person to ask their question. Note that Councillors who wish to ask their question in person must still submit it in writing by the deadline.
- At the meeting, councillors present may ask their question. An answer will be provided by the Cabinet Member. The Councillor may then ask a supplementary, which again the Cabinet Member will answer.
- If the Councillor chooses to submit a question but not attend the meeting, their question will be treated as a written question and receive a written response.
- Questions will be asked and answered in the order received.
- At the end of 30 minutes, any questions left unanswered will receive a written answer.
- Questions about Part II (confidential) items cannot be asked in person and will receive a written answer.
- All questions asked in person will be recorded in the minutes of Cabinet.
- All written questions and answers, from Councillors and the public, will also be published as a supplementary to the minutes (questions and answers on Part II reports may be redacted as necessary) no more than 1 week after the Cabinet meeting.

Appendix 'A' sets out the proposed new Standing Orders to facilitate this process. Formal approval for this change sits with the Full Council, and so Cabinet is asked to endorse the approach and recommend it to Full Council for adoption.

### **Consultations**

Practice at other large authorities has been reviewed and considered.

### **Implications:**

This item has the following implications, as indicated:

**Risk management**

N/A

There are no legal or financial implications.

**List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



# Annex 1

## Proposed new Standing Order C35:

### Questions for Cabinet

35. (1) At each meeting of the Cabinet there shall be up to 30 minutes set aside for questions for Cabinet Members.
- (2) A County Councillor or any person who lives or works in the county, or is affected by the work of the County Council, may ask the Leader of the Council or a Cabinet Member a written question on any matter which relates to any item on the Cabinet agenda for that meeting.
- (3) Each County Councillor or member of the public may only submit one question per meeting.
- (4) A written copy of the question must have been delivered to the Democratic Services team by 12 midday pm two clear working days before the date of the meeting, specifying the full question and the agenda item to which it relates.
- (5) Questions may be ruled out of order by the Monitoring Officer if they are considered to be:
- i. Not related to an item on the Agenda
  - ii. defamatory, frivolous, vexatious or offensive;
  - iii. substantially the same as a question that has been asked and answered by the Cabinet or Council in the past six months;
  - iv. related to a matter due to be determined by the Development Control or Regulatory Committees
  - v. requiring the disclosure of confidential or exempt information
- (6) A question from a member of the public will receive a written reply. The question and answer will be published within 5 working days following the date of the Cabinet meeting.
- (7) County Councillors may attend the meeting of Cabinet in person and ask the question they have submitted. Questions will be taken in the order in which they were submitted.
- (8) Once a question has been asked, the Cabinet member will provide an oral response. The original questioner may ask a supplementary question on the same topic. The Cabinet member will provide an oral response.
- (9) At the end of the 30 minutes, any questions which have not been asked orally will be treated as written questions and receive a written answer
- (10) Any question submitted by a County Councillor where the County Councillor has not attended Cabinet in person shall be treated as a written question and receive a written answer.

- (11) Any question about a Part II item on the agenda will be treated as a written question and receive a written answer. It cannot be asked in person at the meeting.
- (12) All written questions and answers shall be published within 5 working days following the date of the Cabinet meeting.
- (13) In the meeting, the Chairman's ruling on questions and answers shall be final.
- (14) An urgent written question may be asked by a County Councillor about any item on the Cabinet agenda for that meeting, which the Chair considers could not have been reasonably submitted by the deadline for the receipt of written questions, provided that they give notice of the question to Democratic Services by 12 noon the day before the meeting.



## Meeting of the Full Council

Meeting to be held on Thursday, 14 October 2021

Report submitted by the Head of Legal and Democratic Services

**Part A**

Electoral Division affected:  
(All Divisions);

## Proposal to Change the School Transport Appeals Process

(Appendix 'A' refers)

Contact for further information:

Angela Esslinger, Tel: (01772) 533950, Complaints and Appeals Manager  
angela.esslinger@lancashire.gov.uk

### Executive Summary

Following a decision issued by the Local Government and Social Care Ombudsman, the County Council needs to change the way it considers appeals against decisions on school transport. This report proposes the disestablishment of the Student Support appeals Committee and its replacement with alternative arrangements that will meet the statutory guidance and the findings of the Ombudsman.

### Recommendation

Full Council is asked to:

- (i) Note the findings of the Local Government and Social Care Ombudsman as set out at Appendix 'A'.
- (ii) Approve the disestablishment of The Student Support Appeals Committee.
- (iii) Approve the establishment of an Independent Transport Appeals Panel in accordance with the arrangements set out in the report.
- (iv) Request that Political groups nominate Councillors to sit on the new Transport Appeals Panel on the following basis:
  - Conservatives - Up to 7 members
  - Labour - Up to 5 Members
  - Liberal Democrat/Green - Up to 1 member each
- (v) Authorise the Director of Corporate Services to make any minor consequential amendments to the constitution as a result of the above.

## **Background and Advice**

On 25 August 2021 the Local Government and Social Care Ombudsman (the Ombudsman) which has powers of the high court, published a final decision against Lancashire County Council. The Ombudsman found fault in the current process adopted by the Student Support Appeals Committee. This is because the Student Support Appeals Committee only considers appeals by written representation from parents and officers. The full judgment of the Ombudsman is attached at Appendix 'A'.

In 2014, the Department for Education published a Home to School Travel and Transport Statutory Guidance for local authorities. This government guidance was updated in 2016 and states that a review by an independent appeal panel should consider written **and verbal (oral)** representations from both the parent and officers involved in the case.

The Ombudsman comments that there are good reasons for doing this including: transparency; natural justice and opportunity for all parties to ask questions. The Ombudsman states that as the guidance is statutory, councils have a duty to have regard to it when formulating their policy. The county council therefore needs to make appropriate arrangements to meet these requirements, in particular, the need to allow oral representations from both officers and parents and carers.

## **Student Support Appeals Committee**

The Student Support Appeals Committee was established in 2010 to introduce councillor involvement and oversight into what had previously been an officer-led system. The four-member committee has been effective in managing appeals and introducing an independent review process for approximately 200 school transport appeals a year.

However, the requirement to allow oral representations will significantly expand the time required to consider appeals, from approximately one afternoon per month to around three days per month. It is therefore unrealistic to continue with this committee given the level of demand this would place on a small number of councillors.

## **New Proposal - Independent Transport Appeal Panel**

It is proposed that new arrangements be introduced which mirror the current arrangements for school admission appeals. The new Independent Transport Appeal Panels would be made up of three representatives, being a mix of county councillors and independent members. These would be drawn from a pool to ensure that the burden on any individual in terms of time commitments would not be too great.

In terms of the membership of Transport Appeals Panels, the statutory guidance states:

*"The independent appeal panel members should be independent of the original decision making process (but are not required to be independent of the local authority) and suitably experienced (at the discretion of the local authority), to ensure a balance is achieved between meeting the needs of the parents and the local authority."*

The county council already has a large pool of about 60 independent members who sit on school appeals panels. They will be invited to agree to also join transport appeals panels. In addition, and to ensure ongoing engagement from elected councillors, the political groups will be asked to nominate representatives to the pool as follows:

- Conservatives - Up to 7 members
- Labour - Up to 5 Members
- Liberal Democrat/Green - Up to 1 member each

Note that individual panels will not be required to be politically balanced and may be made up of any combination of elected councillors and independent members. Benchmarking exercises conducted with other large councils with similar numbers of transport appeals to those in Lancashire, indicate that a pool of 20 transport appeal panel members are needed as a minimum. There is therefore confidence that Lancashire can identify sufficient potential panel members from amongst councillors and independent members.

### **Implications and considerations**

Training will be provided for any county councillors nominated and independent members, with additional training for those interested in Chairing the panels.

Councillors acting as Chair of a Panel would not be able to hear appeals from parents and carers in their own division.

The new panels would not be formal committees of the council but would count as an official duty for the purposes of claiming travel expenses.

Panels will decide whether to meet face to face or virtually, dependent on the technology available and the individual considerations and preferences of panel members. These arrangements currently apply for school admission appeals.

Generally speaking, the same panel would sit for a full day and consider all the appeals scheduled for the day in a particular area.

## **Timescales**

Changing the way that the county council undertakes transport appeals will also necessitate changes to the Home to Mainstream School Transport Policy. If this is done mid-year, it would impact upon the current school admissions procedure. Therefore, the Ombudsman has given the county council 12 months to change this policy, although it has also asked that a pilot scheme be introduced within 3 months to integrate oral representations into transport appeals. To meet this requirement, it is proposed that a pilot Independent Transport Appeals Panel will be introduced from November 2021. Work will also commence on updating the Home to Mainstream School Policy for 2022/23, so that a new policy will be in place by the next academic year.

The Student Support Appeals Committee will remain in place during the pilot period, although it is intended that the number of appeals taken through the committee will be minimised. Appellants will be given a choice of whether they prefer a written appeal or whether they wish to appeal orally as well.

## **Consultations**

N/A

## **Implications:**

This item has the following implications, as indicated:

## **Resources**

The new approach will impact on the resources allocated to considering school transport appeals. There will be an increase in the amount of allowances for independent panel members, dependant on the numbers of councillors involved, although this will be contained within the existing school appeals budget.

The new approach will also require additional officer resources, and it is therefore proposed that a Grade 7 Transport Appeals Clerk post is established to create capacity and to provide specialist support and advice to panels and to manage the administration. The mean cost of a Grade 7 post would be £34,857 including on costs at 2021/22 prices.

It is proposed that the additional costs associated with the proposal for a Grade 7 Clerk are met from the Medium-Term Financial Strategy.

## **Risk management**

The county council is required to implement the findings of the Ombudsman within the timescales set or face further sanctions. The proposed changes also ensure that the county council is operating in line with statutory guidance.

## **Cohesion and Human Rights**

These considerations improve the rights of appellants to be heard and to make representations. Appellants are asked if special considerations need to be made and extra support will be commissioned as required (e.g. Language Line).

## **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



25 August 2021

**Complaint reference:**  
20 008 430

**Complaint against:**  
Lancashire County Council

## **The Ombudsman's final decision**

Summary: Mr X complained about the Council's decision not to award home to school travel assistance for his child. He said the Council's decision is unfair and caused him unnecessary stress and anxiety. We found fault in the Council's actions. The Council has agreed to consider a new appeal for Mr X and to review its school transport policy.

---

## **The complaint**

1. Mr X complains about the Council's decision not to award home to school travel assistance for one of his children. He says the Council's decision is unfair and has caused him unnecessary stress and anxiety.
2. Mr X would like the Council to provide his child with free travel assistance.

## **The Ombudsman's role and powers**

3. We investigate complaints of injustice caused by 'maladministration' and 'service failure'. I have used the word 'fault' to refer to these. We cannot question whether a council's decision is right or wrong simply because the complainant disagrees with it. We must consider whether there was fault in the way the decision was reached. (*Local Government Act 1974, section 34(3), as amended*)
4. If we are satisfied with a council's actions or proposed actions, we can complete our investigation and issue a decision statement. (*Local Government Act 1974, section 30(1B) and 34H(i), as amended*)

## **How I considered this complaint**

5. I have discussed the complaint with Mr X and considered the information he has provided.
6. I have made enquiries to the Council and considered the information it provided.
7. Mr X and the Council had the opportunity to provide their comments on a draft of this decision. I have considered their comments before making a final decision.

---

## What I found

### Summary of relevant guidance

8. The Department for Education statutory guidance for home to school transport sets out councils' duties. Councils must have regard for this when carrying out duties in relation to home to school transport and travel.
9. The relevant legislation is contained within sections 508 and 509 of The Education Act 1996.
10. Section 508B of the Act places a duty on Councils to make travel arrangements they consider necessary to facilitate attendance for eligible children. Schedule 35B of the Act defines eligible children.
11. The guidance recommends Councils have a two-stage appeal process for parents who wish to challenge a decision about their child's eligibility for travel support. The two-stage process consists of:
  - Stage 1: review by a senior officer;
  - Stage 2: review by an independent appeal panel.
12. The guidance says that following the Stage 1 review, the officer should send the parent a detailed written notification of the outcome, setting out:
  - The nature of the decision reached;
  - How the review was conducted;
  - Information about other departments and/or agencies consulted as part of the process;
  - What factors were considered;
  - The rationale for the decision reached, and
  - Information about how the parent can escalate their case to stage two (if appropriate).
13. The guidance says that at stage 2, an independent appeal panel should consider written and verbal representations from both the parent and officers involved in the case. The panel should then provide the parent with a detailed written notification of the outcome.

### The Council's home to mainstream school transport policy

14. The Council's policy says it must provide free transport to and from school if a child is:
  - under eight years old and has to walk more than two miles to the nearest qualifying school; or
  - aged eight or over and has to walk more than 3 miles to the nearest qualifying school.
15. The policy says the nearest qualifying school is usually:
  - the school which is the closest to home, measured by the shortest walking or road route
  - the school where there is a place available or where a place could have been offered at the allocation stage of school admissions had it been requested

*(Section 4c, Lancashire County Council Home to Mainstream School Transport Policy 2019/20)*



- 
16. The policy says parents who receive the maximum amount of Working Tax Credit or whose child is entitled to free school meals are defined as being on a low income. It says where the children of low-income families attend secondary school, it will *“provide free transport to one of the three nearest schools as long as the school is between two and six miles from your home”*. (Section 6b, Lancashire County Council Home to Mainstream School Transport Policy 2019/20)
  17. The policy says applicants who feel the Council has applied the law incorrectly or consider they have exceptional circumstances which have not previously been provided to the Council may submit a written appeal. The appeals process is in two stages.
  18. The Council has produced a flowchart to show how the appeals process works. The stages of the appeals process are as follows:
    - Officer A declines the home to school transport application
    - Parent/carer challenges the decision
    - Stage 1 review by a senior officer (Officer B) who sends a decision letter to the parent/carer with detailed reasoning for the decision made. The letter also provides notification of the option to escalate the appeal to stage 2 (an appeal panel)
    - Parent/carer challenges the Stage 1 decision
    - Stage 2 review by an appeal panel. An independent panel considers written representation from the parent/carer
    - The independent panel sends details of its decision to the parent/carer

### **Background**

19. Mr X has two children. His eldest child, Child Y attended a secondary school, School D. Mr X says Child Y experienced several issues while attending School D which had a negative impact on them. As a result of these issues, Mr X did not want Child Y to continue to attend School D. He changed the secondary school setting for Child Y so that they attended a different school, School E.
20. Child Y receives travel assistance from the Council for travel to and from School E.
21. Mr X's younger child, Child Z was due to transfer to a secondary school setting in September 2020. Child Z obtained a placement at School E.

### **Mr X's application**

22. Mr X applied to the Council for travel assistance for Child Z for their placement at School E.
23. On 28 July 2020, the Council told Mr X it had not approved his application. It said the reason for this was because there was a nearer suitable school (School F) with places available when Mr X was seeking a place for Child Z.
24. Mr X was unhappy with the decision and emailed the Council on 3 August 2020. He said the Council granted his eldest child, Child Y a school bus pass and they attended the same school as Child Z. He said there was therefore no logic in declining Child Z's application. Mr X also said he would not send Child Z to School D or School F. He said Child Y had experienced numerous issues at School D and he did not want the same to happen to Child Z.
25. Mr X also submitted an appeal form against the Council's decision on 3 August 2020. He appealed on financial grounds as he was on a low income, and on

- 
- educational continuity grounds. Mr X provided a letter as supporting information to accompany the appeal, giving details of the issues faced by Child Y at School D.
26. On 11 August 2020, the Council carried out its Stage 1 review.
  27. The Council sent Mr X an email on 12 August 2020 to say it had sent him a separate email via its secure email system. The Council asked Mr X to download its response to his appeal.
  28. Mr X emailed the Council on 13 August 2020 to say he could not access the Council's secure email. He asked the Council to send its response by post.
  29. On the same day, the Council agreed to send Mr X a "schedule". It said if Mr X disagreed with anything within the schedule, he could provide his reasons why and the Student Support Appeals Committee (SSAC) would see them.
  30. Mr X confirmed receipt of the schedule on the same day. He said he considered the difference in distance between his home and School E and his home and School F to be "not worth arguing over". He also maintained that he would not send Child Z to School D or School F.
  31. The Council's SSAC reviewed Mr X's appeal on 1 September 2020.
  32. On 9 September 2020, Mr X called the Council to ask for its decision letter. He said he had additional information which he considered would have been helpful for the SSAC to see. He said he had been unable to obtain this information beforehand because of COVID-19 restrictions. The Council says it agreed Mr X could provide the additional information once he had received it and it would then go ahead with a re-appeal.
  33. The Council sent its decision letter to Mr X on 11 September 2020. It said it had not allowed the appeal because Child Z was not attending their nearest school, School F.
  34. It said the reason Child Y had been given travel assistance was because in previous years, including the year Child Y transferred to secondary school, School F was oversubscribed and could not therefore be considered as a suitable school. However, when Child Z transferred to secondary school, School F had fewer applicants and Child Z could have been offered a placement at the nearer school.
  35. The Council said Mr X's application was not granted on financial grounds because there were three closer schools which could have offered Child Z a placement. These included School D and School F. The Council said it considered Mr X's choice of school for Child Z was parental preference and his reasons for appeal did not merit the committee exercising its discretion to award travel assistance.
  36. In October 2020, Mr X provided the Council with additional information relating to his income. The Council told Mr X it would consider his appeal again on 9 November 2020.
  37. The SSAC reviewed Mr X's appeal again on 9 November 2020 and sent its decision letter on 19 November 2020. It said the committee had sympathy with all the points raised by Mr X, but it had not allowed the appeal because the reasons put forward did not merit the SSAC exercising its discretion.
  38. Mr X remained unhappy with the Council's decision and brought his complaint to us.

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### **Analysis – was there fault by the Council?**

39. It is not the Ombudsman’s role to decide whether someone should receive free transport to school. We can only consider if there was fault in how the Council reached its decision.
40. The statutory guidance says councils should issue a decision letter to the parent after the Stage 1 review. The Council’s policy says the same. The Council has not provided a copy of its Stage 1 decision letter, but instead, has provided a copy of the “schedule” which was sent to Mr X on 12 August 2020.
41. Although the schedule provides the reasons why the Council declined the appeal, it does not explain how the Council considered Mr X’s concerns about the suitability of School D as an option for Child Z. This was one of the grounds for appeal put forward by Mr X.
42. I acknowledge the Council may consider School D to be a qualifying school and may consider Mr X’s choice of school to be parental preference. I also acknowledge the Council says in its Stage 2 decision letters that the committee noted the evidence provided by Mr X. However, the evidence provided by the Council does not contain detailed written notification of how the review of Mr X’s concerns was conducted and does not show how these factors were considered. Neither does it provide “detailed reasoning” to explain why the SSAC considered Mr X’s concerns did not merit the Council to exercise its discretion.
43. The schedule provided to Mr X and the Stage 2 decision letters issued on 11 September 2020 and 19 November 2020 do not provide this explanation either. The decision letters simply say the committee gave careful consideration to all the information provided, but they do not explain what consideration was given. This explanation was a requirement of both the statutory guidance and the Council’s appeals policy, and the lack of a detailed explanation for how the Council reached its decision is fault.

### **The Council’s appeals policy**

44. The statutory guidance recommends local authorities adopt a two-stage appeal process with Stage 1 being a review by a senior officer and Stage 2 being a review by an independent appeal panel.
45. The Council has a two-stage appeal process with a senior officer as a decision maker for Stage 1 and an independent appeal panel for Stage 2. At both stages, written representation is required from parents and officers involved in the case. But the Council does not allow parents the opportunity to attend the appeal committee hearing and make verbal representations.
46. As stated at paragraph 13 of this statement, the statutory guidance says the independent appeal panel should consider written *and verbal* representations from both the parent and officers involved in the case.
47. The Council says the SSAC is not open to the press and public and it does not invite appellants to attend in person. It says it is the full Council’s decision how to conduct certain committees, including conducting meetings in private where officers of the Council and the committee share personal and confidential information. It says appellants are advised they are required to submit information to evidence their points of the appeal to the committee and that the appeals are conducted in this format.
48. The Council says the SSAC has always conducted the committee in this format as decided by the full Council, as is its remit to do so. It says this is to ensure

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everyone has the same opportunity to submit written information and evidence to support the appeal.

49. The guidance says parents should be able to present their case in writing and verbally, and there are good reasons for this including: transparency; natural justice and opportunity for all parties to ask questions. The guidance is statutory, and councils have a duty to have regard to it when formulating their policy. It is open to councils to depart from statutory guidance, but the courts have said they can do so only if they have cogent reasons for doing so.
50. We would expect the Council to follow statutory guidance unless it has good reason not to. Any departure from the guidance should give parents at least the same opportunities to present their case.
51. I acknowledge the comments made by the Council regarding its current policy. However, I do not consider the Council's explanation for departing from the guidance, (because the Council can decide how to conduct certain committees and because it has always conducted the appeals hearing in this way) is a cogent reason.
52. This is because under the current process, parents who may not be able to articulate their case as clearly in writing as they might in verbal evidence are denied the opportunity to make verbal representations as envisaged in the guidance. I have seen no information from the Council to indicate it has addressed or mitigated this deficit. I consider the Council's appeal process is therefore not in line with the statutory guidance and I have found this to be fault.
53. The fault identified caused an injustice to Mr X as he was denied the opportunity to make verbal representations to the appeal panel, and was left confused and unsure as to how the Council had considered his grounds for appeal relating to the suitability of School D for Child Z.

### **Agreed action**

54. To address the injustice identified, the Council has agreed to take the following action within one month of the final decision:
  - Provide an apology to Mr X.
55. The Council has agreed to take the additional following action within three months of the final decision:
  - Offer Mr X a new appeal with a new panel and the opportunity to make verbal representations;
  - Initiate a review of its school transport appeal procedure to ensure it meets the requirements of the statutory guidance,
  - Introduce a pilot scheme to offer appellants with similar cases the opportunity to provide verbal representations to the panel.
56. The Council has agreed to provide its amended school transport policy within 12 months of the final decision, taking into account its impact on resources, training, consultation and Cabinet approval.

### **Final decision**

57. I have found fault by the Council and the Council has agreed to take the above action. I have therefore concluded my investigation.

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**Investigator's decision on behalf of the Ombudsman**



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Fund, Lancashire County Pension Fund

**Part A**

Electoral Division affected:  
None;

**Lancashire County Pension Fund Annual Report for the Year Ending 31 March 2021**

Contact for further information:  
Sean Greene, Tel: (01772) 530877, Head of Fund, Lancashire County Pension Fund  
sean.greene@lancashire.gov.uk

**Executive Summary**

The Constitution of Lancashire County Council requires the Full Council to receive a report from the Pension Fund Committee on the performance and state of the Lancashire County Pension Fund and on investment activities during the preceding year.

This report summarises key elements of the Fund, as detailed in the Annual Report approved by the Pension Fund Committee on 17 September 2021.

**Recommendation**

That the performance and state of the Lancashire County Pension Fund and investment activities for the year ended 31 March 2021, as set out in the report and detailed in the Lancashire County Pension Fund Annual Report 2020/21, are noted.

**Background and Advice**

The Constitution of Lancashire County Council states that the Full Council should receive an annual report from the Pension Fund Committee on the state of the Lancashire County Pension Fund and on investment activities.

On 17 September 2021, the Pension Fund Committee considered the draft 2020/21 Annual Report of the Lancashire County Pension Fund and resolved that the accounts of the Fund are approved subject to any minor amendments and audit/asset pool adjustments agreed by the Head of Fund.

The Fund Annual Report includes the statement of accounts which are included within the county council's Statement of Accounts for the year ended 31 March 2021. The external auditors of the Fund, Grant Thornton, will provide their opinion on the accounts of the county council alongside opinion on the Annual Report of the Fund.

The external audit opinion will focus on whether the information within the Annual Report is consistent with the audited financial statements included within the county council's Statement of Accounts.

Set out below is an outline of the Fund's performance and investment activity for the year, together with a summary of the key financials from the accounts.

### **Fund of the Year**

The Fund was awarded the accolade of Local Government Pension Fund of the Year in December 2020, in particular in relation to the work around Governance, Investments and Responsible Investments.

### **Investment Performance**

Despite the worldwide turmoil in the Financial Markets, due to the COVID-19 Pandemic, the fund achieved a return on investments of 11.7% in the year outperforming the actuarial benchmark (the rate at which the Fund's liabilities are assumed to grow year on year) by 7.9%.

The total asset value of the Fund increased from £8.4bn to £9.6bn There were gains made across the entire portfolio, but public equity was by far the standout contributor.

Small changes were made to strategic asset allocations during the year so as to ensure a well-diversified portfolio, across different asset classes to achieve the best returns.

### **Administration**

The administration service performed to a high standard in the year and achieved an overall performance of 99% with all statutory requirements being met and service level agreement targets being exceeded. Membership of the Fund has decreased slightly and now totals 177,799 members from over 300 active employers, a decrease of 351 members since the previous year.

### **Investment Pooling Arrangements**

100% of the Fund's assets are under pooled management and 92% of the Fund's assets in pooled vehicles. This has resulted in investment management fee savings for Lancashire County Pension Fund and London Pensions Fund Authority who are both shareholders of Local Pensions Partnership Limited.

### **Responsible Investment**

Under the Local Government Pension Scheme regulations, the county council, as administering authority, has delegated Responsible Investment to the Pension Fund Committee to ensure our approach is appropriate. We continue to work with the Local Authority Pension Funds Forum who undertake extensive work in this area and



Local Pensions Partnership Limited has increased its resource in this area to support us by providing regular reports on our progress in this vital area.

### **Statement of Accounts extracts and key financial results**

- **Contributions income £416.3m (2019/20 £177.0m)**

Following the 2019 actuarial valuation the Fund gave some employers the option to pay their 3-year future service rate and deficit contributions up-front. A number of employers opted to do this and as a result the employer contributions for the year ending 31 March 2021 include contributions for the 3 years to 31 March 2023. This had a significant impact on cash flow and reported income in the year.

- **Management Expenses £116.4m (2019/20 £65.0m)**

Management expenses include administrative expenses, investment management expenses and oversight and governance costs.

The movement in investment management expenses, which accounted for most of the increased management expenses, was predominantly due to the significant increase in the value of the fund's assets as referred to below.

- **Investment income £143.8m (2019/20 £206.1m)**

Income from pooled investments decreased compared to the prior year, most notably due to the economic impact of the pandemic.

- **Change in market value of investments £1022.2m (2019/20 £1.4m)**

The significant increase in market value of investments compared to the prior year is due to market conditions – most notably the increase in value of global equity investments due to the unprecedented equity market rally that followed the market drawdown in March 2020.

- **Closing net investments of the Fund £9,599.3m (2019/20 £8,429.4 m)**

The Fund investments value increased by £1,169.90m resulting in a funding level of 108%.

The funding level is based on actuarial assumptions from the 2019 valuation.

The Annual Report of the Fund is to be published in line with the statutory deadline of 1 December 2021 and will be made available to view via the county council's website.

### **Consultations**

Local Pensions Partnership Administration Limited and Local Pensions Partnership Investment Limited were consulted on the reporting of administration and investment information.

### **Implications:**

This item has the following implications, as indicated:

## **Risk management**

As Administering Authority, it is important that the county council receives regular updates from the Pension Fund Committee regarding the activity and performance of the Fund.

## **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, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part A**

Electoral Division affected:  
None;

**Lancashire County Council Timetable of Meetings 2022/23**  
(Appendix 'A' refers)

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

**Executive Summary**

This report sets out a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2022 to 31 May 2023.

**Recommendation**

Full Council is asked to approve the timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2022 to 31 May 2023 inclusive, as set out at Appendix 'A'.

**Background and Advice**

Attached at Appendix 'A' is a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2022 to 31 May 2023 inclusive.

The timetable has been prepared taking into account:

- The county council's existing governance and decision-making arrangements;
- School holiday closures;
- Bank holidays and major religious holidays; and
- District Council budget meeting dates (where dates are confirmed)

Once agreed the timetable of meetings will be circulated widely around the county council and to all 12 Lancashire district councils for information.

Please note that the Timetable of Meetings at Appendix 'A' also includes the dates for the Student Support Appeals Committee. This is subject to the decision of Full Council on the future of that committee, which will be considered elsewhere on the agenda of the meeting.

### **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 Timetable of Meetings 2022/23

		JUN '22	JUL '22	AUG '22	SEP '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23
<b>Audit, Risk and Governance Committee (w)</b>	2.00 pm Monday		25			17			30			24	
<b>Cabinet (w)</b>	2.00 pm Thursday	9	7		8	6	3	1	19	2	2	6	4
<b>Cabinet Committee on Performance Improvement (w)</b>	2.00 pm Thursday		5*		7*		24				9		11
<b>Corporate Parenting Board</b>	6.00pm Tues/Weds/Thur		21st at 1.30pm		20		23		12		14		10
<b>Development Control Committee (w)</b>	10.30 am Wednesday	8	20		7	19		7	18		1	26	
<b>Education and Children's Services Scrutiny Committee (w)</b>	10.30 am Tuesday	14	19		6	18	15	14*	17	21	22*	18	16
<b>Employment Committee (w)</b>	2.00 pm Monday	6	4		12	10	7	5	9	6	13	10	
<b>External Scrutiny Committee (w)</b>	10.00 am Tuesday		12			11			10			11	
<b>Full Council (w)</b>	1.00 pm Thursday		14			13		15		9 (B) 23			25(AGM)
<b>Health Scrutiny Committee (w)</b>	10.30 am Tuesday	28			13		1	13		7	21		
<b>Internal Scrutiny Committee (w)</b>	10.00am Friday		8		9		11		20		3		
<b>Lancashire Health and Wellbeing Board (w)</b>	2.00pm Tuesday		19		6		15		24		7		9
<b>Pension Fund Committee (w)</b>	10.30 am Friday	17			16		25				10		
<b>Regulatory Committee (w)</b>	10.30 am Wednesday	22			14		16		25		8		
<b>Student Support Appeals Committee #</b>	11.00 am Monday	13	11		5	3	7	12	16	20	20	24	

\* = Change of day

B = Budget

AGM = Annual General Meeting

# = Meeting not open to press and public

(w) = Meeting is webcast



**Meeting of the Full Council  
Meeting to be held on Thursday, 14 October 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 8 July 2021 and 2 September 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>.

**8 July 2021**

**Part I (Open to Press and Public)**

- **Procurement Report**

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

- Essential Household Goods Support Scheme;
- Recovery Infrastructure Organisation (alcohol, drugs, and complex needs peer support); and

- iii. Provision of Enforcement Agency Services for the collection of unpaid Penalty Charge Notices.

- **Levelling Up Fund - Proposed Submission**

**Resolved:** That;

- i. The submission criteria to apply to the Fund be noted;
- ii. Approval be given for development funding to cover design and business case-making costs in 2021/22;
- iii. Approval be given to underwrite a capital contribution to be made as local match funding to support a funding bid, estimated at up to £5 million;
- iv. Subject to approval of (ii) and (iii) above, approval also be given for a funding application to be prepared for submission in Round 2 of the process, that was expected to be announced between November 2021 and March 2022 based on a local match funding contribution estimated at up to £5 million; and
- v. Approval be given that the priorities of inward investment, jobs, skills and tackling health inequalities, underpinned by local transport and access interventions, be the focus of the county council's bid to the Fund.

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

**Resolved:** That;

- i. The allocation of funds as recommended by the Joint Advisory Committee at its meeting on 22 June 2021, as set out at Appendix 'A' of the report, be approved;
- ii. The provisional award of £950 to part fund Holly Grove School for the Roots and Leaves project subject to the Joint Advisory Committee being satisfied with the arrangements for the outstanding project costs, be approved; and
- iii. In respect of the Higher Education Student Scholarship Awards, the setup of the interview panel of the Joint Advisory Committee be approved and the committee be authorised to award the scholarships at its meeting on 17 December 2021.

- **Low Carbon Investment Projects**

**Resolved:** That;

- i. The overall package of £2.7m low carbon investment, that aims to commit the majority of funds within the 2021/22 financial year with a spend profile over up to three financial years be approved; and
- ii. The Executive Director of Growth, Environment and Transport, in consultation with the Cabinet Member for Environment and Climate Change, be authorised to approve projects which are within the individual project budgets and where prior options appraisal work has taken place to inform delivery.



## **Part II (Not Open to Press and Public)**

- **Work to Operational Premises**

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

- **Proposal for a New Sporting Campus in Central Lancashire**

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

## **2 September 2021**

## **Part I (Open to Press and Public)**

- **Annual Reports of the County Council's Champions and Former Champions 2020/2021**

**Resolved:** That, the annual reports of the Champions and former Champions for 2020/21 as set out in Appendices 'A' - 'F' be noted.

- **Money Matters 2021/22 Position - Quarter 1**

**Resolved:** That;

- i. The current forecast underspend of £5.219m on the revenue budget in 2021/22 be noted;
- ii. The revised funding gap of £63.958m covering the period 2022/23 to 2024/25 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 MTFS be approved;
- iv. The contents of the county council's reserves position be noted; and
- v. The revised 2021/22 capital delivery programme of £160.324m and the forecast outturn of £160.558m be noted.

- **Procurement Report**

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

- i. Boost Business Lancashire Programme 4;
- ii. Occupational Health;
- iii. Ormskirk Eastern Gateway (Phases 2 to 4);
- iv. Maintained Equipment – Fixed Lifting Equipment; and
- v. Supply and Delivery of Street Lighting Materials.

- **Lancashire County Council (Elker Lane and Elker Meadows, Billington, Ribble Valley Borough) (Prohibition of Waiting) Order 202\***

**Resolved:** That, the introduction of 'No Waiting At Any Time' parking restrictions on Elker Meadows/Elker Lane Street as set out in the Draft Order at Appendix 'C' of the report, the Plan at Appendix 'B' of the report and the Statement of Reasons at Appendix 'D' of the report, be approved.

- **Lancashire County Council (Various Roads, Burnley, West Lancashire and Wyre Boroughs and Preston City) (Revocations, Prohibition of U-Turn, 17t Weight Restriction, Prohibition of Driving and One Way (July 20 NO1) Order 202\***

**Resolved:** That, the proposals included in the draft order at Appendix 'A' of the report and indicated on the plans attached at Appendices 'B' to 'H' of the report as per the reasons set out in the Statement of Reasons at Appendix 'I' of the report, be approved.

- **Penwortham to Preston Cycle Superhighway**

**Resolved:** That, the provision of a cycle track with a parallel crossing on a road-hump, across its junction with Kingsway, on Liverpool Road, Penwortham as shown in Appendix 'A' of the report and to abandon the proposal to introduce a one-way traffic restriction on Kingsway, be approved.

- **Transport Asset Management Plan Phase 2 Data Refresh 2021**

**Resolved:** That;

- i. The update on progress outlined in the Transport Asset Management Phase 2 - Data Refresh 2021 as set out at Appendix 'A' of the report, be noted;
- ii. The Director of Strategy and Performance be authorised, in consultation with the Cabinet Member for Highways and Transport, to approve and publish the full and final version of the 'Transport Asset Management Plan Phase 2 Data Refresh 2021';
- iii. Support be given for the use of the data for lifecycle modelling and allocation of funds in line with the Transport Asset Management Plan principles in the development of the 2022\23 capital programme, which will be presented to Cabinet in March 2022; and
- iv. Support be given for the continued monitoring of performance against the standards set.

- **Corporate Parenting Board - Revised Terms of Reference**

**Resolved:** That, the Corporate Parenting Board's revised Terms of Reference, as set out at Appendix 'A' of the report, be approved.

- **Department for Education - Schools Rebuilding Programme 2021**

**Resolved:** That;

- i. The approach set out in the report be endorsed and that the benefit that additional investment in Lancashire schools would deliver, as provided through the Department for Education School Rebuilding Programme (the Programme) be recognised;
- ii. The Director of Strategy and Performance and the Director of Corporate Services be authorised to consult with the Department for Education and other relevant stakeholders to support the Programme, and
- iii. The Director of Strategy and Performance and the Director of Corporate Services (where existing delegations are insufficient) be authorised to negotiate and enter into such agreements as are deemed necessary to support effective Programme delivery and/or protect the interests of the county council.

- **Developing Provision for Children and Young People with Special Educational Needs and Disabilities**

**Resolved:** That;

- i. The results of the formal consultations following the publication of statutory proposals be noted and approval be given for the creation of a SEN unit within the following schools:
  - Morecambe Bay Community Primary School,
  - Barden Primary School;
  - Walverden Primary School;
  - Delph Side Community Primary School;
  - Highfield Community Primary School;
  - Seven Stars Primary School; and
  - Ashton Community Science College.
- ii. Approval be given for the funding for building alterations at the above premises where required to enable the units to be established. Cost estimates were provided at Appendix 'D' of the report;
- iii. Approval be given for the initiation of feasibility studies and the informal consultation process to establish SEN units at the following mainstream schools:
  - Mossgate Primary School;
  - Fleetwood Chaucer Community Primary School;
  - Fleetwood High School;
  - Alder Grange Community and Technology School;
  - St Augustine's Roman Catholic High School;
  - Colne Primet Academy;
  - St John's Catholic Primary School, Skelmersdale;
  - St Francis of Assisi Roman Catholic Primary School, Skelmersdale;
  - and
  - Penwortham Girls' High School.
- iv. Approval be given for the initiation of a process to seek expressions of interest to expand and increase the number of special school places through the

creation of special school satellite provision in different locations across the county;

- v. Subject to approval of (iii) above, approval be given for the initiation of the informal consultation process to expand and increase the number of special school places through the creation of satellite units across the county where this would be required;
- vi. Approval be given for the initiation of a consultation as part of the process to establish a new free school in an area where it is identified this would be required through the sufficiency strategy and the potential for expansion in existing schools would not be possible; and
- vii. Approval be given for the initiation of a feasibility study and the formal consultation process to expand and increase the numbers of school places at Red Marsh School.

- **Feedback from Consultation on Additional Primary School Places for Clitheroe and Next Steps**

**Resolved:** That;

- i. The consultation that had been undertaken and the responses that were received in respect of the authority's proposal be noted; and
- ii. Approval be given to the publication of a Statutory Notice of its proposal to extend the age range of Ribblesdale High School to allow for the admission of 30 reception pupils per year to be admitted to the school from September 2023 be given, as this would be enabled by providing accommodation on the Higher Standen site.

- **Lancashire Agreed Syllabus for Religious Education 2021**

**Resolved:** That, the county council adopts the new Religious Education Syllabus 2021 for Lancashire as set out at Appendix 'A' of the report and as unanimously recommended by the Agreed Syllabus Conference.

- **Pendle Secondary School Provision 2022**

**Resolved:** That;

**Resolved:** That;

- i. Approval be given for a temporary increase, for one year only, in the admission number of:
  - Colne Primet Academy from 165 to 210 places for 2022.
  - SS John Fisher and Thomas More Roman Catholic High School from 160 to 180 places for 2022.
- ii. Approval be given for a permanent increase in the admission number of:
  - Colne Primet Academy from 165 to 210 places from 2023 (subject to academy consultation and Regional Schools Commissioner approval).
  - SS John Fisher and Thomas More Roman Catholic High School from 160 to 180 places from 2023.

- iii. Approval be given for the provision of a Special Educational Needs Unit within Colne Primet Academy to provide up to 16 Special Educational Needs places, in addition to mainstream places.
- iv. Approval be given for the capital expenditure as set out at Appendix 'A' of the report to provide additional accommodation and associated works at Colne Primet Academy and SS John Fisher and Thomas More Roman Catholic High School.

- **Electric Vehicle Charging Infrastructure for Fleet Vehicles**

**Resolved:** That, the investment of £1m to fund the installation of site charging infrastructure at county council offices and depots where Electric Vehicles will be based, be approved.

- **Funding for Electric and Zero Emission Vehicles**

**Resolved:** That, the investment of £1.985m to fund the adoption of Electric Vehicles and Zero Tailpipe Emission Vehicles within the county council's fleet, be approved.

- **Library Collection Management and Development Policy**

**Resolved:** That, the revised library collection management and development policy as set out at Appendix 'A' of the report, be approved.

## **Part II (Not Open to Press and Public)**

- **Land Disposal**

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

- **Boost - Lancashire's Business Growth Hub 2022 - 2023**

**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 Decision was 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 Education and Skills on 23 August 2021:

- [Special Educational Needs and Disabilities Home to School Transport Policy Update](#)

**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, 14 October 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 26 July 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		
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Reason for inclusion in Part II, if appropriate

N/A





## **Meeting of the Full Council - 14 October 2021**

### **Report of the Audit, Risk and Governance Committee**

**Meeting held on 26 July 2021**

**Chair: County Councillor Alan Schofield**

#### **Part I (Open to Press and Public)**

#### **Constitution, Membership and Terms of Reference**

The committee considered a report detailing the membership, Chairmanship and Terms of Reference for the 2021/22 municipal year.

**Resolved:** That

- i) The appointment of County Councillor A Schofield as Chair and County Councillor R Swarbrick as Deputy Chair of the Audit, Risk and Governance Committee for the 2021/22 municipal year be noted;
- ii) The membership of the committee, following the county council's annual meeting on 27 May 2021 be noted; and
- iii) The Audit, Risk and Governance Committee Terms of Reference be noted.

#### **Approval of the Council's Statement of Accounts 2020/21**

The committee considered the Statement of Accounts 2020/21 for Lancashire County Council and the Lancashire County Pension Fund presented by Khadija Saeed, Head of Corporate Finance, for the committee's approval.

**Resolved:** That the Statement of Accounts 2020/21 for Lancashire County Council and the Lancashire County Pension Fund be approved.

#### **Treasury Management Activity 2020/21**

The committee considered a report presented by Mike Jensen, Director of Investment, which provided a review of the council's treasury management activities occurring in the financial year 2020/21 and the position at 31 March 2021.

**Resolved:** That the review of treasury management activity 2020/21, as presented, be noted.

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

The committee considered a report presented by Stuart Basnett, Audit Manager at Grant Thornton UK LLP, which updated the committee on the proposed timescales for the external audit for 2020/21 and provided additional information on sector developments.

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

## **Chairman's Annual Report**

The committee considered the Chairman's Annual Report for 2020/21, which provided a review of the committee's role, key activities, membership and meetings over the past year.

**Resolved:** That the Chairman's Annual Report for 2020/21, as presented, be noted.

## **Draft Work Plan 2021/22**

The committee reviewed the draft work plan of the Audit, Risk and Governance Committee for 2021/22.

**Resolved:** That the committee's draft work plan for 2021/22, as presented, be noted.

## **Part II (Not Open to Press and Public)**

### **Assurance over the Pension Fund**

(Not for Publication – Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. 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).

The committee considered a private and confidential report presented by Ruth Lowry, Head of Internal Audit, which provided a summary of the assurance available over the Lancashire County Pension Fund for 2020/21.

**Resolved:** That the report, as presented, be noted.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
N/A;

**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 13 September 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 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 - 14 October 2021**

### **Report of the Employment Committee meeting held on 13 September 2021**

**Chair: County Councillor Phillippa Williamson**

#### **Part I (Open to Press and Public)**

##### **Review of Assistant Coroner Fee Rates**

The committee considered a report presented by Janet Mather, Coroner Services Manager, which set out the proposed increase in fees paid to Assistant Coroners who deal with Jury inquests and complex mental health inquests.

**Resolved:** That

- i) The fee paid to Assistant Coroners who deal with Jury inquests and complex mental health inquests be increased to £472.00 per day and £236.00 per half day; and
- ii) The fee paid to Assistant Coroners for all other inquests remain at £416.00 per day and £208.00 per half day.

##### **Review of Coroner Salaries and Fees 2021/22**

The committee considered a report presented by Janet Mather, Coroner Services Manager, which detailed the proposed pay award of 1.5% across Coroner salaries and the fees paid to Assistant Coroners, in line with guidance received from the Joint Negotiating Committee for Coroners.

**Resolved:** That

- i) The salary for the Senior Coroner and two Area Coroners be increased by 1.5% as set out in the report, with effect from 1 April 2021; and
- ii) The fees paid to Assistant Coroners be increased by 1.5% as set out in the report, with effect from 1 April 2021.

##### **Proposed Re-Engagement Following Retirement Policy Statement for Members of the Local Government Pension Scheme (LGPS)**

The committee considered a report presented by Deborah Barrow, Head of Service Human Resources, which set out the draft policy statement produced to clarify the county council's position on the re-engagement of former employees after they had accessed their Local Government Pension Scheme benefits.

**Resolved:** That the Re-Engagement Following Retirement Policy Statement for Members of the Local Government Pension Scheme (LGPS), as set out in the report, be approved.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

**The Pension Fund Committee**  
(Appendix 'A' refers)

Contact for further information:  
Mike Neville, Tel: (01772) 533431, Senior Democratic Services Officer,  
mike.neville@lancashire.gov.uk

**Executive Summary**

The report of the Pension Fund Committee from the meeting held on 17 September 2021 is attached at Appendix 'A'. The agenda, Part I reports and the minutes of the meeting are available to view [here](#).

**Recommendation**

That the report of the Pension Fund Committee from the meeting held on 17 September 2021, as set out at Appendix 'A' to this report, be noted.

**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		





# Appendix A

## **Meeting of the Full Council - 14 October 2021**

### **Report of the Pension Fund Committee meeting held on 17 September 2021**

**Chair: County Councillor Eddie Pope**

**Part I** (Open to the press and public)

## **Minutes of the Meeting held on 18th June 2021**

### **Decision taken:**

1. That the Minutes of the meeting held on the 18<sup>th</sup> June 2021 are confirmed as an accurate record and signed by the Chair.
2. That the letter received from Grant Thornton providing further clarification on the reasons for fee increases as proposed in the audit plan presented on the 18<sup>th</sup> June 2021, be made available to members of the Committee via the online pension library of reference material.

## **Lancashire County Pension Fund - Debt Management Policy**

The Committee considered a report on the proposed Debt Management Policy for the Fund, which had been developed in conjunction with the County Council's Debt Recovery Team, the Pension Fund Finance Team and Local Pensions Partnership Administration Limited.

**Decision taken:** That the Debt Management Policy, as set out at Appendix 'A' to the report presented, is approved.

## **Lancashire County Pension Fund - 2021/22 Budget Monitoring Report**

The Committee considered a report on the income and expenditure of the Fund for the 3-month period up to the 30<sup>th</sup> June 2021 which included a forecast for the financial year ending 31st March 2022. The Head of Fund reported that investment fees were based on assets under management and, as the Fund's investments had performed better than expected over the previous Quarter, fees had increased as a result.

**Decision taken:** That the financial performance of the Fund for the 3 months up to the 30th June 2021, together with the budget and forecast variances, as set out in the report presented, are noted.

## **Lancashire County Pension Fund Annual Report 2020/21**

The Committee considered a report on the draft Lancashire County Pension Fund Annual Report for the year ended 31 March 2021 which included the statement of accounts (within the Lancashire County Council Statement of

Accounts) as approved by the Audit, Risk and Governance Committee in July 2021 and the Annual Report of the Local Pension Board, approved at the last Committee. During the discussion it was suggested that the Fund should be more proactive in relation to promoting performance and the Chair proposed that a summary document, highlighting activity/performance be produced for circulation to scheme members and employers.

**Decision taken:**

1. That subject to any minor amendments and audit/asset pool adjustments agreed by the Head of Fund, the Annual Report set out at Appendix 'A' is approved for publication on or before the 1<sup>st</sup> December 2021.
2. That a summary document highlighting key areas of activity and performance be produced for circulation to scheme members and employers once the Annual Report is published.

**Responsible Investment Report**

The Committee considered a detailed update report from Local Pensions Partnership Investments Limited regarding responsible investment activity during the second quarter of 2021 (April to June). The Chair also reported that the Task and Finish Group review of the Responsible Investment policy was underway and that recommendations would be presented to the Committee in November 2021.

**Decision taken:** That the report is noted.

**Feedback from members of the Committee on pension related training.**

The Committee received a report on two training events which had taken place since the last meeting and the Chair encouraged all members of the Committee to make use of internal/external training opportunities to broaden their knowledge regarding pensions.

**Decision taken:** That the report and feedback from individual members given at the meeting is noted.

**Date of Next Meeting**

The Committee noted that the next scheduled meeting would be held on the 26<sup>th</sup> November 2021 in Committee Room 'C' – the Duke of Lancaster Room at County Hall, Preston starting at 10.30am, preceded by a briefing at 10.00am on the impact of the pandemic on investments.

**Exclusion of Press and Public**

**Decision taken:** That the press and public be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate

paragraphs of Part 1 of Schedule 12A to the Local Government Act, 1972, as indicated against the heading of each item. It is considered that in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Local Pensions Partnership Update**

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

The Committee received presentations from representatives from LPP regarding the report on activity by the Local Pensions Partnership Group which included updates on strategy, finance, service performance by the pension administration service and in relation to the East Cliff development in Preston.

**Decision taken:** That the updates on the activity and financial position of the Local Pensions Partnership Group, as set out in the report presented, are noted.

### **Lancashire County Pension Fund - Performance Overview**

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

The Committee considered a report on the performance of the Lancashire County Pension Fund which included details of the total portfolio return over different periods, the performance of individual asset allocations against benchmarks and the current funding level. An Independent Investment Adviser informed the Committee how the Local Government Pension Scheme differed from other pension schemes, discussed cashflow and investment management fees and also reminded the Committee that the purpose of the Fund was to pay benefits when due, achieve and maintain full funding, establish stable and sustainable contributions from employers and be aware of opportunities for responsible investment.

**Decision taken:** That the summary of the Fund's performance up to the 31st March 2020, as set out in Appendix 'A' to the report presented is noted.

### **Investment Panel Report**

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

The Committee considered a report from an Independent Investment Adviser on the macro-economic factors which influenced the investment market in which the Lancashire County Pension Fund operated. In considering the report the Committee noted that as the economy faced a series of challenges as it emerged from the pandemic which would impact on inflation, investments, labour and supply chains.

**Decision taken:**

1. That the report from the Investment Panel is noted.
2. That future reporting to Committee on macro-economic factors include a section on the impact of Brexit on the UK economy.

Both of the Independent Investment Advisers and all representatives from the Local Pensions Partnership had left the meeting at this point.

**Independent Investment Adviser to the Pension Fund – New Contract**

Exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

The Committee considered a report on a proposal to award one of the Independent Investment Advisers a new 3-year contract, as continuity in the role was considered essential for the Pension Fund in order to ensure a continuing level of expertise and advice in respect of pensions investment matters.

**Decision taken:** That approval is given for the awarding of a new contract to the Fund's Independent Investment Adviser specified in the report for a further three years to the 28th February 2025, subject to the Cabinet agreeing a waiver of the County Council's procurement rules.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

**The Overview and Scrutiny Committees**  
(Appendices 'A' - 'C' 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 June 2021 to October 2021.

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

Appendix A - Education and Children's Services Scrutiny Committee  
Appendix B - Health Scrutiny Committee  
Appendix C - 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

## Meeting of the Full Council - 14 October 2021

### Report on the Education and Children's Services Committee meeting held on 1 September 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](#)

#### 1 September 2021

##### **School Place Provision Planning**

A presentation was delivered providing the committee with an overview of the planning, statutory duties, data, housing demands and longer term projects that informed the strategy which was due to Cabinet for consideration in the near future. The focus of the strategy was to have the right number of school places, in the right areas, at the right time to meet demand.

**Resolved:** That;

1. The information presented be noted
2. A response on the number of children who had been taken out of primary school that had applied for places at secondary school be provided.
3. A response on the accommodation of teacher liaison in children's hospitals be provided.
4. An update be provided for a future meeting of the committee on the school placements of refugees.





# Appendix B

## Meeting of the Full Council - 14 October 2021

### Report on the Health Scrutiny Committee meeting held on 14 September 2021

**Chair: County Councillor David Westley**

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

[Health Scrutiny Committee](#)

## 14 September 2021

### **Mental Health Integrated Community Care Transformation (MHICC)**

The report presented updated the committee on the strategic outline for the Community Mental Health Transformation Programme. It set out to:

- Provide information on the Community Mental Health Framework for Adults and Older Adults' and the ambition for an enhanced place-based community mental health model.
- Describe the aims for this programme in more detail and the engagement process that will be followed.
- Provide an overview of the plan and roll out including the governance for the Community Mental Health Transformation programme.

**Resolved:** That

- i. The report and next steps of the MHICC Transformation Programme, as presented, be noted;
- ii. Representatives from the Lancashire and South Cumbria NHS Foundation Trust be asked to provide another update to the committee at a later date; and
- iii. County council officers be asked to prepare a briefing note for the committee on the support provided to the MHICC Transformation Programme by the county council to date.

### **Lancashire & South Cumbria Pathology Collaboration Update**

The report was provided to update members about the planned formation of a single pathology service for Lancashire and South Cumbria by 2023. The information provided served to give an overview of the rationale for change, benefits, associated workstreams and timescales.

**Resolved:** That

- i) The report and timescales involved in the programme of work, as presented, be noted;
- ii) The changes were not considered to cause substantial variation to services for Lancashire's residents; and
- iii) A further report would be received by the Health Scrutiny Steering Group in 12 months' time to provide an update on progress and assurance that the programme of work remained on track.

## **Meeting of the Full Council - 14 October 2021**

### **Report on the Internal Scrutiny Committee meetings held on 10 September 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

### **10 September 2021**

#### **Appointment of a Joint Health Scrutiny Committee for the Reconfiguration of Hyper Acute Stroke Services across North Mersey and West Lancashire**

The report presented was a request to appoint a proposed Joint Health Scrutiny Committee for the purpose of reviewing the final proposal for the reconfiguration of hyper acute stroke services across the North Mersey and West Lancashire area proposed by Liverpool Clinical Commissioning Group.

**Resolved:** That;

1. The Internal Scrutiny Committee agreed to the proposed Joint Health Scrutiny Committee.
2. A report be received by the Lancashire County Council Health Scrutiny Committee after every meeting of the Joint Health Scrutiny Committee.

#### **Report of the Budget Scrutiny Review Panel**

The report presented requested the Internal Scrutiny Committee to consider the membership of the Budget Scrutiny Review Panel in terms of membership numbers. The report also presented a brief overview of matters presented and considered by the Budget Scrutiny Review Panel at their meeting held on 1 September 2021.

**Resolved:** That the Internal Scrutiny Committee;

1. Agree the current membership of the Budget Scrutiny Review Panel of 7 members.
2. Note the update provided from the Budget Scrutiny Review Panel at its meeting on 1 September 2021.
3. Agree that a future topic of Public Realm Agreements be considered by Scrutiny.

## **Regulatory of Investigatory Powers Act 2000 - Annual Report**

The report presented informed the committee that the Regulation of Investigatory Powers Act 2000 (RIPA) provided a framework for local authorities, to use covert surveillance techniques for the purposes of undertaking statutory functions in connection with the prevention or detection of crime.

**Resolved:** The Internal Scrutiny Committee approved the updated corporate policies on:

- RIPA surveillance.
- Non-RIPA surveillance.
- The use of Social Media and the Internet in investigations.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 October 2021**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
(All Divisions);

**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 13 September 2021. 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
None		
Reason for inclusion in Part II, if appropriate		
N/A		



# Appendix A

## REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY (CFA) HELD 13 SEPTEMBER 2021

### SAFETY, HEALTH AND ENVIRONMENT POLICY

Under Section 2(3) of the Health and Safety at Work Act 1974, employers must prepare, and where necessary revise, a written statement of health and safety policy. A recently reviewed and updated safety, health and environment policy was considered by the Authority. Throughout the discussion Members were reassured that the Service followed best practice and, in many ways exceeded best practice by taking a whole systems approach to ensure firefighters continued to be protected from contaminants.

### MEMBER CHAMPION ACTIVITY

The Authority appointed its Member Champions at its Annual meeting in June and current Member Champions are:

- Community Safety – Councillor Jean Rigby
- Equality, Diversity and Inclusion – Councillor Zamir Khan
- Health and Wellbeing – County Councillor Andrea Kay
- Road Safety – County Councillor Ron Woollam

Reports relating to the activity of the Member Champions are provided on a regular basis to the Authority. This report related to activity for the period June – August 2021. During this period all Champions had undertaken their respective role in accordance with defined terms of reference.

### FIRE PROTECTION REPORTS

The Authority discussed a report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 July 2021 to 31 August 2021. Fire protection and business support information was provided, and Members noted that there were 5 arson convictions during the period which amounted to over 20 years custodial sentences.

### RE-APPOINTMENT OF CLERK TO THE AUTHORITY

The Authority approved the re-appointment of Mr Mark Nolan as Clerk and Monitoring Officer to the Lancashire Combined Fire Authority for a period of twelve months, to the September meeting of the Authority in 2022.

DAVID O'TOOLE  
Chairman

LFRS  
Fulwood





## To consider Notices of Motion submitted under Standing Order B36

### 1. By County Councillor Parr

Women and girls of Lancashire are suffering from misogyny, expressed in sexual harassment, domestic abuse and death. Lancashire women suffer a higher than average rate of deaths – the femicide census ranks Lancashire as 13th highest for female killings in a list of 42 police forces in the UK. There is evidence of a link between domestic abuse and terrorism: misogyny affects everyone, not just women.

Council therefore resolves that the Chief Executive and Director of Resources writes to the Minister of State for Crime and Policing, Kit Malthouse MP, with the following requests:

- (i) That he prepares legislation to make misogyny a hate crime, to be recorded as such by all police forces across the UK, and be prosecuted by the Crown Prosecution Service with as much vigour as other hate crimes.
- (ii) That police forces should be required to record all instances of femicide, the killing of a woman or girl by a man, with immediate effect.
- (iii) That a task force be set up before the end of this year to assess the extent and impact of incel (involuntary celibate) groups both online and offline, and to work with voluntary groups and experts who have already begun work in this field.
- (iv) That all incidents of domestic violence should be treated as violent assault or grievous bodily harm, to be prosecuted automatically without the victim being required to make a formal complaint.
- (v) That policing resources should be increased to ensure that police forces are able to deal with these new responsibilities. At the very least they should return to pre 2010 strength.
- (vi) That resources be made available to further study the links between domestic abuse and the perpetrators of terrorist actions.

### 2. By County Councillor Hindle

#### **Early Diagnosis Brain Tumour symptom cards – Awareness for babies, children, and teenagers**

HeadSmart is an awareness campaign which informs and empowers parents and healthcare professionals to recognise the signs and symptoms of brain tumours in babies, children, and teenagers to reduce diagnosis times.

Early diagnosis of brain cancer can reduce long-term disabilities and save lives. Diagnosis of brain tumours is not always easy as the initial symptoms can mimic those of less serious illnesses.

We are told that brain tumours are rare. However, 10 children and teenagers are diagnosed with a brain tumour every week in the UK. That is more than 1 a day.

Only 12% of people diagnosed with a brain tumour survive beyond five years. Brain tumours kill more children and adults under the age of 40 than any other cancer. Since national cancer spend records began in 2002, £680 million has been invested in breast cancer, compared to £96 million on brain tumours. This is a difference of £35 million a year over 17 years.

To help overcome such issues HeadSmart have developed several resources to raise awareness and provide support for parents, carers, teenagers, and healthcare professionals. There is a website, animation video, clinical posters, and quick reference guide for GPs. There are also small symptoms cards, which are a practical way of providing advice to parents about the signs to look out for regarding brain tumours.

If Lancashire County Council sent these HeadSmart cards to Lancashire wide educational settings and medical practices it could be meaningful and potentially save lives.

This Council therefore resolves to:

- (i) Support the HeadSmart initiative to raise awareness of brain cancer in Lancashire through all appropriate routes, including with partners on the Health and Wellbeing Board and the local Cancer Network.
- (ii) Work with the local NHS and partners to distribute HeadSmart diagnosis cards across all relevant settings in Lancashire, including:
  - a. GP Surgeries and Health Clinics
  - b. Schools and Education Settings
  - c. Other Children's Service settings
- (iii) Ask the Chief Executive to write to the Prime Minister to ask for support for more funding for Brain Tumour research.
- (iv) Ask the Chief Executive to write to Lancashire MPs and encourage them to engage with this issue and support the work of the All-Party Parliamentary Group (APPG) for Brain Tumours.

### **3. By County Councillor Smith**

Lancashire County Council welcomes the introduction of T-Levels, which widen opportunities for post-16 education by placing technical and academic qualifications on equal footing.

This Council further notes that 311 young people are already currently undertaking this new qualification at colleges across the County. September of this year represented one year of T-Levels, as well as their expansion to encompass a much wider range of industries including construction, healthcare, digital and science.

Therefore, Lancashire County Council resolves to support T-Levels, providers and students by:

- (i) Asking the Chief Executive to write to teaching and leadership staff of providers across the County to thank them for their work in delivering this new qualification.
- (ii) Encouraging as many new providers as possible to consider providing T-Levels; and
- (iii) Congratulating all students who have undertaken their first year of T-Levels.

#### 4. By CC Dowding

##### **Supporting Lancashire's low carbon businesses: including a call for a comprehensive carbon tax with a citizen dividend**

Lancashire County Council notes:

1. The stark conclusions from the latest Intergovernmental Panel on Climate Change (IPCC) report, released on 9 August 2021:

“Man-made climate change is widespread, rapid and intensifying, affecting every part of the globe. Since the second half of the 19th century, the release of greenhouse gases (GHGs) from human activities has warmed the planet by 1.1C. Rapid reductions in GHGs are needed immediately, otherwise limiting global warming to 1.5C or even 2C will be beyond reach.”

The report presents the findings from years of in-depth work from over 200 scientists in 66 countries. It provides key evidence for the 2021 United Nations Climate Change Conference, also known as COP26, which is hosted by the UK Government and is taking place in Glasgow next month.

2. That Lancashire is home to a number of excellent innovations across its business sectors that are reducing carbon use in industry and production, including those based at the Samlesbury Enterprise Zone site; but
3. In order to achieve Lancashire's ambitions for carbon neutrality there is a need for policy support from government for a shift at pace and scale to a low carbon economy, which will give certainty to Lancashire's businesses who wish to quickly move to low carbon production methods.
4. The broad support for a comprehensive carbon tax with a citizen dividend, based on the polluter pays principle, to help achieve carbon targets.
  - Currently the costs of climate breakdown are not borne by the industries and activities that are causing the damage but by people and communities coming under increasing pressure and danger. Outdoor air pollution from fossil fuels causes three million deaths globally each year, and 30,000 deaths in the UK.
  - A carbon tax, set at the right level, will drive fossil fuel burning out of the economy and promote investment in clean alternatives, and therefore support Lancashire's renewable energy sector and put clean technologies at the heart of the low carbon economy.
  - A citizen dividend from the carbon tax, returned directly to UK citizens through equal lump sum rebates, would ensure that the less well-off actually benefit financially, and would reduce inequalities across Lancashire's communities.

Lancashire County Council therefore resolves:

1. To write to the UK Prime Minister, Boris Johnson MP and Alok Sharma MP, President of the COP26 conference (and to notify all of Lancashire's MPs), asking them:
  - To propose an international carbon tax framework to the COP26 talks.
  - If no such agreement is reached in Glasgow, to introduce a UK wide carbon tax as soon as possible and apply this tax to imports as well as to domestic production (and/or 'carbon border adjustment mechanisms').

- To incorporate the citizens' dividend mechanism to fairly return carbon tax earnings to those who require financial support in the transition to a cleaner economy.
2. To explore and expand other avenues for supporting Lancashire's growing renewable and clean technology industries to ensure reduction in carbon, and that Lancashire's disadvantaged residents benefit from the new low carbon economy.