

## Full Council

Thursday, 14th March, 2024 at 1.00 pm in Council Chamber, County Hall, Preston

## Agenda

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1. **Apologies and Announcements**
2. **Disclosure of Pecuniary and Non-Pecuniary Interests**
3. **Question Time** (Pages 1 - 2)  
Questions submitted under Standing Order B28.
- A. **Matters for Decision**
4. **Confirmation of the Minutes from the Meetings held on 14 December 2023 and 23 February 2024** (Pages 3 - 28)
5. **Lancashire Combined County Authority and Devolution Deal** (Pages 29 - 170)
6. **Financial Threshold for Key Decisions** (Pages 171 - 172)
7. **Review of the County Council's Constitution** (Pages 173 - 392)
8. **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**

**9. Report of the Cabinet (Part B)** (Pages 393 - 410)

**10. Report of County Council Committees**

To receive reports from:

**(a) The Audit, Risk and Governance Committee** (Pages 411 - 416)

**(b) The Employment Committee** (Pages 417 - 420)

**(c) The Pension Fund Committee** (Pages 421 - 430)

**(d) The Overview and Scrutiny Committees** (Pages 431 - 448)

**11. Report of the Lancashire Combined Fire Authority** (Pages 449 - 456)

## **C. Notices of Motion**

**12. To consider Notices of Motion Submitted under Standing Order B36** (Pages 457 - 460)

**13. Exclusion of Press and Public**

Full Council is asked to consider whether, under Section 100A(4) of the Local Government Act, 1972, it considers that the public should be excluded from the meeting during consideration of the following item of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 12A to the Local Government Act, 1972, as indicated against the heading to the item.

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

**14. Local Pensions Partnership Governance Review** (Pages 461 - 538)

(Not for Publication – Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972.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

Angie Ridgwell  
Chief Executive

County Hall  
Preston

06 March 2024



# Agenda Item 3

## Questions submitted under Standing Order B28

No.	To be asked by:	Question:	For answer by (Cabinet Member):
1.	CC O'Toole	Over the last three years, Lancashire Fire and Rescue Service has seen a 150% increase in fires involving lithium batteries. Recently, Lancashire Fire and Rescue Service attended a severe fire involving one of these batteries at our Farrington Waste Recovery Park. Across the UK, there are approximately 200 fires caused by the incorrect disposal of the batteries every year and with products containing lithium batteries becoming increasingly popular, could the Cabinet Member please advise what steps we are taking to protect our waste parks from this problem?	CC Turner
2.	CC Serridge	Transdev is one of the biggest bus companies operating services across East Lancashire. Can the portfolio holder please say when he or his officers last discussed the levels of service and reliability Transdev has given to residents in East Lancashire?	CC Swarbrick
3.	CC Whittam	We often take for granted that the food we eat is safe. However, there have been a number of high profile cases recently regarding food either being mislabelled, or where the food contents are not as indicated, which can have dire consequences. Can the Cabinet Member for Health and Wellbeing advise what work is being done by the County Analyst to keep food safe for Lancashire's residents?	CC Green
4.	CC Fillis	Following the government's decision to scrap HS2, making £36 billion available for transport in the north, can the Cabinet Member for Highways and Transport inform us what steps have been taken to secure funding for Skelmersdale Train Station, which has received cross party support in Lancashire?	CC Swarbrick

5.	CC Gibson	<p>For Lancashire to achieve its net zero ambitions it is essential our businesses play their part. As such can the Cabinet Member please explain what steps he plans to take to address the issue identified by the recent British Chamber of Commerce survey (published December 2023) that showed Lancashire businesses are either not aware of, or have limited knowledge of, the government's targets?</p>	CC Turner
6.	CC Iqbal	<p>Does the Leader join the call on the prime minister from 40 Tory MPs for more money for local councils?</p>	CC Williamson
7.	CC Parr	<p>I have visited several prison libraries, and have noted how important they are. This is further supported by the fact that there is a legal requirement for prisons to have a library. The Literacy Trust states that 14% of UK primary schools have no library. Given there is no legal requirement for primary schools to have a library, can the Cabinet Member for Education and Skills confirm that every primary school in Lancashire has a well-stocked library on its premises?</p>	CC Rear
8.	CC Dowding	<p>The multi-agency response to the major fire incident at the former Super Skips located in my division helped get the fire and the related public and environmental health risks under control. All agencies agreed that sorting and removing waste from the site was crucial, despite the large costs involved which include payments to the Government itself - via HMRC - for landfill tax.</p> <p>What has the county council undertaken to ensure that Government helps to fund the remedy for this emergency situation, rather than profit from it?</p>	CC Williamson



## Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston, on Thursday, 14th December, 2023

### Present:

County Councillor Alan Cullens BEM (Chairman)

### County Councillors

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

### 1. Apologies and Announcements

Apologies were received from County Councillor Andrea Kay.

County Councillors Mohammed Iqbal, Jackie Oakes, Lian Pate and Sobia Malik joined the meeting virtually.



## **Announcements**

### **Burnley Central West By-Election – Report of the Returning Officer**

The Chief Executive, as the Returning Officer for the election of County Councillors, reported that on Thursday 26 October 2023 a by-election was held for the Burnley Central West Electoral Division following the resignation of the former County Councillor Andy Fewings, and that County Councillor Scott Cunliffe of the Green Party was duly elected.

### **Deaths**

The Chairman reported the recent death of former County Councillor Len Proos, who sadly passed away on 3 November 2023.

The Council observed a one-minute silence.

### **Devolution**

At the invitation of the Chairman, County Councillor Phillippa Williamson, Leader of the Council, updated Full Council on recent developments on the devolution deal for Lancashire.

### **Artist of the Year Calendars**

The Chairman reminder councillors that the Artist of the Year Calendars, that were on sale prior to the meeting, would be continued to be sold by the Library and Archive service, in the run up to Christmas. All the proceeds from the sale of the calendars will go towards activities to support Lancashire care leavers.

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

None declared.

### **3. Question Time**

County Councillors Julie Gibson, John Fillis, Noordad Aziz and Sue Hind asked their questions as follows:

<b>No.</b>	<b>Question From</b>	<b>Subject</b>	<b>For Answer By</b>
1	County Councillor Julie Gibson	Funding for Local Roads	Cabinet Member for Highways and Transport
2	County Councillor John Fillis	Discharge Times for Patients	Cabinet Member for Adult Social Care
3	County Councillor Noordad Aziz	20 mph Roads	Cabinet Member for Highways and Transport



4	County Councillor Sue Hind	Legal Smoking Age	Cabinet Member for Health and Wellbeing
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County Councillor Rupert Swarbrick, Cabinet Member for Highways and Transport; County Councillor Graham Gooch, Cabinet Member for Adult Social Care; and County Councillor Michael Green, Cabinet Member for Health and Wellbeing replied.

It was noted that questions 5 and 6 had been withdrawn.

**4. Confirmation of the Minutes from the Ordinary Meeting held on 12 October 2023 and the Extraordinary General Meeting held on 27 November 2023**

**Resolved:** That the Minutes of the Ordinary Meeting held on 12 October 2023 and the minutes of the Extraordinary General Meeting held on 27 November 2023 be confirmed and signed by the Chairman.

**5. Non-Attendance of County Councillor**

County Councillor Phillippa Williamson moved a report on the non-attendance of County Councillor Andrea Kay at meetings of the council and committees.

**Resolved:** That the non-attendance of County Councillor Andrea Kay at meetings of the council and committees for reasons of illness, for the purposes of Section 85(1) of the Local Government Act 1972, until 31 May 2024, be approved.

**6. Overview and Scrutiny Annual Report 2022/23**

County Councillor David Westley moved a report setting out the Overview and Scrutiny Annual Report for 2022/23.

**Resolved:** That, following consideration of the report, the Overview and Scrutiny Annual Report for 2022/23 be noted.

**7. Report of the Independent Remuneration Panel - 2023/24 Members' Allowance Scheme**

County Councillor Alan Vincent moved a report that set out the recommendation of the Independent Remuneration Panel in relation to the council's Members' Allowance Scheme for 2023/24 following the Panel's meeting on 24 November 2023.

**Resolved:** That, following consideration of the recommendation of the Independent Remuneration Panel, as set out in the report and at Appendix 'A' of the report, the revised Members' Allowance Scheme for 2023/24 be approved, and the Director of Law and Governance be authorised to make any consequential changes to the Constitution.

**8. Urgent Business**

There was no urgent business to be considered.



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

County Councillor Phillippa Williamson moved the report of the Cabinet from its meetings on 5 October 2023 and 2 November 2023, along with details of an urgent key decision taken since the last meeting of Full Council, in accordance with Standing Order C22.

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

### **10(a) The Audit, Risk and Governance Committee**

County Councillor Alan Schofield moved the report of the Audit, Risk and Governance Committee from its meeting held on 16 October 2023.

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

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

County Councillor Phillippa Williamson moved the report of the Employment Committee from its meeting held on 30 November 2023.

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

### **10(c) The Overview and Scrutiny Committees**

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

- Scrutiny Management Board (31 October 2023)
- Children, Families and Skills (1 November 2023)
- Environment, Economic Growth and Transport (28 September 2023 and 9 November 2023)
- Health and Adult Services (25 October 2023)

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

### **10(d) The Lancashire Health and Wellbeing Board**

County Councillor Michael Green moved the report of the Lancashire Health and Wellbeing Board from its recent meetings on 14 November 2023.

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

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

### **Notice of Motion 1**

It was moved by County Councillor Mark Clifford and seconded by County Councillor Nikki Hennessy that:



"County Councillors have received evidence of children missing education across Lancashire due to bullying and intimidation and a recent study has found a third of respondents are unhappy with their school's response.

Therefore, this Council resolves to:

1. Record the number of bullying complaints made to Ofsted and the county council to build a Lancashire-wide picture;
2. Confirm this Council has a zero-tolerance approach to bullying and request the Cabinet Member for Education and Skills ensures bullying has more of a focus in the annual safeguarding training for all school staff, delivered by the county council; and
3. Put bullying on the agenda for the next Lancashire Headteachers' briefing to discuss best practice and how families can be supported by Children's Champions, Children and Family Wellbeing support workers, and attendance workers in these situations."

The following friendly Amendment was proposed by County Councillor Jayne Rear in accordance with Standing Order B42:

"Lancashire County Council maintains a zero tolerance of bullying in all its forms.

County Councillors receiving evidence of children missing education across Lancashire due to bullying and or intimidation should refer the complaints immediately to the school's complaints policy in the first instance and then to our Education Support Team if not satisfactorily resolved.

This Council resolves to:

1. Continue to record bullying complaints made to Ofsted, ensuring that they are fully investigated and lessons learned shared with our schools;
2. Maintain its zero tolerance of bullying and asks the Cabinet Member for Education and Skills to ensure that the topic of bullying remains a key focus of the annually updated safeguarding training for all school staff and governors; and
3. Ask the Cabinet Member for Education and Skills to ensure Lancashire Headteachers' briefings continue to discuss best practice on how families affected by bullying can be supported by Children's Champions, Children and Family Wellbeing support workers, and attendance workers in these situations."

The friendly Amendment was accepted by County Councillor Clifford and became the substantive Motion. Following a debate, the substantive Motion, as amended by County Councillor Rear's friendly Amendment, was then put to the vote and was CARRIED and it was therefore:



**Resolved:** That

Lancashire County Council maintains a zero tolerance of bullying in all its forms.

County Councillors receiving evidence of children missing education across Lancashire due to bullying and or intimidation should refer the complaints immediately to the school's complaints policy in the first instance and then to our Education Support Team if not satisfactorily resolved.

This Council resolves to:

1. Continue to record bullying complaints made to Ofsted, ensuring that they are fully investigated and lessons learned shared with our schools;
2. Maintain its zero tolerance of bullying and asks the Cabinet Member for Education and Skills to ensure that the topic of bullying remains a key focus of the annually updated safeguarding training for all school staff and governors; and
3. Ask the Cabinet Member for Education and Skills to ensure Lancashire Headteachers' briefings continue to discuss best practice on how families affected by bullying can be supported by Children's Champions, Children and Family Wellbeing support workers, and attendance workers in these situations.

**Notice of Motion 2**

It was moved by County Councillor Margaret Pattison and seconded by County Councillor Sean Serridge that:

"Lancashire County Council notes the lack of dental provision in Lancashire and the rest of England and therefore resolves to ask the Chief Executive to write to the Prime Minister and the Secretary of State for Health and Social Care, asking them to urgently intervene to ensure:

1. Dental provision is in place for all residents in Lancashire;
2. Access for people who cannot afford to pay for private dental care is provided;
3. All localities across Lancashire have dental provision in place close to people's homes; and
4. Children are automatically given an NHS dentist in their locality."

The following Amendment was proposed by County Councillor Michael Green and seconded by County Councillor Sue Whittam:

"Lancashire County Council notes the requirement for improved access to dental provision in Lancashire and the rest of England and therefore welcomes:

- The commitment by the Government to improve access to dentistry and the measures introduced to achieve this;



- The new dental access and oral health improvement programme launched by the NHS in Lancashire and South Cumbria, which seeks to prioritise residents with the greatest oral health inequalities; and
- The work being done by Lancashire's Public Health team and our partners to promote oral hygiene and care, particularly for our children.

Council resolves to ask the Chief Executive to write to the Prime Minister, the Secretary of State for Health and Social Care, and the Chief Executive of NHS Lancashire and South Cumbria Integrated Care Board, asking them to ensure:

1. Dental provision is in place for all residents in Lancashire;
2. All localities across Lancashire have dental provision in place close to people's homes; and
3. Children have access to an NHS dentist in their locality."

Following a period of debate and on being put to the vote, the Amendment was CARRIED. The Amendment therefore became the substantive Motion.

There being no further Amendments, the substantive Motion was then put to the vote and CARRIED, and it was therefore:

**Resolved:** That

Lancashire County Council notes the requirement for improved access to dental provision in Lancashire and the rest of England and therefore welcomes:

- The commitment by the Government to improve access to dentistry and the measures introduced to achieve this;
- The new dental access and oral health improvement programme launched by the NHS in Lancashire and South Cumbria, which seeks to prioritise residents with the greatest oral health inequalities; and
- The work being done by Lancashire's Public Health team and our partners to promote oral hygiene and care, particularly for our children.

Council resolves to ask the Chief Executive to write to the Prime Minister, the Secretary of State for Health and Social Care, and the Chief Executive of NHS Lancashire and South Cumbria Integrated Care Board, asking them to ensure:

1. Dental provision is in place for all residents in Lancashire;
2. All localities across Lancashire have dental provision in place close to people's homes; and
3. Children have access to an NHS dentist in their locality.



### Notice of Motion 3

It was moved by County Councillor Ash Sutcliffe and seconded by County Councillor Steve Rigby that:

"Lancashire County Council recognises that most journeys in Lancashire are made by car.

Lancashire County Council further recognises that Lancashire's drivers currently face problems that make their journeys longer and more difficult than they should be.

Lancashire County Council therefore welcomes the government's Plan for Drivers announced by the Secretary of State for Transport and the suite of measures it proposes to support drivers across Lancashire.

Lancashire County Council commits to integrating the Plan for Drivers with existing council policies to ensure its benefits are maximised for Lancashire residents."

The following Amendment was proposed by County Councillor Kim Snape and seconded by County Councillor John Fillis:

"Lancashire County Council recognises that most journeys in Lancashire are made by car.

Lancashire County Council further recognises that Lancashire's drivers currently face problems that make their journeys longer and more difficult than they should be.

Lancashire County Council therefore notes the government's Plan for Drivers announced by the Secretary of State for Transport and the suite of measures it proposes to support drivers across Lancashire.

However, Lancashire County Council is disappointed by the lack of new initiatives and ambition in the government's Plan.

Lancashire County Council is also extremely concerned that the government considers that Lancashire's 20mph roads hinders drivers. and believes that 20 mph roads have been a success and have made these roads safer for local people especially children and the elderly.

Lancashire County Council will protect the speed limits on its current 20mph roads from this government's reckless cuts.

Lancashire County Council calls on the government to support drivers in Lancashire by devolving 5p in the pound petrol duty down to councils to repair the roads."

Following a period of debate and on being put to the vote, the Amendment was LOST.

The substantive Motion, on being put to the vote was CARRIED. It was therefore:





**Resolved:** That

Lancashire County Council recognises that most journeys in Lancashire are made by car.

Lancashire County Council further recognises that Lancashire's drivers currently face problems that make their journeys longer and more difficult than they should be.

Lancashire County Council therefore welcomes the government's Plan for Drivers announced by the Secretary of State for Transport and the suite of measures it proposes to support drivers across Lancashire.

Lancashire County Council commits to integrating the Plan for Drivers with existing council policies to ensure its benefits are maximised for Lancashire residents.

**Notice of Motion 4**

It was moved by County Councillor Lorraine Beavers and seconded by County Councillor Julie Gibson that:

"This Council notes:

- The recent proposal by water companies to ask customers to "foot the bill" for their incompetence by increasing water bills to pay for an approximate £96 billion investment.
- That earlier this year, raw sewage was discharged into the sea at Blackpool and the Fylde Coast at the height of the tourist season causing many tourist attractions to close.
- That in the six months ending September 2022, United Utilities made £426 million in profits for their shareholders, but they couldn't fix a pipe in a timely manner.
- That Lancashire taxpayers should not have to foot the bill for water companies who were too busy paying dividends to shareholders instead of doing the job that they should do of protecting Lancashire's rivers and waterways and ensuring our water systems are safe.

This Council resolves to write to the Secretary of State for the Environment, Food and Rural Affairs, the Rt Hon Steve Barclay MP to:

1. Express our concern, that in a cost of living crisis, water companies are trying to cover up their incompetence and failures, by passing the bill onto the people of Lancashire.
2. Ask him to ensure that no taxpayer funding is given to water companies who pollute our rivers and waterways, and that action is taken to prevent excess profits and shareholder dividends for these failing companies."



The following Amendment was proposed by County Councillor Shaun Turner and seconded by County Councillor Stephen Clarke:

"This Council notes:

- The recent proposals to independent regulator OFWAT from water companies asking to raise customer bills in order to meet new and more stringent government targets around supply, leaks and pollution.
- That the impacts of climate change and replacing outdated Victorian infrastructure present a huge and unprecedented financial challenge to the water industry.
- That earlier this year, raw sewage was discharged into the sea at Fleetwood due to heavy rain and a burst outfall pipe affecting much of the Fylde Coast, causing the closure of several beaches.
- That in the six months ending September 2022, United Utilities made considerable profits which should be re-invested in the company and go towards fixing leaks.
- That Lancashire taxpayers should not shoulder the whole financial burden for these improvements.

This Council resolves to ask the Secretary of State for the Environment, Food and Rural Affairs, the Rt Hon Steve Barclay MP, to write to United Utilities CEO, Louise Beardmore, and OFWAT CEO, David Black to:

1. Express concern, that in a cost of living crisis, consumers don't shoulder all the burden, and that available support for the hardest hit customers via schemes like WaterSure is well communicated to consumers and where necessary strengthened; and
2. Condemn repeated sewerage spills across the county and ask them to strongly commit to ending this issue going forward by investing in major new infrastructure projects."

Following a period of debate and on being put to the vote, the Amendment was CARRIED. The Amendment therefore became the substantive Motion.

A further Amendment was proposed by County Councillor David Howarth and seconded by County Councillor John Potter, as follows:

"Add at the end of council notes bullet point 3:

.... , and continues to discharge raw sewage into rivers and waterways across Lancashire.



Add new bullet point 4:

According to figures for 2020 and 2021, United Utilities was the worst performing water company in terms of the levels of sewage discharges over the two years, totalling 1.267 million hours.

Add new bullet point 7:

Council believes that we have a duty to protect our natural environment; that the government has failed to hold water companies accountable for dumping raw sewage into waterways; and that water companies should direct profits into minimising sewage discharges into our rivers and lakes.

Add after recommendation 2, "and ask the Secretary of State for the Environment, Food and Rural Affairs, the Rt Hon Steve Barclay MP, to

3. Set meaningful targets and deadlines for water companies to end sewage discharges.
4. Introduce a sewage tax on water company profits to fund the clean-up of our waterways.
5. Reduce the number of licences given to water companies permitting them to discharge sewage into rivers.
6. Strengthen Ofwat's powers to hold companies accountable.
7. Cease making cuts to Environmental Agency funding and ensure that it has enough staff to significantly improve its monitoring of the threats of inadequate storm-water infrastructure and pollution from sewage and agricultural nitrates.
8. Work with local authorities to ensure water companies protect our rivers by a requirement to invest upfront in sewerage infrastructure to reflect environmental objectives in local plans and planning applications. "

Following a period of debate and on being put to the vote, the Amendment was LOST.

There being no further Amendments, the Motion was put to the vote and in accordance with 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 (44)

Ashton	Cullens	Mirfin	Schofield	Whittam
Bailey	Edwards	Morris	Shedwick	Williamson
Britcliffe	Gardiner	O'Toole	Singleton	Woollam
Buckley	Gooch	Pope	Smith	Yates
Burrows	Green	Purcell	Sutcliffe	
Cheetham	Hartley	Rear	Swarbrick	
Clarke	Haythornthwaite	Rigby, P	Towneley	
Clempson	Hind	Rigby, S	Turner	
Couperthwaite	Jones	Riggott	Vincent	



Cox	Maxwell-Scott	Salter	Westley	
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Against (28)

Aldridge	Clifford	Fillis	Khan, H	Serridge
Ali	Collinge	Gibson	Lewis	Snape
Arif	Cunliffe	Hennessy	Mein	Tomlinson
Beavers	Dad	Hindle	Parr	Whittaker
Berry	De Molfetta	Holgate	Pattison	
Brown	Dowding	Howarth	Potter	

Abstained (0)

The substantive Motion was CARRIED. It was therefore:

**Resolved:** That

This Council notes:

- The recent proposals to independent regulator OFWAT from water companies asking to raise customer bills in order to meet new and more stringent government targets around supply, leaks and pollution.
- That the impacts of climate change and replacing outdated Victorian infrastructure present a huge and unprecedented financial challenge to the water industry.
- That earlier this year, raw sewage was discharged into the sea at Fleetwood due to heavy rain and a burst outfall pipe affecting much of the Fylde Coast, causing the closure of several beaches.
- That in the six months ending September 2022, United Utilities made considerable profits which should be re-invested in the company and go towards fixing leaks.
- That Lancashire taxpayers should not shoulder the whole financial burden for these improvements.

This Council resolves to ask the Secretary of State for the Environment, Food and Rural Affairs, the Rt Hon Steve Barclay MP, to write to United Utilities CEO, Louise Beardmore, and OFWAT CEO, David Black to:

1. Express concern, that in a cost of living crisis, consumers don't shoulder all the burden, and that available support for the hardest hit customers via schemes like WaterSure is well communicated to consumers and where necessary strengthened; and



2. Condemn repeated sewerage spills across the county and ask them to strongly commit to ending this issue going forward by investing in major new infrastructure projects.

Angie Ridgwell  
Chief Executive

County Hall  
Preston





## Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston, on Friday, 23rd February, 2024

### Present:

County Councillor Alan Cullens BEM (Chairman)

### County Councillors

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

### 1. Apologies and Announcements

Apologies for absence were received from County Councillors Frank De Molfetta, Mike Goulthorp, Andrea Kay, Jayne Rear, and Alan Whittaker.

County Councillors Sobia Malik and Yousuf Motala joined the meeting virtually.



## **Announcements**

### **Deaths**

The Chairman reported the recent deaths of former County Councillor John Cavanagh, who sadly passed away on 25 January 2024, former County Councillor Nikki Penney, who sadly passed away on 4 February 2024, and former County Councillor Harry Counce, who sadly passed away on 29 January 2024.

The Council observed a one-minute silence.

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

County Councillor Lian Pate declared a non-pecuniary interest in Item 3 - 2024/25 Budget Report, as her partner was an employee of the county council.

### **3. 2024/25 Budget Report**

County Councillor Phillippa Williamson, Leader of the County Council, moved the recommendations of the Cabinet regarding:

- The revenue budget 2024/25;
- The council tax and precept 2024/25;
- The policy savings;
- The capital programme 2024/25;
- The capital strategy; and
- The exceptions to the agreed uplift policy for fees and charges.

Together with the recommendations of the Audit, Risk and Governance Committee from its meeting on 29 January 2024 regarding:

- The Treasury Management Strategy, the Investment Strategy, and the Minimum Revenue Provision Policy Statement for 2024/25.

And with the recommendations of the Employment Committee from its meeting on 25 January 2024 regarding:

- The Pay Policy Statement 2024/25 (The Localism Act 2011).

The motion was seconded by County Councillor Alan Vincent, Cabinet Member for Resources, HR and Property (Deputy Leader).

County Councillor Matthew Tomlinson then made his Budget speech and moved an Amendment to the Budget proposals, on behalf of the Labour Group, which was seconded by County Councillor Noordad Aziz.

A copy of the Amendment was circulated to all Members and is set out at Annex 1 to these minutes.





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

For (32)

Aldridge	Brown	Gibson	Khan, N	Potter
Ali	Clifford	Hennessy	Lewis	Serridge
Arif	Collinge	Hindle	Mein	Snape
Aziz	Cunliffe	Holgate	Oakes	Tomlinson
Barnes	Dad	Howarth	Parr	
Beavers	Dowding	Iqbal	Pate	
Berry	Fillis	Khan, H	Pattison	

Against (42)

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

Abstain (0)

The Labour Group's Amendment was therefore LOST.

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

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

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

For (31)

Aldridge	Brown	Gibson	Khan, N	Potter
Ali	Clifford	Hennessy	Lewis	Snape



Arif	Collinge	Hindle	Mein	Tomlinson
Aziz	Cunliffe	Holgate	Oakes	
Barnes	Dad	Howarth	Parr	
Beavers	Dowding	Iqbal	Pattison	
Berry	Fillis	Khan, H	Serridge	

Against (41)

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

Abstain (0)

The Liberal Democrat Group's Amendment was therefore LOST.

County Councillor Scott Cunliffe then made his Budget speech and moved an Amendment to the Budget proposals on behalf of the Green Group, which was seconded by County Councillor Gina Dowding.

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

Following a period of debate, it was proposed by County Councillor John Potter that the question be now put in accordance with the provisions of Standing Order 44(1). Having been seconded and upon being put to the vote, the motion was CARRIED. A recorded vote was then taken on the Amendment in accordance with the provisions of Standing Order B45(7). The names of Members who voted for or against the Amendment, and those who abstained, are set out below.

For (31)

Aldridge	Brown	Hennessy	Lewis	Serridge
Ali	Clifford	Hindle	Mein	Snape
Arif	Cunliffe	Holgate	Oakes	Tomlinson
Aziz	Dad	Howarth	Parr	
Barnes	Dowding	Iqbal	Pate	
Beavers	Fillis	Khan, H	Pattison	
Berry	Gibson	Khan, N	Potter	



Against (40)

Ashton	Cullens	Jones	Riggott	Towneley
Buckley	Edwards	Maxwell-Scott	Salter	Turner
Burrows	Gardiner	Mirfin	Schofield	Vincent
Cheetham	Gooch	Morris	Shedwick	Westley
Clarke	Green	O'Toole	Singleton	Whittam
Clempson	Hartley	Pope	Smith	Williamson
Cox	Haythornthwaite	Rigby, P	Sutcliffe	Woollam
Couperthwaite	Hind	Rigby, S	Swarbrick	Yates

Abstain (0)

The Green Group's Amendment was therefore LOST.

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

- The revenue budget 2024/25;
- The council tax and precept 2024/25;
- The policy savings;
- The capital programme 2024/25;
- The capital strategy; and
- The exceptions to the agreed uplift policy for fees and charges.

Together with the recommendations of the Audit, Risk and Governance Committee from its meeting on 29 January 2024 regarding:

- The Treasury Management Strategy, the Investment Strategy, and the Minimum Revenue Provision Policy Statement for 2024/25.

And with the recommendations of the Employment Committee from its meeting on 25 January 2024 regarding:

- The Pay Policy Statement 2024/25 (The Localism Act 2011).

Following a period of debate, it was proposed by County Councillor Gina Dowding that the question be now put in accordance with the provisions of Standing Order 44(1). Having been seconded and upon being put to the vote, the motion was LOST, and the debate continued. A recorded vote was then taken, in accordance with Standing Order B45(7), and the names of Members who voted for or against the Motion, and those who abstained, are set out below.



For (40)

Ashton	Cullens	Jones	Riggott	Towneley
Buckley	Edwards	Maxwell-Scott	Salter	Turner
Burrows	Gardiner	Mirfin	Schofield	Vincent
Cheetham	Gooch	Morris	Shedwick	Westley
Clarke	Green	O'Toole	Singleton	Whittam
Clempson	Hartley	Pope	Smith	Williamson
Cox	Haythornthwaite	Rigby, P	Sutcliffe	Woollam
Couperthwaite	Hind	Rigby, S	Swarbrick	Yates

Against (29)

Aldridge	Cunliffe	Holgate	Oakes	Tomlinson
Ali	Dad	Howarth	Parr	
Aziz	Dowding	Iqbal	Pate	
Barnes	Fillis	Khan, H	Pattison	
Berry	Gibson	Khan, N	Potter	
Brown	Hennessy	Lewis	Serridge	
Clifford	Hindle	Mein	Snape	

Abstain (0)

The Motion was CARRIED and it was:

**Resolved: -**

That the Cabinet recommendations in respect of:

- The revenue budget 2024/25;
- The council tax and precept 2024/25;
- The policy savings;
- The capital programme 2024/25;
- The capital strategy; and
- The exceptions to the agreed uplift policy for fees and charges.

Together with the recommendations of the Audit, Risk and Governance Committee from its meeting on 29 January 2024 regarding:

- The Treasury Management Strategy, the Investment Strategy, and the Minimum Revenue Provision Policy Statement for 2024/25.

And with the recommendations of the Employment Committee from its meeting on 25 January 2024 regarding:

- The Pay Policy Statement 2024/25 (The Localism Act 2011).



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

#### 4. Annexes '1' to '3'

##### Annex 1

### BUDGET COUNCIL: 23 FEBRUARY 2024 AMENDMENT PROPOSED BY THE LABOUR GROUP TO THE 2024/25 BUDGET

#### (1) Proposed amendments to the revenue budget

	2024/25 £m
Remove saving proposal GET007 – Pay and Display income (Investment included in 2024/25 budget and saving from 2025/26 onwards)	-0.975
Remove saving proposal GET008 – Young Persons Travel	0.155
Remove saving proposal GET009 – Discretionary Concessionary Travel (saving commences in 2025/26)	0.000
Increase saving proposal RES002 – Facilities Management – operational changes (increasing to £0.394m on 2025/26)	-0.145
<b>Total cost of proposed amendments</b>	<b>-0.965</b>

The additions to the revenue budget form a contribution to the transitional reserve in 2024/25, with the recurrent impact (a cost of £0.397m) reflected from 2025/26 in the medium-term financial strategy.

#### (2) Proposed additions to the capital programme

	2024/25 £m
Accelerate the movement to additional in house provision for the care of looked after children	5.000
Develop fund to support district councils looking to develop assisted housing for older people	20.000
"One off" fund to address most urgent highways repairs	10.000
<b>Total</b>	<b>35.000</b>

The additions to the capital programme are all to be funded from the transitional reserve.



## **View of the Executive Director of Resources (S151)**

The proposals have been validated as being deliverable financially in 2024/25.

In validating the proposals, I have been mindful that:

- The proposed amendments to the revenue budget in 2024/25 of £0.965m, if agreed, would result in the removal of the £0.856m revenue funding gap and a small contribution of £0.109m being made to the transitional reserve. The recurrent impact of the proposals from 2025/26 is an additional cost of £0.397m and would be built into the medium-term financial strategy, resulting in a gap in 2025/26 of £10.885m and in 2026/27 a gap of £3.748m.
- The funding to support the capital programme can be met from the transitional reserve, as a one-off contribution of £35m.

The transitional reserve is currently forecast to be £165.198m at 31<sup>st</sup> March 2024. The transitional reserve is sufficient to support the structural deficit for 2024/25 – 2026/27 with a revised forecast level of £123.002m at 31<sup>st</sup> March 2027.

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



## Annex 2

### BUDGET COUNCIL: 23 FEBRUARY 2024

#### AMENDMENT PROPOSED BY THE LIBERAL DEMOCRAT GROUP TO THE 2024/25 BUDGET

##### Proposed amendments to the revenue budget

	£m
Youth worker provision - 6 additional permanent youth workers and a 7th senior youth worker	0.297
Parking enforcement - 12 street enforcement officers (1 in every district)	0.357
Tree Planting (£2,500 per division)	0.210
<b>Total cost of proposed amendments:</b>	<b>0.864</b>

The additions to the revenue budget to be funded from the Transitional Reserve.

##### Proposed amendments to the capital programme

	£m
Reduce the intervention level by half for works to be undertaken on potholes from 40mm to 20mm 4.500*	
<b>Total cost of proposed amendments:</b>	<b>4.500</b>

*\*Recurrent adjustment*

The additions to the capital programme are all to be funded from the transitional reserve.

##### View of the Executive Director of Resources (S151)

The proposals have been validated as being deliverable financially in 2024/25.

In validating the proposals, I have been mindful that:

- The additions to the revenue budget in 2024/25 of £0.864m, can be funded from the Transitional Reserve.
- The funding in 2024/25 for the capital programme of £4.500m, can be funded from the Transitional Reserve.



- The recurrent costs of £5.364m would need to be built into the medium term financial strategy from 2025/26, resulting in a revised budget deficit of £15.852m in 2025/26 and £8.715m in 2026/27.

The transitional reserve is currently forecast to be £165.198m at 31<sup>st</sup> March 2024 and reduce to £157.831m by 31 March 2027. The impact of this amendment would be to reduce the transitional reserve to £141.739m at 31<sup>st</sup> March 2027. The transitional reserve is sufficient to support the structural deficit for the next 3 financial years.

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





## Annex 3

### BUDGET COUNCIL: 23 FEBRUARY 2024

#### AMENDMENT PROPOSED BY THE GREEN GROUP TO THE 2024/25 BUDGET

##### (1) Proposed amendments to the revenue budget

	£m
Increased budget for on-site feasibility studies for renewables (solar PV, wind etc.) on Lancashire County Council land including landfill sites.	0.040
<b>Total cost of proposed amendments:</b>	<b>0.040</b>

The additions to the revenue budget to be funded from the Transitional Reserve.

##### Note:

Additional budget to carry out on-site feasibility studies for renewables (including PV and wind) on LCC owned land across the county. On-site studies will build on desk-top feasibility studies that have already been undertaken. On-site studies on LCC land sites would be carried out in partnership with Asset, Estates and Scientific Services and should include some, if not all of the 23 land-fill sites across the County that are currently under structural review.

##### View of the Executive Director of Resources (S151)

The proposals have been validated as being deliverable financially in 2024/25.

In validating the proposals, I have been mindful that:

- This is non-recurrent additional cost to the revenue budget in 2024/25 of £0.040m, can be funded from the Transitional Reserve.

The transitional reserve is currently forecast to be £165.198m at 31<sup>st</sup> March 2024. The transitional reserve is sufficient to support the structural deficit for the next 3 financial years with a revised forecast level of £157.791m at 31<sup>st</sup> March 2027 (following the inclusion of this proposal).

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

Angie Ridgwell  
Chief Executive

County Hall  
Preston





**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Chief Executive

**Part A**

Electoral Division affected:  
(All divisions);

**Corporate Priorities:**  
Delivering better services;  
Protection our environment;  
Supporting economic growth;  
Caring for the vulnerable;

**Lancashire Combined County Authority and Devolution Deal**  
(Appendices 'A' to 'E' refer)

Contact for further information:  
Simon Lawrence, Tel: (01772) 533252, Director of Growth and Regeneration,  
[simon.lawrence@lancashire.gov.uk](mailto:simon.lawrence@lancashire.gov.uk)

**Brief Summary**

To seek approval of the Proposal to create the Lancashire Combined County Authority for the areas of Lancashire County Council, Blackpool Council and Blackburn with Darwen Council.

**Recommendation**

That Council agrees to:

- i. Consider the outcomes of the consultation on the draft Proposal published in November 2023, as set out in this report and its appendices;
- ii. Approve the updated Proposal (the Proposal) attached at Appendix B to this report, taking into consideration and having due regard to the consultation responses and the Public Sector Equality Duty, to create the Lancashire Combined County Authority (LCCA) for the areas of Lancashire County Council, Blackpool Council and Blackburn with Darwen Council;
- iii. Note how the Proposal has been amended to take account of the results of the Consultation, as set out in this report and in more detail within

Appendix B (the Summary of the Consultation and the Constituent Councils' Response), Appendix C (Executive Summary of the Ipsos Consultation Report), and Appendix D (the Summary of Communications and Engagement Activity);

- iv. Delegate authority to the Chief Executive to submit the Proposal to the Secretary of State for Levelling Up, Housing and Communities (Secretary of State) after consultation with the Chief Executives of the other two constituent councils to confirm that all constituent councils approve the amended proposal for submission;
- v. Delegate authority to the Chief Executive to approve any typographical or technical amendments to the Proposal which the Chief Executives of the other two constituent councils also agree on, on behalf of Lancashire County Council, prior to submission; and
- vi. Consent to the making of the necessary Regulations to create the Lancashire Combined County Authority in accordance with the arrangements and principles set out in the report, and delegates to the Chief Executive, after consultation with the Leader of the Council, and subject to the approval of the other two Constituent Councils, final approval of the draft Regulations, subject to those regulations reflecting the principles agreed in the Proposal document and this report.

## Detail

Devolution offers the opportunity for local areas, under certain conditions, to secure powers and funding devolved from Central Government. This allows the decisions in respect of those powers and funds to be made by local representatives much closer to the electorate and more informed about local issues. In November 2023, Lancashire County Council, Blackpool Council and Blackburn with Darwen Council (the 'Constituent Councils') each unanimously agreed to undertake statutory consultation on a proposal to establish the Lancashire Combined County Authority ('LCCA') across Lancashire, Blackpool and Blackburn with Darwen, in accordance with the provisions of the Levelling Up and Regeneration Act 2023 ("the Act"). This consultation ran for a period of 8 weeks from 1 December 2023 to 26 January 2024.

To progress the area's devolution deal, under the legislation, the three Constituent Councils must submit to the Government a LCCA Proposal ('the Proposal') that takes into account the results of the consultation and thereby the views of residents and other stakeholders. It is important to note that the obligation on the Constituent Councils under the Act is to carry out a consultation "across the proposed area" and consider the results of that consultation. This is a requirement for each Constituent Council to consider all of the consultation responses not just those provided in their own area.

A summary of the key points raised in the consultation is set out below, and a full consideration of the consultation responses is set out at Appendix A and must be considered in full alongside the summary of the Ipsos Consultation Report at Appendix C in deciding how to proceed.



The Proposal has now been amended to take account of the outcomes of that consultation. The Proposal is attached at Appendix B, and Council is now asked to give final approval to the Proposal and agree that it be formally submitted to the Secretary of State subject to the delegations set out above which are required to ensure submission can be made after all three Councils (which will form the Constituent Councils of the LCCA) have approved the Proposal. Agreeing to submit the Proposal at this meeting is key as otherwise it risks the timetable to establish the LCCA in the autumn of this year.

A report in substantively similar terms to this one is being presented to all three Constituent Councils.

## **Context**

In February 2022, the Government published its White Paper on Levelling Up, a significant set of proposals which look to address geographical disparities in funding, productivity and growth across England. The Levelling Up and Regeneration Act received Royal Assent in October 2023 and paved the way for the creation of new Combined County Authorities.

Securing a devolution deal has been a long-standing ambition in Lancashire, Blackpool and Blackburn with Darwen. Devolution can deliver a range of strategic benefits for the LCCA area including helping to address years of historically low investment and providing a platform for accelerated growth.

The establishment of a LCCA would result in a significant step forward in the capacity and ability for the wider Lancashire area to lead on delivering improvements and investments in the LCCA area. The existing County, Unitary and District Councils in Lancashire will continue to operate, and the proposed LCCA would provide a single body for the whole area to champion its interests, deliver on local priorities and provide greater local accountability and decision-making powers, working in partnership with business and public service providers including District Councils. It would also bring in an initial £20m capital funding in the current Spending Review period to support innovation led growth and net zero ambitions across Lancashire. Evidence shows that combined authorities are just the start in a progressive programme to develop trusted partner status with Central Government, and secure further devolution opportunities for Lancashire.

Lancashire County Council, Blackpool Council and Blackburn with Darwen Council agreed to cooperate at pace on the negotiation of a new devolution deal that would cover their areas and was proposed to be delivered through establishment of a non-mayoral Combined County Authority.

A statement of intent to work towards a devolution deal was signed at Lancaster Castle on 26 November 2023. Following this agreement, a draft proposal document was developed and presented to each of the three Constituent Councils to approve as the basis for a consultation.

Through the work done to date on the proposed creation of a LCCA, the Constituent Councils have enhanced their standing and status with a range of key organisations at both regional and Lancashire level. The Constituent Councils are now well

positioned with Government and aim to build on this elevated status and relationship through successive deals.

## Consultation

In November 2023<sup>1</sup> the Constituent Councils approved the draft Proposal and agreed to formally consult upon the draft Proposal with the residents and stakeholders.

The Constituent Councils subsequently undertook statutory consultation on the Proposal to establish the LCCA across the whole area. This consultation launched on 1st December 2023 and ran to 26th January 2024. The Constituent Councils designed the consultation questions, with Ipsos commissioned to analyse responses and to provide a report of feedback received. A summary of the Ipsos report is attached at Appendix C. and should be considered in deciding how to proceed alongside the analysis at Appendix B.

An online consultation portal was established by the Constituent Councils. It included a copy of the proposal document, a summary of the deal, what it would mean, the benefits and an explanation about how the proposed deal would build on the pre-existing strengths of the area.

The communications strategy for the Consultation focused on driving visitors to the website and engaging through in-person events across the proposed Combined County Authority area. Communication channels included media releases, social media activity, newsletters, stakeholder engagement via email, in person and event communications, and internal communications and events. A summary of consultation and engagement activity is attached at Appendix D. The following points outline the performance across the different communication channels.

Coverage by regional television, radio and other news outlets resulted in more than 100 media reports;

- Engagement with more than 1,500 individuals at over 50 events;
- 16,825 unique visits to the devolution consultation website; and
- our best performing social media channels were Facebook, reaching over 167,000 views and 3,627 clicks to the website, and LinkedIn with over 134,000 views and 3,625 clicks to the website.

In total, 1,881 responses were received within the 8 week consultation period. This included 1,695 responses from individuals and 186 responses from businesses, organisations and representative groups. Full details on the results of the consultation are included within the Ipsos Consultation Report which is summarised at Appendix C which includes details of where to access the full report) and a Summary of the Consultation together with the Constituent Councils' Response at Appendix A.

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<sup>1</sup> Council approval dates; Lancashire County Council on 27th November, Blackpool Council on 29th November and Blackburn with Darwen on 30th November 2023.

Responses to the consultation came from residents from all areas. The consultation survey was self-selecting, therefore no area was specifically targeted, however there is a good split of responses from all areas of the three Constituent Councils and no one area is over represented. The overall number of responses achieved was slightly higher than expected and similar to some recent Level 3 Mayoral deals e.g., York and North Yorkshire, 1,971 responses.

Details of the demographics of respondents are available in the Equality Impact Assessment (EIA) at Appendix E. In summary:

- 50% of respondents were Male, 42% Female, 1% non-binary, and 7% preferred not to say.
- Those aged 45 to 64 had a higher response rate to the consultation when compared to the resident population. Those aged 24 and below had a lower response rate when compared to the resident population.
- In terms of the ethnic group of respondents, the proportion of White respondents (87%) was higher than the proportion of ethnic minority community respondents (4%) when compared to the resident population.
- 30% of respondents listed their religion as None. 46% listed their religion as Christian, and 2% of respondents listing their religion as Muslim.

Analysis undertaken as part of the EIA (attached at Appendix E) provides a summary of findings from the protected characteristic groups. In addition to the consideration of protected characteristics and/or Groups within the EIA, as required by the Equality Act 2010, the Council has also considered the impact of the Proposal on other groups and individuals, in certain cases in line with other statutory duties. These are outlined in the EIA section of this report, along with the actual or potential positive and/or negative outcomes and impacts on those groups and/or individuals.

### **Feedback on the consultation process**

The Ipsos Consultation Report sets out that some participants raised issues about aspects of the consultation process including that the consultation period was considered to have been inadequate, questions could only be answered in a way that suggested support for the proposal, the proposals were vague and there was insufficient effort made to communicate with people. The Constituent Councils are content that the consultation was undertaken lawfully, and in line with the Gunning principles.

There is no statutory minimum period for a public consultation. Due to the Christmas holiday period an additional two weeks was factored into the length of the consultation, which ran from 1 December 2023 to 26 January 2024, a period of 8 weeks. This was a sufficient period for the consultation which is evident from the extent of responses received.

There were both closed questions, where respondents could indicate from strong agreement to strong disagreement with the Proposal. The consultation document also allowed for free text responses in which respondents could include any response at length, and it is therefore not correct to suggest that responses were in some way restricted in nature.



The Proposal sets out the intentions of the proposed LCCA in relation to the various functions that the Constituent Councils seek to be devolved. Should the LCCA be formed, more detailed plans will be developed across the thematic areas in formulating the policy position of the proposed LCCA. These detailed plans will, where appropriate, be subject to further consultation. Decisions required in the planning of the proposed LCCA will be taken publicly by the Constituent Councils, ensuring the process is transparent.

## **Key findings and recommendations**

Overall, the consultation findings outlined in the Ipsos Consultation Report summarised at Appendix C are largely positive, demonstrating a broad support for the proposed devolution. This support is reflected in each of the eight thematic areas set out in the consultation, as well as in the comments received. The results demonstrate particularly strong support for the proposals from stakeholder organisations, including businesses in Lancashire. There are therefore positive grounds for taking forward the Proposal document and making a formal submission to government.

As evidence that more consultees agree than disagree with the proposal, net agreement from those who completed a response form is positive for each of the priority areas consulted on. For the eight priority areas this is as follows:

- Innovation, Trade and Investment: 59% agreed with the proposals for Innovation, Trade and Investment, compared to 29% disagreeing (+30).
- Skills: 64% agreed with the proposals for Skills, compared to 25% disagreeing (+39).
- Transport: 62% agreed with the proposals for Transport, compared to 27% disagreeing (+35).
- Net Zero and Climate Change: 56% agreed with the proposals for Net zero and climate change, compared to 28% disagreeing (+28).
- Digital and Cyber: 59% agreed with the proposals for Digital and cyber, compared to 25% disagreeing (+34).
- Culture and Tourism: 59% agreed with the proposals for Culture and tourism, compared to 25% disagreeing (+34).
- Housing and Land: 50% agreed with the proposals for Housing and land, compared to 35% disagreeing (+15).
- Delivering Our Ambitions: 51% agreed with the proposals for Delivering our ambitions, compared to 32% disagreeing (+19)

However, in the responses, a number of key themes, issues and findings emerged. A summary of the main issues raised, and our response, including where changes have been made to the Proposal document as a result is provided in the Summary of the Consultation together with the Constituent Councils' Response at Appendix A.

Amendments to the Proposal include responses to concerns about UKSPF delivery and how the LCCA can ensure that it delivers benefits across the whole of the CCA area. Further information on the Lancashire Data Observatory has been included in the Proposal, setting out how this service will provide the CCA with evidence to inform its decision making.





In addition to the above, some minor changes have been made to the Proposal document to reflect updated advice from government and legal clarifications. This includes some small changes to references to sections of Acts of Parliament in the Powers Table, and some changes to wording on remuneration. These changes are technical in nature and do not affect the aims and objectives of the Proposal.

Based on the above, a revised Proposal document is now presented, and Council is asked to approve the Proposal for submission to the Secretary of State. The reference in the proposal document regarding the ownership and operation of Blackpool Transport Services Ltd (BTS) and it remaining as an arm's length company owned by Blackpool Council has not changed following the consultation. Neither has the safeguards in respect of voting in connection with BTS, as set out in the report to the last Council meeting and the proposal document.

Should the Secretary of State accept the submitted Proposal, Regulations will be laid before Parliament to establish the Combined County Authority. Those Regulations will be based on the Proposal document agreed by Full Council.

## **Regulations**

The Regulations are the legal document that establish the LCCA, set out the framework for how it will operate and the powers it will exercise. The Regulations in effect simply set out in legal terms the arrangements set out in the Proposal. There are, however, some issues not directly addressed in the Proposal which will feature in the Regulations, for example that the LCCA will have a Vice Chair, and what the quoracy rules will be.

Amongst the issues which will be covered are that the Chair will be elected every year, with arrangements in place for regular reviews. There will also be a Vice Chair to be appointed from a different Constituent Council to the Chair. Authorities will nominate up to two substitute members each, and quoracy will be at least one member from each authority, to include the Chair or vice Chair.

In relation to finances, there will be capacity funding from government in the initial stages, and work is ongoing to agree arrangements for how projects and initiatives are funded. However, the Regulations require that a "fall-back" position is set out, in the event that there are any costs for which the constituent authorities cannot otherwise identify or agree funding sources. It is proposed that, in that event, any costs would be apportioned between the three constituent councils on the ratio of 4:1:1 by Lancashire County Council, Blackpool Council and Blackburn with Darwen Council respectively.

Voting arrangements will be as set out in the Deal and Proposal document, with local flexibility to agree which policies will form the Policy Framework and therefore be subject to unanimity.

The Regulations are currently being drafted by Government before they can be laid before parliament. In order to ensure there is no delay, it is proposed that Full Council delegate the formal sign off of the final Regulations to the Chief Executive, in consultation with the Leader, and subject to the consent of the other two Constituent Councils. The delegation would be contingent on the Regulations reflecting the terms

of the original Deal, the Proposal and this report. Government has made it clear that the aim of the Regulations is to put into law the agreements already made with the Constituent Councils, and have given assurances that this will be the case, as well as confirming that the Regulations will be drafted in consultation with the constituent councils, which will allow officers to ensure that the draft meets the expectations set out by Full Council.

Some further detail relating to running of the LCCA, such as the arrangements for meetings, scheme of delegation to officers and details of audit and scrutiny will be matters for the constitution of the LCCA. A further report will come to Full Council in June or July to present a draft constitution for approval by the three Constituent Councils.

### **Alternative Options Considered**

To agree not to submit a Proposal to the Secretary of State to establish a LCCA. This is not recommended as it is not in accordance with the majority of views expressed in during the consultation process, the LCCA could not be established and no powers or funding would be devolved. In order to allow powers and funding to be devolved, the Government's policy requires that a Combined County Authority must be established in the area.

To agree to submit the original draft Proposal to the Secretary of State without amendment. This option is not recommended as the Proposal submitted to the Secretary of State will not take account of the views expressed in the consultation. The Levelling Up and Regeneration Act requires that authorities must have regard to the results of the consultation in preparing the proposal for submission.

To agree to submit an alternative version of the Proposal to the Secretary of State. For the reasons set out on this report and its appendices, it is considered that the Proposal contains the necessary amendments to take account of the consultation and additional amendments are not considered appropriate.

### **Appendices**

Appendices 'A' to 'E' are attached to this report. For clarification they are summarised below and referenced at relevant points within this report.

<b>Appendix</b>	<b>Title</b>
Appendix 'A'	Summary of the Consultation and the Constituent Councils' Response (You Said We Did) Report
Appendix 'B'	Revised Proposal
Appendix 'C'	Summary of Ipsos Consultation Report
Appendix 'D'	Summary of Communications and Engagement Activity
Appendix 'E'	Equality Impact Assessment



## **Implications**

### **Financial**

Subject to all three Constituent Councils agreeing to submit the Proposal there will be an ongoing need for enabling activities from the Constituent Councils to continue pending Government approval and receipt of capacity and other funding. The Government will provide capacity funding of £1m in total, payable in phases of £0.25m in 2024-25 once the establishing legislation is made a further £0.5m in 2025-26 to meet the costs of enabling activities, and the remaining funding of £0.25m being made in 2026-27.

As referred to earlier in the report, the Regulations require that a "fall-back" position is set out, in the event that there are any costs for which the constituent authorities cannot otherwise identify or agree funding sources. It is proposed that, in that event, any costs would be split on the ratio 4:1:1 by Lancashire County Council, Blackpool Council and Blackburn with Darwen Council respectively.

Detailed work will be required to understand the budgeting changes required for those activities transferring to the Combined Authority from the Constituent Councils following the proposal document and the Regulations laid before government.

### **Legal**

The Levelling Up and Regeneration Act established a new type of combined county authority. Whilst the Constituent Councils agreed a devolution deal with Government and have undertaken the required consultation, the creation of a new combined county authority is now subject to the Constituent Councils submitting a formal Proposal to Government, and approval of secondary legislation.

### **Consultation**

Clause 43(4) of the Act provides that: "Before submitting a proposal under this section to the Secretary of State, the authority or authorities preparing the proposal must:

- a. carry out a public consultation across the proposed area on the proposal, and
- b. have regard to the results of the consultation in preparing the proposal for submission to the Secretary of State."

The approach to the consultation set out in the report meets those requirements, and is in line with the "Gunning principles" for consultations.

### **Weight to be given to responses**

The law relating to consultation requires proper consideration of the consultation responses. Whilst there may be some occasions where it is appropriate to give certain categories of response more weight than others, generally speaking, if a point is made in a consultation response, it should be reasonably considered whatever the origin of the point. The question for the decision maker should be whether the point causes them to change their view.



In this case, different weight should not be given to responses made by stakeholders (as defined by Ipsos), and non-stakeholders (as defined by Ipsos). The question for the Council remains whether the point made causes it to change its view, and it is entirely lawful for the decision maker to take a view different than even an expert body on a question in a consultation.

## **Human Resources**

Should Full Council agree to formally submit the Proposal to Government, and subject to the approval of the Proposal by the Secretary of State, each of the affected Councils will identify any potential future workforce implications and ensure that these are dealt with in accordance with agreed HR policies and procedures. In addition, the appropriate workforce communications will be considered and enacted as needed.

## **Equalities Impact**

In coming to a decision, the Council is required to have regard to the Public Sector Equality Duty (PSED) under the Equality Act 2010. An Equality Impact Assessment (EIA) has been prepared and is appended to this report (appendix E). The Council must have due regard to this report to ensure that it is satisfied that any adverse impact and the proposed mitigation allows it to meet the legal obligations set out in the PSED. The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision-making process.

The EIA recognises that the Proposal has the potential to provide significant benefits to all communities, but specifically for people from the protected characteristic groups and deprived communities. However, this will be dependent on the implementation of the Proposal and the systems and processes that the Constituent Councils put in place; and how the LCCA will look to address inequality as an integral part of everything it does and every decision it makes.

As the new LCCA will become subject to the Public Sector Equality Duty under the Equality Act 2010 this will require the authority to set equality objectives, publish annual equalities information and have due regard for equality matters when carrying out its functions, making decisions and delivering projects and programmes.

The EIA sets out that the LCCA should give early thought to how it can begin to meet these and other duties, especially as it further develops its priorities, becomes established and finalises its workstreams.

## **Environmental Sustainability**

The decision to submit the Proposal about the establishment of an LCCA will not in itself directly affect carbon emissions in a material way. If subsequently established, it is anticipated that the LCCA will develop its own plans and strategies to reduce carbon emissions which will be subject to its own approval processes and

approaching the issues from a wider strategic and geographic position may beneficially impact the development of more consistent and measurable carbon reduction measures.

### **Risk Management**

The programme for creating a LCCA takes into account the risk of a general election being called part way through the legislative process. Measures to mitigate that risk have been built into the programme by running numerous workstreams simultaneously so as to avoid any unnecessary lengthening of the timescales.

### **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 - Summary of the Consultation and the Constituent Councils' Response

This report is based upon the main themes identified through the consultation and outlines the changes to Lancashire's Combined County Authority (CCA) Proposal.

### 1. Cross cutting themes

	Consultation response theme	Constituent Council's response	Change to CCA Proposal
1.1	<p>Some concerns in relation to conduct of the consultation including:</p> <ul style="list-style-type: none"> <li>• That the period for consultation from mid-December to mid-January, with Christmas in between was inadequate</li> <li>• That questions could only be answered in a way that would give a false impression of support, and not allow true feelings of respondents to be expressed</li> <li>• That insufficient effort was made to communicate with people</li> </ul>	<p>The consultation period is considered to have been adequate. There is no statutory minimum period for a public consultation. The holiday period was factored into the consultation period. The consultation ran from 1 December 2023 to 26 January 2024, a period of 8 weeks. This was a sufficient period for the consultation, which is evident from the extent of responses, both in support of and in opposition to the Proposal.</p> <p>With regard to questions only being able to be answered in a certain way, this is not the case. There were both closed questions, where respondents could indicate from strong agreement to strong disagreement with the Proposal. The consultation document also allowed for free text responses in which respondents could include any response at length, and it is therefore not correct to suggest that responses were in some way restricted in nature. Comments were received setting out the reasons for opposition to the Proposal. These have been identified by the Ipsos Report and considered within this report document.</p> <p>The communications strategy for the Lancashire Devolution Consultation focused on driving visitors to the website and engaging through in-person events across the proposed CCA area.</p> <p>Results included: -</p> <ul style="list-style-type: none"> <li>• Coverage by regional television, radio and other news outlets resulted in more than 100 media reports</li> <li>• Best performing social media channels were Facebook, reaching over 167,000 views and LinkedIn with 134,000 views</li> <li>• Engagement with more than 1,500 individuals at over 50 events</li> </ul>	No change.

1.2	Concern that the proposals are vague and lacking detail.	<p>The Proposal sets out the intentions of the proposed CCA in relation to the various functions that the Constituent Councils seek to be devolved to the proposed CCA should it be established.</p> <p>Should the CCA be formed, more detailed plans will be developed across the thematic areas in formulating the policy position of the proposed CCA. These detailed plans will, where appropriate, be subject to further consultation. Decisions required in the planning of the proposed CCA will be taken publicly by the Councils and through the Joint Committee, ensuring the process is transparent.</p>	No change.
1.3	Concern the proposed CCA would create an additional layer of local government, with high running and administration costs.	<p>The proposed CCA would have a role in co-ordinating the work of Councils across Lancashire, helping to improve places by being smarter about what we do. The proposed CCA will bring the governance that currently sits at national government level down into the CCA area, much closer to businesses and communities. Place making functions will be delivered through the existing arrangements, such as planning.</p> <p>The Constituent Councils consider therefore that rather than adding a further layer of governance, the proposed CCA would fulfil an additional role which is beneficial to the existing regional structures of governance.</p> <p>If approved, the Constituent Councils expect the proposed CCA to be funded from committed central Government funding associated with the proposed CCA, including capacity funding. In addition, the proposed CCA will be expected to generate additional income over time that will allow it to scale up its operation in line with increased levels of funding.</p>	No change.
1.4	Concerns that the proposed arrangements would be undemocratic; that there would be reduced transparency and accountability; that there would be mismanagement of funds; and, that promises would be broken.	<p>The proposed CCA if established would be subject to usual rules about finance, conduct and management that are designed to ensure the appropriate management of investment.</p> <p>Careful consideration has been given to the intended structure of the proposed CCA. The proposed governance structure is intended to ensure accountability, including representation from outside of the Constituent Councils.</p> <p>The proposed internal structures of the proposed CCA would also provide safeguards, including by way of at least one Overview and Scrutiny Committee,</p>	No change.



		and an Audit Committee. Consideration will be given in establishing other elements of the internal governance structure of the proposed CCA with a view to ensuring accountability, scrutiny and transparency.	
1.5	Concern the proposed CCA would not ensure an equitable approach towards the deployment of investment funding and would focus on larger towns and cities, thereby exacerbating regional inequalities and not benefitting local people. Concerns were expressed in relation to rural areas being overlooked and local people would not have a say in decision making, weakening the power and influence of district councils.	<p>This concern was expressed in comments in relation to the various theme areas specifically, as well as comments made more generally. The response of the Constituent Councils applies to all these comments and is addressed here.</p> <p>The role of all the members of the proposed CCA would be to make decisions in the best interests of the Lancashire CCA area. Investment decisions will be made in the best interests of the whole of the CCA area based on data and need, ensuring equity, transparency and accountability.</p> <p>Principle five of the Proposal relates to working collaboratively, providing that “we will work collaboratively on our collective priorities sharing ideas, assets, skills and knowledge”.</p> <p>The establishment of the proposed CCA would enable decisions to be taken at a Lancashire wide level, considering the interests of all areas and residents. The Proposal recognises the long history of Lancashire local authorities of joint working to deliver projects and services for the whole county. The establishment of the proposed CCA will enhance this by devolving functions which currently sit at a national level to Lancashire and much closer to businesses and communities.</p> <p>The membership of the proposed CCA has also been designed to ensure that the interests across Lancashire are represented, including two non-constituent members to be nominated directly by the District Councils acting jointly.</p> <p>The Proposal will not result in funding being withdrawn from existing local authorities, though it is acknowledged that funding streams may be received by the proposed CCA as opposed to directly to the Councils within Lancashire if the proposed CCA is established. Where this is the case then the Constituent Councils consider that such funding would be applied, considering the best interests of the whole of the CCA area. The proposed CCA would be better placed to secure additional funding streams.</p>	No change

		<p>The Proposal acknowledges that some priorities will be focussed on urban areas and others on market towns and others on rural areas. New investment will be aimed at delivering regional wide benefits.</p> <p>Finally, principle seven of the Proposal “listening to residents” provides that “we will be active listeners in building our plans for Lancashire. Everyone will be able to contribute to shaping our shared future”.</p>	
1.6	<p>Concern the CCA will take UKSPF away from districts councils and therefore diminish the effectiveness of the fund.</p>	<p>The proposed changes to the national UKSPF programme are being led by national Government and not by the Constituent Councils. The Constituent Councils and Government recognise the continued importance of Lancashire's districts in delivering any future rounds of UKSPF. Additional wording has previously been incorporated within the Lancashire Deal text (section 36) to reflect this point.</p> <p>The potential benefits of the changes proposed include that Lancashire would be able to 1) generate economies of scale from managing the funds, and 2) allow for the development of projects that area better placed to respond to Lancashire wide challenges.</p> <p>UKSPF was brought in to replace European Structural Funds (ESF), previously managed at the regional and sub regional level. Any future UKSPF funding will be focused in those areas that have the highest need, as was the case with ESF. For example, when Lancashire County Council had strategic oversight of ESF it set priorities for skills and employment provision based on evidence (residents, geography, sectors) and then monitored the delivery and worked with local authorities and providers to close gaps.</p>	<p>Reference to be added that priorities for UKSPF will be evidence-based and funds will be directed towards areas of need.</p>
1.7	<p>Concern £20m of capital funding is insufficient and does not compare to the level of funding in other devolved areas. On this basis some respondents considered the devolution deal to be poor and that it should be rejected.</p>	<p>The initial funding is just that. The proposed CCA will be much better positioned to receive further investment, either through bidding into Government funds or being directly awarded funding, as continues to be seen in other combined authority areas.</p> <p>The amount of funding to be provided is consistent with a Level 2 deal, which is what Government are prepared to offer to Lancashire at this time.</p> <p>The Constituent Councils note that a number of respondents to the consultation advocated for a Level 3 deal with an elected Mayor. A Level 3 deal</p>	<p>No change.</p>

		<p>would offer the most potential for additional funding. This was not considered to be an appropriate step for Lancashire at this time, and the deal that has been offered by Government is a Level 2 deal.</p> <p>The Constituent Councils do not consider that the devolution deal should be rejected on the basis of this level of funding being provided.</p>	
1.8	<p>Desire for a referendum or other form of vote on the question of formation of a CCA.</p>	<p>The Levelling Up and Regeneration Act requires a consultation to be undertaken across the area before a Proposal for a CCA can be submitted to the Secretary of State. A referendum could not replace a consultation in this context and so a consultation was legally required to be carried out. Any referendum would also be limited in the scope of the response that would be provided, and further consultation in relation to a proposal would be required subsequent to any such referendum. The responses to closed questions within the consultation indicate an overwhelming support for the Proposal overall.</p>	No change.
1.9	<p>View a more fundamental local government re-organisation is required, or that devolution was not necessary to deliver the matters within the Proposal.</p> <p>This included suggestions to dissolve the three Constituent Councils and create a smaller unitary authority.</p>	<p>The Proposal responds to the opportunity for Lancashire to form a CCA (as set out in the Levelling Up and Regeneration Act) to give Lancashire a national voice and ensure that decisions about Lancashire are made locally.</p> <p>Local government re-organisation would be an expensive and timely distraction for Lancashire in terms of establishing devolution.</p> <p>With regard to devolution not being necessary to deliver matters within the Proposal, this is not accurate. The creation of the CCA will enable powers and funding to be transferred to it which otherwise sit at a national or individual Council level. For example, skills powers and funding currently sit with Westminster.</p> <p>The suggestions to dissolve the three Constituent Councils and to create a smaller unitary authority were made by only 9 and 7 people respectively. Fundamental reform of this nature would involve significant legislative change and decision from central Government. These suggestions are therefore not considered to be viable at this time.</p>	No change.
1.10	<p>Doubts over the securing or realising significant or long-term</p>	<p>As set out in the Proposal, devolution in Lancashire would ensure that the area benefits from a boost in Government funding.</p>	No change.

	investment. Any investment would be only short term.	<p>The Constituent Councils believe that in establishing the proposed CCA they would put Lancashire in a stronger position with regard to bidding for Government funding.</p> <p>In the longer term the benefits that the Constituent Councils intends to be realised in relation to each of the focus areas of the Proposal would lead to a more prosperous Lancashire and create a self-perpetuating cycle of improvement and greater wealth of the area that would lead to the ability to continue to invest and improve. The Constituent Councils recognise that investment does not only come from Government but also in the form of investment into the area from business. The Proposal would make Lancashire a more attractive prospect for business investment for the reasons set out in the Proposal.</p>	
1.11	General disagreement with the Proposal	The Ipsos Report indicates that general disagreement was expressed to the Proposal by a number of respondents. The Constituent Councils are unable to respond substantively where no further detail has been provided in relation to the reasons for disagreement or opposition to the Proposal. In contrast however, the overwhelming support for the Proposal as indicated in responses to closed questions across all themes is noted by the Constituent Councils. The Ipsos Report also indicates that comments were made providing general support for the Proposal.	No change.
1.12	Concerns that council tax would increase	As stated in the Proposal, the proposed CCA would not have the power to raise a precept and so will not be able to raise money through increasing Council Tax.	No change.

### Consideration of consultation responses for each Theme Group area

#### 2. Delivering our ambitions (Governance)

2.1	Positive comments were received in support of the Proposal (10.3.1 and 10.4.1 of the Ipsos Report)	The Constituent Councils notes the positive responses received on this aspect of the Proposal.	No change.
2.2	Concern the CCA will not include appropriate representation from district authorities.	The commitment to a meaningful role for district councils is reflected in the principles set out on page 26 of the Proposal, including 'Effective leadership', 'Working collaboratively' and 'Being open and transparent'. This includes membership of the proposed CCA itself, which means that district councils would be participating in transport & adult skills decisions (both upper tier functions)	Amended to increase the district representation on the Audit committee to two members from district councils. There remains a wider commitment to ensure

		<p>for the first time, and therefore this represents a positive opportunity for district influence.</p> <p>Districts would also be offered seats on the Audit and Scrutiny committees of the proposed CCA, meaning they would also be able to have oversight of the proposed CCA's decisions, activities and spending. The Constituent Councils have stressed repeatedly the importance of district engagement and will continue to seek to work with districts.</p>	<p>representation from district councils in the governance structures of the CCA</p>
2.3	<p>Concern CCA members will not be representative of local areas and might not care about local issues.</p>	<p>Members of the proposed CCA will be drawn from elected representatives from across Lancashire. This will mean that decisions about Lancashire currently taken by central Government will in future be taken by people who represent, understand and care about the local area.</p>	<p>No change.</p>

### 3. Innovation Trade and Investment

3.1	<p>A number of comments were received in support of the Proposal (3.3.1 of the Ipsos Report)</p>	<p>The Constituent Councils note the positive comments that were provided in relation to the Proposal in relation to innovation, trade and investment.</p>	<p>No change.</p>
3.2	<p>Both positive and negative comments that proposals would (and would not) stimulate productivity and local economic growth.</p>	<p>Devolution offers opportunities to advance Lancashire's strategic economic development plans, including the Innovation Plan. Whilst there may be some doubt as to whether the proposals for innovation, trade and investment may be achievable the Constituent Councils do not consider this to be a reason not to proceed with the Proposal. The Constituent Councils consider there to be significant benefits to be gained from the Proposal and it will be for the proposed CCA if established to appropriately manage matters to ensure their success.</p>	<p>Information on the duty to produce an economic assessment of the proposed CCA area.</p>
3.3	<p>Concern plans do not consider-how inequalities, socio-economic factors and social mobility will be addressed.</p>	<p>Lancashire strategic economic development plans will continue to take account of the need for inclusive economic growth.</p> <p>The concept of 'social value' forms an important aspect of Lancashire's Proposal and builds upon previous joint work carried out at the Lancashire level (including through the Lancashire Enterprise Partnership).</p>	<p>Additional information on the proposed social value framework linked to the Data Observatory.</p>

3.4	Concern existing functions of the Local Enterprise Partnership had not been built upon by the proposal.	LEP integration is an important part of the Proposal. Both government and the Constituent Councils are committed to a strong business voice on the proposed CCA. The Proposal includes the appointment of an Associate Member who can represent the views of business on the proposed CCA, integrating this function of the LEP into the proposed CCA by way of the creation of a Business Board. A level of detail in relation to the proposed Business Board is included already within the Proposal, but it is considered by the Constituent Councils that further information in this regard is appropriate in light of the comments from respondents.	No change.
3.5	Views expressed that small businesses and SMEs should be prioritised and that certain sectors including the voluntary and community sector needed to have more consideration	We recognise that SMEs (including freelancers) make up a very significant proportion of Lancashire's business base. This will be relevant to the formulation of policy and exercise of functions of the CCA if established.	No change.
3.6	Suggestion to stimulate the local economy; invest in small businesses and SMEs; invest in local high streets and city centres; and, to reduce business rates	If the proposed CCA is established then the suggestions raised will be relevant to the formulation of future policy and application of the functions afforded to the proposed CCA.  The suggestion that various local organisations would need to collaborate to ensure the Proposal's success is noted. The Constituent Councils consider that the establishment of the proposed CCA will provide enhanced opportunities in this regard. Principle five of the Proposal explicitly recognises the need to work collaboratively.	No change.

#### 4. Skills

4.1	A number of comments were received in support of the Proposal (4.3.1 of the Ipsos Report)	The Constituent Councils note the positive comments that were provided in relation to the Proposal with regard to skills.	No change.
4.2	Suggestions to focus on improvements in local people's skills to benefit the local economy; a focus on employment through practical skills; enhanced opportunities to retrain and upskill	The majority of the suggestions received are supportive of the Proposal so far as it relates to skills. The Adult Education Budget would be devolved as part of the devolution deal if the proposed CCA is established and this does not involve apprenticeships. The level and type of education courses that would be funded will form part of the considerations of the proposed CCA if it is established.	Reference to the proposed skills and employment strategy for the CCA area.

	local residents; adopting a tailored approach to different areas across Lancashire; aligning training and education to the needs of local businesses; a focus on the long term unemployed; and promoting apprenticeships.		
4.3	Concern that adult education would be underfunded and provide courses that are not relevant to the labour market needs.	<p>The devolution of the Adult Education Budget provides a route to influence how skills provision can link to the needs of our regional economy. There are significant sectors with huge growth potential, and we need to ensure that we are training people appropriately to fill these gaps. Examples include skills gaps in 'cyber' and 'low carbon and energy'. Devolution will enable Adult Education provision to be viewed as part of a wider jigsaw of skills and employment provision, which will enable adults to develop their skills and progress towards better paid employment.</p> <p>If a decision is taken to progress the proposed CCA, the Constituent Councils propose the development and agreement of a single, shared evidence base. The work of the proposed CCA would be informed by a Lancashire Data Observatory that would be an alliance of local authorities, industry experts and academic researchers delivering sub-regional research. This would need to draw on quantitative and qualitative information over a range of socio-economic factors (including issues raised via the consultation process around matters such as rurality, deprivation, business need, green agenda and groups furthest from the skills/ job market). This evidence base would then be used to continue to provide a focus for skills interventions and prioritisation for the proposed CCA area.</p>	Additional information on the proposed Data Observatory.
4.4	View that the Proposal would not improve the education of children and young people, and that the CCA should invest in - schools / early years / education of children.	<p>These age groups are out of scope for Level 2 deals and could be considered under future deals.</p> <p>That said, the Skills and Employment Hub supports all secondary schools and colleges, including special schools and alternative providers to develop careers programme that meet national standards of excellence - based on local labour market intelligence. This also includes encounters with employers and</p>	Wording in skills section of the Proposal changed to make it clear that the focus is on adult education, including change to the title of the section to 'Skills & Adult Education'.

		experiences of the workplace, so young people are better informed about local businesses and future job opportunities.	Additional text to be inserted regarding the Lancashire Careers Hub.
4.5	Doubts as to whether the Proposal would prevent a skills drain to regions outside of Lancashire.	<p>Concern was expressed from respondents that the lack of skilled workers in the area was not due to funding of training, but due to those with skills and qualifications moving out of the area because of the low pay for the same job.</p> <p>The Constituent Councils do not consider this to be a reason not to proceed with investment in local skills. Improving skills in the local area has the potential to attract businesses to the area and will improve the prospects of residents of Lancashire in itself. Together with investment in innovation and trade then there is the potential for the Proposal to benefit the economic performance of Lancashire whilst improving the skills and prospects of residents.</p>	No change.
4.6	Perceived lack of benefit for local universities, and a suggestion to have coordinated efforts with universities and higher education institutions.	<p>The proposed CCA will only receive devolved Adult Education Budget. This budget is specifically targeted at those who are aged 19 or above and on qualifications that are up to and including Level 3 skills. This does not therefore include university level courses or qualifications. Funding for Free Courses for Jobs would also be devolved under the devolution deal, but this again is not targeted at university level education.</p> <p>Note: All HEIs operating in Lancashire have provided their written support for the devolution plans.</p>	No change.
4.7	Exclusion of the voluntary and charitable sector from the Proposal.	The Constituent Councils do not consider that the voluntary and charitable sector has specifically been excluded from the Proposal. As set out above, if the proposed CCA is established then it will draw on an appropriate evidence base so as to determine a focus for skills interventions and prioritisation for the proposed CCA area.	No change.

## 5. Transport

5.1	A number of comments were received in support of the Proposal (5.3.1 and 5.4.1 of the Ipsos Report)	The Constituent Councils note the positive comments that were provided in relation to the Proposal about transport.	No change.
5.2	Concern about level of funding and perceived inadequacy of funding/budget; and also views	This is a theme dealt with in the cross-cutting section above but was also specifically raised by respondents in relation to transport proposals.	No change.



	that the economic benefit of transport proposals will not be realised	As set out above, the funding which will be received and which is specified in the Proposal is new and additional funding. Enabling the Lancashire CCA area to spend on transport networks outside of the big city regions, bus improvement plans and potholes at a regional level which will lead to better co-ordination and integration of the transport offer, which will in turn lead to economic benefits for the area. This would not be possible without the CCA.	
5.3	Concerns that there will be unequal treatment of transport with rural areas particularly missing out.	Again, this is a cross-cutting theme which has been raised above but has also been specifically raised in relation to transport.  The funding already announced and allocated, and detailed in the Proposal specifically includes funding to improve transport links outside of the big city areas. We are aware that rural transport networks could be improved and we consider that the CCA will allow this to be achieved more effectively, with additional funding and in a more joined up way.	No change.
5.4	Doubts that local transport will improve or that the integrated transport network would be realised or that decision making will improve; and general disagreement with the proposal on transport.	It is proposed that the CCA will use its powers to improve and better integrate local transport and strengthen co-ordination across public transport.  Without the CCA it is not possible to co-ordinate transport across the areas of the three councils in the ways proposed. Accordingly, it is our view that the delivery of transport generally, and the decision making in relation to it will be improved by the creation of the CCA.  As set out in the cross-cutting themes above we cannot respond to general disagreement on the proposal without further specifics.	No change.
5.5	Concerns that net zero targets and targets around active travel will not be achieved or supported by the proposals.	The CCA has clear ambitions on net zero and on active travel and intends to exercise its transport functions in a way designed to achieve those objectives.  The Proposal includes specific proposals around EV charging, as well as increased spending on active travel.	No change.
5.6	Views that there should be greater investment in public transport services, active travel, and improving and maintaining road and rail infrastructure to create a	The proposed CCA will be much better positioned to receive further investment, either through bidding into Government funds or being directly awarded funding, as continues to be seen in other combined authority areas.	No change.

	more joined up, affordable and integrated transport network.	The CCA proposals do not include powers in relation to rail or motorways. However, wherever possible the CCA will use its greater influence to influence national policy and investment in these areas.	
5.7	Views that the plans are a step in the right direction need to go further and show greater levels of ambition	The proposals reflect the level of opportunity under a Level 2 deal. Future deals would be able to build upon the current proposals in terms of level of ambition.	No change

## 6. Net Zero and Climate Change

6.1	A number of comments were received in support of the Proposal (6.3.1 and 6.4.1 of the Ipsos Report)	The Constituent Councils note the positive comments that were provided in relation to the Proposal with regard to net zero and climate change.	No change.
6.2	Devolution not necessary to achieve a focus on net zero and climate change	The Constituent Councils acknowledge that the Government has set targets for 2050 in relation to net zero and these will apply regardless of whether the proposed CCA is established. However, the Proposal would assist in achieving net zero and providing climate change benefits. This will require funding and the establishment of the proposed CCA is anticipated to provide further opportunities for the Lancashire area to bid for and benefit from additional funding sources. The anticipated £2m additional capital investment for the Cosy Homes in Lancashire retrofit scheme is one example of this.	No change.
6.3	Some respondents disagreed with the proposals suggesting that the targets were unrealistic and that residents may not be able to afford low carbon measures	The ambitions on net zero align with the national ambition and UK Net Zero targets. (There are no specific net zero targets proposed for Lancashire). The Proposal seeks to support residents with the transition to net zero, with additional investment in the Cosy Homes in Lancashire scheme to support with domestic retrofit, delivery of affordable low carbon transport options, and Electric Vehicle Infrastructure. The Constituent Councils have taken into account the negative comments set out in part 6.4.2 of the Ipsos report.	No change.
6.4	Action to mitigate climate change must be a priority. How will devolution make a difference?	The investment included in the proposed devolution deal will support delivery of local low carbon and nature recovery schemes, such as Cosy Homes in Lancashire, low carbon travel opportunities and delivery of the Local Nature Recovery Strategy. It provides opportunity for the CCA to take on a key role in future energy planning and the delivery of heat decarbonisation infrastructure in Lancashire, as well as supporting the growth of the low carbon sector and development of new technology to support the move to net zero.	No change.

6.5	Concern that the Proposal was vague or lacking detail, that it should go further, and is unclear on how it would work to achieve objectives.	The Constituent Councils acknowledge that the Proposal does not include all of the detail as to how the elements of the Proposal relating to net zero and climate change will be achieved. The Proposal is intended to set out the initial details on the proposed steps that would be taken were the CCA to be established. It will be for the proposed CCA to further develop the detail in relation to these matters in formulating policy and exercising the functions of the CCA.	No change.
6.6	Suggestions at part 6.3.3 and 6.4.3 of the Ipsos Report.	A number of suggestions are made which the Constituent Councils interpret as being consistent with the Proposal. The proposed CCA will take these into account in the formulation of policy, should the CCA be established.	No change.

## 7. Digital and Cyber

7.1	A number of comments were received in support of the Proposal (7.3.1 and 7.4.1 of the Ipsos Report)	The Constituent Councils note the positive comments that were provided in relation to the Proposal regarding digital and cyber.	No change.
7.2	That devolution was not necessary to achieve the ambitions and objectives, including that it is not required to set up a National Cyber Force in Samlesbury.	The point regarding devolution not being necessary to achieve aims and ambitions is one which is made in relation to a number of the focus areas and is addressed in the cross-cutting themes section above. In relation to National Cyber Force, the Proposal intends that this will benefit from allocation of a proportion of the £20m capital in the current spending review that will be provided to support innovation led growth. This funding will be used to secure assets to maximise the benefits of the National Cyber Force in Samlesbury. The Proposal would also bring £6m investment to establish an Innovation Hub in the Samlesbury Enterprise Zone which will help to maximise the benefits of the National Cyber Force in Samlesbury. Such funding would be made possible by the establishment of the proposed CCA.	No change.
7.3	Concerns about the increased use of CCTV and erosion of privacy.	The Proposal does not include the increased use of CCTV or other forms of digital monitoring. To the extent that any initiatives or projects in relation to digital infrastructure that might be considered by the proposed CCA if it is established in Lancashire might involve elements of monitoring or the processing of personal data then these would be subject to the legal requirements of the data protection legislation and duties relating to confidentiality, as well as any other applicable legislation relating to monitoring and surveillance. This might include, for example, undertaking appropriate data protection impact assessments prior to a project proceeding and liaison with the Information Commissioner's Office as might be required pursuant to relevant legislation.	No change.

7.4	Suggestions at part 7.3.3 and 7.4.3 of the Ipsos Report.	<p>There are a number of suggestions made by respondents within these parts of the Ipsos Report. These comments do not raise opposition to the Proposal but make suggestions as to the formulation of policy by the proposed CCA should it be established. If established then these matters will be considered by the proposed CCA in formulating policy, and in the application/exercise of functions afforded to the CCA.</p> <p>A number of the suggestions also raise matters that are addressed in the cross cutting themes section above.</p>	No change.
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## 8.Culture and Tourism

8.1	A number of comments were received in support of the Proposal (8.3.1 and 8.4.1 of the Ipsos Report)	The Constituent Councils note the positive comments that were provided in relation to the Proposal about culture and tourism.	No change.
8.2	Some considered that devolution is not needed to deliver the proposals, in particular indicating that Eden Morecambe has been announced before the devolution deal has been announced, and expressing the view specifically that devolution was not required to set up a Local Visitor Economy Partnership.	Integrating these elements into the devolution deal presents distinctive opportunities to guarantee the enduring influence of Lancashire's tourism and culture within the broader Lancashire offer. While devolution may not be essential for delivering specific culture and tourism proposals, the inclusion of these aspects in the devolution deal establishes a strategic foundation to protect and elevate Lancashire's standing as an appealing destination. The collaborative engagement with DCMS ALBs and tourism-focused organisations signifies a dedication to optimising the region's cultural and economic potential within the overarching framework of devolution.	No change
8.3	No reference to Blackpool Pleasure Beach Resort.	To add reference to Pleasure Beach Resort as an example of a major asset in relation to culture and tourism.	Reference to Pleasure Beach Resort
8.4	Suggestions at parts 8.3.3 and 8.4.3 of the Ipsos Report.	There are a number of suggestions made at these parts of the Ipsos Report and the Constituent Councils interpret these are being supportive of the Proposal. The suggestions will be relevant to policy formulation and the exercise of the functions of the proposed CCA if established.	No change.

## 9.Housing and Land

9.1	A number of comments were received in support of the Proposal (9.3.1 and 9.4.1 of the Ipsos Report)	The Constituent Councils note the positive comments that were provided in relation to the Proposal with regard to housing and land.	No change
9.2	Suggestions are made in relation to the Proposal at part 9.3.3 and 9.4.3 of the Ipsos Report.	<p>The suggestions made at these parts of the Ipsos Report are largely supportive of the Proposal. These will be taken into account in formulating the policy position of the proposed CCA if established.</p> <p>A number of the suggestions also relate to matters that would be taken into account as part of any decision in relation to individual planning applications or in granting consent to development proposals. Such matters would be taken into account in the planning process.</p> <p>It is noted that general comments are made as to the perceived vagueness of the Proposal. These are comments made elsewhere in relation to the key areas of the Proposal and are addressed in the cross cutting themes above.</p>	Reference to the Lancashire Strategic Employment Sites Report (Stantec) recently developed in support of the Lancashire Infrastructure Strategy.
9.3	Support for the proposals included investment in Cosy Homes in Lancashire (although £2m is too little)	<p>It is recognised that the additional investment secured for CHL is a relatively small amount. The proposed CCA would have the ability to bid for more funding for retrofit schemes to improve housing.</p> <p>This point was also raised in relation to net zero and is also addressed above.</p>	No change.
9.4	Opposition to the compulsory purchase of land, and that devolution is not a pre-requisite for compulsory purchase.	<p>The compulsory purchase of land is subject to a specific statutory regime, and it would be a matter for the proposed CCA if established to decide on a case by case basis whether or not it would be appropriate to exercise the power to compulsorily purchase land.</p> <p>It is noted that suggestions to the Proposal at 9.4.2 of the Ipsos Report refer to redeveloping or renovating older buildings, derelict houses and brownfield sites. This accords with the Proposal but which also recognises that ownership can lead to a blocker in the redevelopment of these sites, alongside issues such as the contamination of land. The power to compulsorily purchase land can be of particular benefit in such circumstances and enable the redevelopment of these sites to take place.</p>	No change.

		The Proposal intends that the exercise of compulsory purchase powers by the proposed CCA would require the consent of the local authority in whose area the land intended to be purchased is located.	
9.5	Plans would lead to overdevelopment and overcrowding, urban sprawl, erosion of the countryside and overstretched infrastructure.	Operating at a regional level, if established, the proposed CCA would be able to support prioritisation of new housing linked more coherently to future anticipated areas of economic growth and seek to ensure coordination with infrastructure investments. This would contribute to enhancement of the self-containment of the proposed CCA area's regional economy, reducing the need for net commuting into the region and reducing average journey to work distances. The current planning powers remain the same.	No change
9.6	Concerns as to overstretched services not keeping up with housing developments.	<p>This is a recognised concern in relation to all local authority areas both within and outside of Lancashire. The Constituent Councils agree with the need for development to be supported by appropriate infrastructure and services, including education and healthcare for example.</p> <p>The planning process enables the imposition of conditions and obligations requiring the impacts of development to be appropriately mitigated. This can involve the requirement for payment of financial contributions to be utilised in the provision of infrastructure and services, or requirements for these to be provided as part of any development directly by the developer.</p> <p>By working in a joined up way across the region, the proposed CCA will seek to support the regional pipeline of proposed housing schemes, as well as focusing investment on infrastructure to enable such development.</p>	No change.
9.7	The Proposal would not deliver more affordable homes.	<p>No further detail is provided in the responses as to why it is considered that the Proposal would not deliver affordable homes. The Proposal explicitly recognises the need for more affordable homes. As stated in the Proposal, there is a clear understanding across Lancashire as to the brownfield opportunities. By affording the proposed CCA the proposed planning powers, including in relation to compulsory purchase, then this provides the potential for the proposed CCA to drive regeneration of sites that might otherwise not come forward for regeneration, build more affordable homes, increase supply, and bring down existing costs.</p> <p>It is therefore envisaged that the Proposal has the potential to increase the supply of affordable homes across Lancashire.</p>	No change.

9.8	The Proposal would lead to negative impacts on the countryside and open space.	<p>The Proposal envisages the redevelopment of brownfield sites as a priority and recognises the current issue blocking the regeneration of such sites. The Proposal is aimed at addressing these matters with a view to enabling the regeneration of these brownfield sites.</p> <p>If the proposed CCA is established then national planning policy would still apply. This prioritises brownfield land for development.</p> <p>In this context it is not envisaged that the Proposal would lead to potential negative impacts to development any greater than currently exist, but it would provide greater opportunity to avoid such impacts by focusing development in relation to the regeneration of brownfield sites.</p>	No change.
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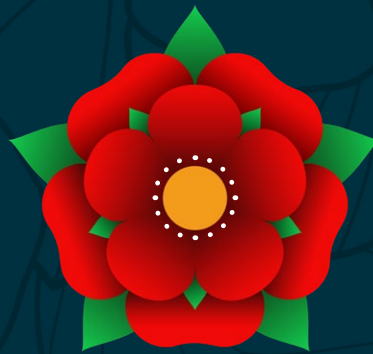




# LANCASHIRE COMBINED COUNTY AUTHORITY

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## THE PROPOSAL



March 2024

This document has been prepared by  
**Lancashire County Council,**  
**Blackburn with Darwen Council**  
and **Blackpool Council.**



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# HERBES S W C M L



# EXECUTIVE SUMMARY

This document outlines our Proposal for a Lancashire Combined County Authority (“LCCA”) model of local government. It has been prepared by the three upper tier councils of Lancashire County Council, Blackburn with Darwen Council and Blackpool Council which have negotiated a proposed Devolution Deal with Government. If the proposals are accepted, Government would give additional powers and funding to the LCCA and more control over the decision-making that affects Lancashire’s residents and businesses.

The proposed LCCA is intended to work collaboratively with the 12 district councils across Lancashire and would cover the whole Lancashire area. The creation of the LCCA would not result in the merger or take-over of councils in the Area.

## Objectives

The objectives for the Proposal reflect regional and national strategy and are designed to ensure a positive future for our county and its people. Together they offer a bold and strategic framework so that:

- Lancashire competes better for its share of national resources and investment
- Lancashire’s public, private and voluntary sectors collaborate better to maximise the best use of our resources
- Lancashire has a strong and clear voice that responds innovatively to new opportunities and challenges
- Lancashire has a rich, meaningful and strategic dialogue with central government about the future of our county
- Lancashire is better positioned to respond to Government’s

Levelling Up objectives:

- Boosting productivity, pay, skills, jobs and living standards
- Spreading opportunities and improving public services
- Restoring a sense of community, local pride and belonging
- Empowering local leaders and communities.



## Context

A thriving Lancashire remains one of the prerequisites to a successful economy in the North of England. With a population of 1.53 million residents and a GVA of £35 billion, Lancashire already makes a major contribution and offers enormous potential to UK PLC. It has over 55,000 businesses providing over 728,000 jobs. It is a coherent economic area and has a range of significant future-looking sectors with potential for growth, including advanced manufacturing and engineering (one of the world's largest aerospace clusters), cyber, digital and low carbon, as well as traditional strengths in areas such as tourism and food production.

However, alongside this, the LCCA Area also experiences challenges which impact on productivity and employment levels and the ability to grow. The historic structure of Lancashire's economy has a range of sectors which are gradually losing jobs. Economic shocks can hit harder and take longer to bounce-back from than in neighbouring economies. There are clear and profound disparities in skill levels, health, economic productivity measures and resident prosperity across the county which, in turn impact more widely on people's life chances.

## The Proposal

Our vision is for the 1.53 million people in Lancashire to be able to enjoy greater health, prosperity and wellbeing through the opportunities available to them within an inclusive and confident Lancashire.

We propose to use devolution to build upon Lancashire's substantial strengths in delivering benefits for its residents. This initial Proposal, if approved by the Secretary of State, will focus on the following priorities and will also establish our case for enhanced future deals.

### **Innovation, Trade, and Investment**

We will work with local and national stakeholders to become a globally recognised and sustainable economy, distinguished by its quality of life, connectivity, and access to opportunities.

### **Skills and Adult Education**

We will work collaboratively with employers, skills and training providers, local authorities and other stakeholders to support people to develop their skills throughout their lives and attract business to Lancashire because of our highly skilled workforce.

### **Transport**

We will work with transport providers inside and outside Lancashire to create better connected infrastructure that links opportunity to need and delivers travel choices that are safe, inclusive, affordable and low carbon.



### **Net Zero and Climate Change**

We will work across Lancashire to meet our low carbon ambitions, promote clean energy, and enhance our natural environment. Our ambition is that Lancashire becomes internationally recognised as a leader in the creation of 'green jobs', building upon our world class engineering and manufacturing capabilities.

### **Digital and Cyber**

We will work across Lancashire to continue to transform our digital infrastructure and knowledge-based sectors to balance and modernise our industrial base.

### **Culture and Tourism**

We recognise the fundamental importance of our culture and tourism assets and will work with stakeholders across Lancashire to strengthen these. This work includes the creation of a Local Visitor Economy Partnership to help further develop the region's visitor economy.

### **Housing and Land**

We will support the delivery of decent, affordable and low carbon housing for every community. High quality housing will benefit existing residents, as well as attract and retain the people required to drive the economy over the long term.

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The county is again on the cusp of another transformative chapter in its industrial and commercial history.

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## **Delivery**

We will implement streamlined governance and decision-making arrangements with a strong business voice to address the big opportunities and challenges for Lancashire<sup>1</sup>.

The Proposal includes up to £20 million capital funding in the current Spending Review period to support innovation led growth (including assets to maximise the benefits of the National Cyber Force in Samlesbury) and net zero ambitions across Lancashire .

<sup>1</sup> Subject to agreement of the relevant business cases.

## Principles

Our Proposal is based upon the four principles for levelling up set out in the Levelling Up White Paper:

Principle one: **Effective leadership** with a revised governance model across the LCCA Area.

Principle two: **Sensible geography** – the LCCA Area covered by this devolution deal has a clear functional economic geography as identified in the Lancashire independent Economic Review (2021).

Principle three: **Flexibility** – the Proposal recognises the unique needs and ambitions of the LCCA Area in terms of its governance and priorities.

Principle four: **Appropriate accountability** – the Constituent Councils have, should the Proposal be approved by the Secretary of State, committed to developing a Constitution and Assurance Framework that will confirm, clarify and formalise the intention of institutions and local leaders to continue to be transparent and accountable, work closely with local businesses, seek the best value for taxpayers' money and maintain strong ethical standards.

Our principles also include the local commitments established through the Lancashire 2050 Strategic Framework:

Principle five: **Work collaboratively** – we will work collaboratively on our collective priorities sharing ideas, assets, skills and knowledge.

Principle six: **Cross-cutting themes** – we will ensure our commitments to diversity and inclusion, reducing inequalities, children and families, climate and improving quality of life are addressed through the LCCA priorities.

Principle seven: **Listening to residents** – we will be active listeners in building our plans for Lancashire. Everyone will be able to contribute to shaping our shared future.

Principle eight: **Being open and transparent** – we will ensure decisions are made democratically and transparently, so residents can easily understand progress against our priorities.



## Benefits of the Proposal

We believe the time is now for devolution for Lancashire – drawing power from Whitehall to give Lancashire greater control over our public services and funding. The proposed LCCA would give Lancashire a stronger voice both nationally and in the North West, allowing the region to compete on a more even playing field with our neighbours in Manchester and Liverpool.

Devolution in Lancashire would:

- Ensure we benefit from a boost in government funding, allowing the proposed LCCA to tackle the issues that matter most to the people of Lancashire
- Give us new powers to drive regeneration in our town and city centres and build more affordable homes across Lancashire
- Enable us to support new jobs in growing industries such as low carbon technologies, cyber security and energy, making sure we have the right skills to take advantage of these opportunities
- Enable greater co-ordination of investment in, and management of our expertise, priorities, and investment in our transport infrastructure to ensure that it meets the needs of people across the region
- Drive investment across Lancashire, ensuring no area is left behind.

## Next steps

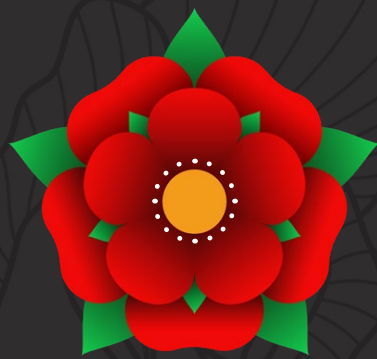
To gain feedback on the Proposal and to inform the decision as to whether to proceed to advance the Proposal (with any potential amendments) to the Secretary of State, an eight-week consultation was held between 1st December 2023 and 26th January 2024. Transition to the proposed LCCA is dependent on a number of factors:

- This Proposal being accepted by the constituent councils as a result of public consultation
- This Proposal then being accepted by Government
- The approval by Parliament of the necessary secondary legislation implementing the deal.

The transition to a formal LCCA in Autumn 2024 is planned to be in three stages:

- Stage 1: Establishing transition arrangements – by Summer 2024
- Stage 2: Working as a shadow organisation – Summer 2024 to Autumn 2024
- Stage 3: Formal establishment of the LCCA – Autumn 2024 onwards.

Lancashire partners recognise that devolution is a journey, not a one-off event. This Proposal is the first step in a process of further intended devolution. As institutions mature, they can gain greater responsibility, and Lancashire will seek to deepen its devolution arrangements over time, subject to Government agreement.



# 1. INTRODUCTION

Lancashire is a diverse county with a rich history and culture. The emblem of the historic county of Lancashire is the Red Rose of the English royal House of Lancaster. The contrasting geography of the area, along with the creativity and friendliness of its people, combines to make Lancashire a great place to live, learn and work. Lancashire has a long tradition of innovation and entrepreneurship which has gone on to change the world. Today, over 250 years since Richard Arkwright's cotton spinning technology helped to reshape the global economy, the county is again on the cusp of another transformative chapter in its industrial and commercial history.

On the 22 November 2023 the government announced the potential for a devolution deal for Lancashire. The potential signing of the proposed deal would, subject to relevant approvals and consultation, represent a significant milestone in the region's development, addressing decades of historically low investment and providing a platform for innovation-led growth.

A thriving Lancashire remains one of the prerequisites to a successful economy in the North of England. With a population of 1.53 million residents and a GVA of £35 billion, Lancashire already makes a major contribution and offers enormous potential to UK PLC. It has over 55,000 businesses providing over 728,000 jobs. It is a coherent economic area and has a range of significant future-looking sectors with potential for growth, including advanced manufacturing and engineering (one of the world's largest aerospace clusters), cyber, digital and low carbon, as well as traditional strengths in areas such as tourism and food production.

However, alongside this, Lancashire also experiences challenges which impact on productivity and employment levels and the ability to grow. The historic structure of Lancashire's economy has a range of sectors which are gradually losing jobs. Economic shocks can hit harder and take longer to bounce-back from than in neighbouring economies.

A thriving Lancashire remains one of the prerequisites to a successful economy in the North of England.

There are clear and profound disparities in skill levels, health, economic productivity measures and resident prosperity across the county which, in turn impact more widely on people's life chances. 2021 data (latest) on Gross Disposable Household Income shows considerable variation across Lancashire, with around £10,000 difference between the households in Lancashire with the lowest disposable household income (Blackburn with Darwen (£15,025) and the highest Ribble Valley (£24,734).

As a result of their devolution agreements, other areas such as Greater Manchester have seen significant benefits and stronger economic performance. Lancashire now has its opportunity to access greater local powers and funding to address its challenges and exploit its significant opportunities.

Government's devolution framework places a strong emphasis on strong local governance and joint working across functional economic geographies. The upper tier local authorities of Lancashire and Government have agreed a historic Level 2 devolution deal which will provide powers and funding to enable Lancashire to unleash its economic potential and in doing so level up, raise living standards for its communities and make a greater contribution to the UK economy. The Proposal shows how levelling up can be done within a complex geographical area – with clear alignment to the 12 headline Levelling Up missions.

Combined County Authorities (CCAs) are a new model of devolution, outlined in the Levelling Up and Regeneration Act (2023). Establishing a CCA is a formal, legal step, allowing upper tier councils across the region to work more closely together in a more structured way. A CCA for the region would be a new statutory authority created to lead collaboration between councils and would act as the recipient of powers and funding from Government.

The creation of the proposed LCCA would not result in the merger or take-over of councils in the Area nor would it require individual councils to give up their powers, except in the specific area of transportation, where some powers would be transferred from the upper tier authorities to the LCCA. Cooperation in transport matters between the LCCA and the councils would also continue into the longer term with certain powers to be held concurrently moving forward to enable the parties to work together effectively in the years ahead. The LCCA would work as one democratically accountable body on key priorities such as economic development, regeneration and transport, enhancing the investment capability of the LCCA Area and individual authorities to support growth.

We believe the time is now for devolution for Lancashire – drawing power from Whitehall to give Lancashire greater control over our public services and funding. The LCCA will give Lancashire a stronger voice both nationally and in the North West, allowing the region to compete on a more even playing field with our neighbours in Manchester and Liverpool.

Devolution in Lancashire would:

- ensure we benefit from a boost in government funding, allowing the proposed new LCCA to tackle the issues that matter most to the people of Lancashire
- give us new powers to drive regeneration in our town and city centres and build more affordable homes across Lancashire
- enable us to support new jobs in growing industries such as low carbon technologies, cyber security and energy, making sure we have the right skills to take advantage of these opportunities
- enable greater co-ordination of investment in, and management of our expertise, priorities, and investment in our transport infrastructure to ensure that it meets the needs of people across the region
- drive investment across Lancashire, ensuring no area is left behind.

Whilst the devolution of power and responsibilities would be to the LCCA whose constituent members are the three upper tier local authorities, the Proposal respects the importance of the continued role of the district / borough councils<sup>2</sup> (see Figure 1 below) whose powers and functions remain intact and who would also have specified consenting rights in respect of the exercise of some powers by the LCCA.

**If devolution goes ahead, all local councils in Lancashire will continue to exist, as they do now. Councils will continue to have the responsibilities they do now, providing vital services to their communities and championing their towns, rural communities, and cities.**

Lancashire partners recognise that devolution is a journey, not a one-off event. This Proposal is the first step in a process of further devolution. As institutions mature, they can gain greater responsibility, and Lancashire would intend to deepen its devolution arrangements over time, subject to Government agreement.

This Proposal document sets out further detail on our plans<sup>3</sup>.

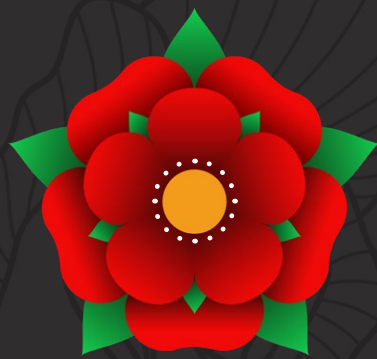


**Figure 1** Map of the proposed LCCA Area and local authority boundaries. The area covered by Lancashire County Council is shown in light blue.

<sup>2</sup> Burnley Borough Council, Chorley Council, Fylde Borough Council, Hyndburn Borough Council, Lancaster City Council, Pendle Borough Council, Preston City Council, Ribble Valley Borough Council, Rossendale Borough Council, South Ribble Borough Council, West Lancashire Borough Council and Wyre Borough Council.

<sup>3</sup> In line with guidance from Department for Levelling Up, Housing and Communities, this Proposal adopts and acknowledges best practice from a range of devolution documents from other areas, including the EMCCA.





## 2. BACKGROUND AND CONTEXT

Lancashire is 'polycentric' with a strong network of urban centres set amongst areas of outstanding natural beauty. Home to the cities of Preston and Lancaster and the larger towns of Blackpool and Blackburn, the area brings together a range of nationally significant businesses and assets including BAE Systems and Springfields Nuclear Fuels, combined with a highly capable engineering and manufacturing supply chain. Our county contains four world class universities and 11 further education colleges, which provide excellence in research, skills development, and business support. The area has a rich quality of place offer that complements the more urban offers of Manchester and Liverpool, with its population living within easy access of countryside and coast.

Partners across Lancashire already work closely together on many collaborative large-scale initiatives such as major inward investment projects and the underpinning evidence base and strategies. The proposed LCCA supports the growing recognition that our extensive range of strengths and opportunities as a functional local area complement each other. The Proposal's focus on Lancashire-wide issues will improve cohesion between local areas and with other areas.

### Population

The proposed LCCA Area will cover a population of more than 1.53 million people. This compares to:

- West Midlands Combined Authority - 2.9 million
- Greater Manchester Combined Authority - 2.9 million
- West Yorkshire Combined Authority - 1.9 million
- Liverpool City Region Combined Authority - 1.56 million
- North East Combined Authority - 1.16 million
- South Yorkshire Combined Authority - 1.41 million
- West of England Combined Authority - 0.95 million
- Tees Valley Combined Authority - 0.66 million.

This would make the proposed LCCA comparable in size to mid-sized combined authority areas. The Proposal would play a key role in driving new economic, social and cultural opportunities to ensure the LCCA Area is better able to compete with other sub-regional economies.

## Economy

The proposed LCCA is very significant, covering almost as many residents and working age residents as the Liverpool City Region, and contributing £35bn in GVA to the UK economy<sup>i</sup>.

In 1998, Lancashire was the second-largest economy in the North West, this continued for the next decade until the Global Financial Crisis of 2008, when Lancashire was badly impacted. Along with Cumbria and the Liverpool City Region, Lancashire's economy did not recover to pre-2008 levels until 2014, whilst both Greater Manchester and Cheshire had recovered by 2011. Cumbria and the Liverpool City Region both enjoyed a stronger recovery than Lancashire did, with Cumbria recovering to 3.3% above pre-crisis levels and Liverpool City Region to 2% above – with Lancashire recovering to just 1% above. By the time Lancashire's economy had recovered to pre-crisis levels of output, it had fallen to the third largest in the North West, having been overtaken by the Liverpool City Region.

Pre-Pandemic, Lancashire's economy was still the third largest economy in the North West, but economic data for 2021 shows Lancashire's economy is still 3% smaller than pre-pandemic in real terms<sup>ii</sup>. History dictates a change of tack is needed to ensure Lancashire's recovery from the pandemic does not take as long as the recovery from the Global Financial Crisis – implementation of this Proposal would unlock policy levers to better stimulate, recover and grow Lancashire's economy.

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The Proposal would play a key role in driving new economic, social and cultural opportunities to ensure the LCCA Area is better able to compete with other sub-regional economies.

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The functional economic area (areas that share a number of similar economic factors with boundaries that ideally reflect the drivers of the local economy) has been strengthened through the Local Enterprise Partnership, in place since 2011. This footprint renews those boundaries, and will cover a combined 1.53 million residents, and more than 700,000 jobs. 88% of employed Lancashire residents also work in jobs in Lancashire, though Lancashire residents are also working in large numbers in neighbouring areas like Greater Manchester (38,000), Liverpool City Region (15,000), Cumbria (4,500), Cheshire and Warrington (4,000) and as far as the Leeds City Region (3,800) and York and North Yorkshire (3,400). The integration of these economies and labour markets works both ways, with Lancashire attracting talent from all over the North, with some 30,000 from Greater Manchester, 16,000 from the Liverpool City Region, and more than 3,000 from both Cumbria and the Leeds City Region<sup>iii</sup>.



## Transport and Infrastructure

The proposed LCCA Area benefits from a huge amount of strategic assets summarised as follows:

- 104 miles of motorways, the M6, M55, M58, M61 and M65 as well as 616 miles of major roads, and more than 5,000 miles of roads in total<sup>iv</sup>
- High levels of strategic rail connectivity, including stations on the West Coast Mainline, and stations connected to Merseyrail, Northern, and Transpennine Express
- Preston Railway Station is a key stop and saw more than 4.1million entries and exits in 2021-22, the 70th most used rail station of more than 2,500 nationally, with direct trains to London in 2 hours and 15 minutes<sup>v</sup>
- In total, stations in Lancashire handled more than 16 million entries and exits in 2021-22<sup>vi</sup>
- Heysham Port with links to Ireland and the Isle of Man, connected to the M6 via The Bay Gateway
- Blackpool Airport and Blackpool's connectivity to the North Atlantic Loop
- Enterprise Zones at Blackpool Airport, Samlesbury, Warton, and Hillhouse
- An established pipeline of major development and infrastructure projects with the potential to secure over £20bn of investment over the next decade<sup>vii</sup>

## Business and Manufacturing

The proposed LCCA Area has 627,000 employed people<sup>viii</sup> with 55,000 businesses, and 220 large employers<sup>ix</sup>. The proposed LCCA Area benefits from an exceptionally strong advanced manufacturing base and one of the largest aerospace clusters in the world. The manufacturing sector in Lancashire:

- Generated £6.4bn in 2021 - 8th highest of any enterprise region
- Employs 84,000 people in Lancashire
- Its contribution to the Lancashire economy is almost double what is typical nationally<sup>x</sup>.

Lancashire is a world leader in transport equipment manufacturing, in both aerospace and automotive, with prime manufacturers such as BAE Systems in Warton and Samlesbury, which has two of its three largest sites in the UK situated within Lancashire, employing 10,000 people. Other major employers include Rolls Royce in Barnoldswick, Safran Nacelles in Burnley, and Leyland Trucks in South Ribble. Lancashire is home to the North West Advanced Manufacturing Research Centre (AMRC), supporting manufacturing innovation across Lancashire.

Lancashire also has a strong food manufacturing sector, which contributes almost 3.5% of Lancashire's economy (compared to around 2% nationally), with large employers such as Fox's Biscuits, Huntapac, and Flavourfresh Salads.

These draw on Lancashire's strong and concentrated Food and Agriculture businesses, which provide more than £2bn a year to Lancashire's economy, accounting for almost 7% of Lancashire's economy, compared to 5% nationally<sup>xi</sup>.

Nuclear technology is also significant in Lancashire given the presence of EDF's Nuclear Power Stations at Heysham, currently the only site in the UK with two operating nuclear power stations. Lancashire also plays host to The National Nuclear Laboratory in Salwick with Springfields Nuclear Fuels, where the design and manufacture of nuclear fuels takes place. Alongside Springfields is Westinghouse's Clean Energy Technology Park, an innovation campus open to the nuclear supply chain, academia, and technology developers to collaborate to develop and demonstrate advanced nuclear technologies. Lancashire's nuclear specialisms dovetail well with its Low Carbon story, producing almost 10% of the UK's wind power in 2022<sup>xii</sup>, as well as being forecast to be home to the highest number of Low Carbon Electricity jobs per head of the population by 2030<sup>xiii</sup>.

Lancashire also has a burgeoning Healthcare sector, which employs more than 100,000 people, 16% of employment in Lancashire comes from this sector, almost a fifth higher than the national average<sup>xiv</sup>. This comes with the presence of large hospitals, such as Blackpool Victoria, Royal Preston and Royal Blackburn teaching Hospitals, as well as from our base of innovative businesses working across MedTech, Life Sciences, diagnostics, and clinical research. Lancashire's health sector is also supported by the presence of innovation assets such as Lancaster University's Health Innovation Campus, and the THRIVE research centre at University of Central Lancashire, amongst many others.

Our science and innovation ecosystem are underpinned by Lancashire's three universities, Edge Hill, Lancaster University and the University of Central Lancashire, as well as the Lancaster Campus of the University of Cumbria. In 2021, 91% of research undertaken within Lancaster University's Faculty of Health and Medicine's was rated as "world leading" or "internationally excellent".

Its Management School is rated as the number one business school in the UK for research power, and its Environment centre is ranked 5th nationally for "research power".

The University of Central Lancashire opened its £35m Engineering Innovation Centre in 2019 supporting innovation in engineering and manufacturing in Lancashire.

Lancashire is also to be the permanent home of the National Cyber Force (NCF), and will create the North West Cyber Corridor in collaboration with Greater Manchester, joining NCF with GCHQ in Manchester. This will cement the North West as the Cyber Centre of the UK, with Lancashire playing a leading role.

The investment in the National Cyber Force will bring 2,000 jobs to Lancashire, long-term sustainable funding and will catalyse clustering and agglomeration of digital and cyber businesses in Lancashire, creating high-quality well-paid jobs, and bringing further prosperity.

Outside of our two cities, Lancaster and Preston, the businesses and activities located in the proposed LCCA Area's districts and boroughs generate almost 80% of our GVA<sup>xv</sup>. The share of Lancashire's economy that comes from its cities has remained largely unchanged in the last 20 years, but there have been winners and losers in the distribution of the remainder. The Fylde coast accounts for 1.7% less of Lancashire's economy now than it did in 1998, and there are shrinking shares of the economy that come from most districts and boroughs of East Lancashire. These towns, boroughs and rural economies play host to key manufacturing sites, large employers and thriving small businesses, and are home to much of Lancashire's workforce too.

## Commuting and Labour Force

The proposed LCCA Area is already a highly functional economic geography, with the Lancashire LEP area having 88% of its workforce living in Lancashire, and 14% of residents working outside of Lancashire in areas like Greater Manchester, the Liverpool City Region, Cheshire and Warrington, and Cumbria. Whilst there is a large labour force locally to provide businesses with employees (940,000 working age residents), the proposed LCCA Area will need to continue to catalyse the delivery of great opportunities for work, housing and leisure in order to remain attractive to those who live and work here. This will include building a more attractive proposition to retain more of the graduates from Lancashire's three universities, with around a quarter of graduates from Lancashire universities in the last three years staying to work in Lancashire after they graduate. Lancashire's retention of graduates is the second lowest of all areas of the North, and below the national average of an area retaining a third of its graduates in employment after they graduate<sup>xvi</sup>.

Whilst Lancashire does have a large working age population, post-pandemic the proportion of Lancashire residents who are economically active (that is they are employed or are looking for work) has fallen considerably. Lancashire has more than 220,000 residents who are economically inactive, which is almost a quarter of its working age population. Lancashire has long had an economically inactive cohort which has been greater in proportion of the workforce than was typical nationally, but this has become more acute post-pandemic, with the gap between Lancashire's economic inactivity rate and the national rate growing from 0.4% to 3.3%<sup>xvii</sup>.

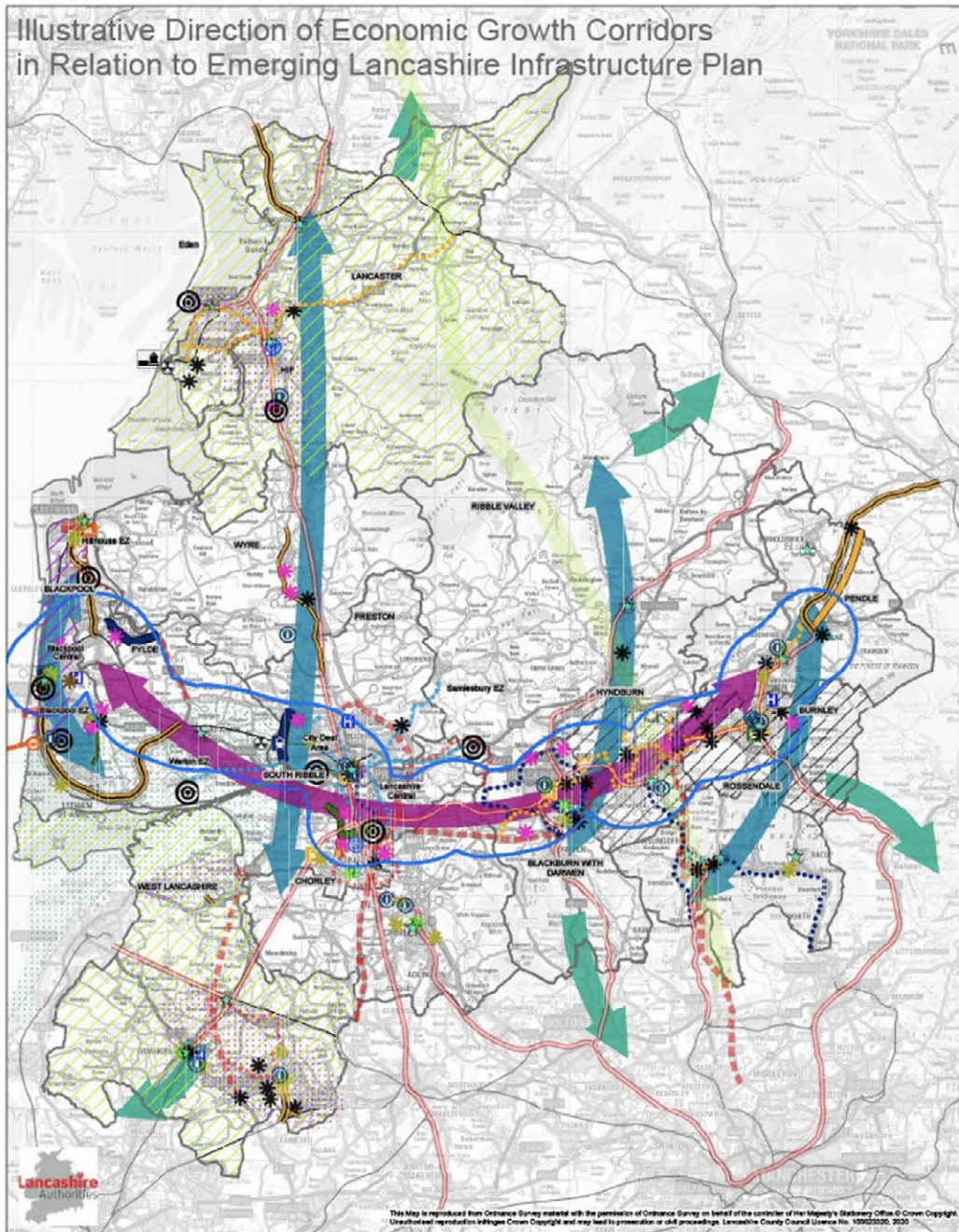


Figure 2 - Map of Economic Corridors in Lancashire, source: LIER 2021

## Housing

Across the country, mismatches of demand for housing and housing supply are ubiquitous. In many areas, this leads to increasingly unaffordable and, in some areas, unsuitable dwellings. The proposed LCCA Area, like much of the nation, has seen a shortage in housing supply. An estimated 5,200 homes a year are required to meet local need<sup>xvii</sup>. Over the last five years, an average of 4,560 homes a year have been completed<sup>xix</sup>. Based on these trends, we are likely to see a shortfall of over 6,400 homes over the next 10 years, which adds to the existing lack of supply.



This is a challenge, but Lancashire is somewhat insulated from lack of affordability for existing housing (relative to the typical position nationally), with a median house price to earnings ratio of 5.64:1, compared to the England average of 8.91:1 and the North West average of 6.47:1<sup>xx</sup>.

For newly built dwellings though, Lancashire's house price to workplace-based earnings ratio is 8.66:1 (i.e. earnings typical for someone working in a Lancashire workplace, as opposed to earnings from Lancashire residents who may work outside of Lancashire) - this is much closer to the England average of 8.91:1 for existing dwellings, and 9.85:1 for newly built dwellings<sup>xxi</sup>.

Newly built homes are not being built quickly enough in Lancashire and the gap between housing need and housing provision is widening every year. Despite being the third most affordable new-builds of all "Shire Counties," the affordability of new-builds has dipped by a factor of more than four times the median income in Lancashire since 1998, and they are increasingly unaffordable for Lancashire residents.

## Parity of investment

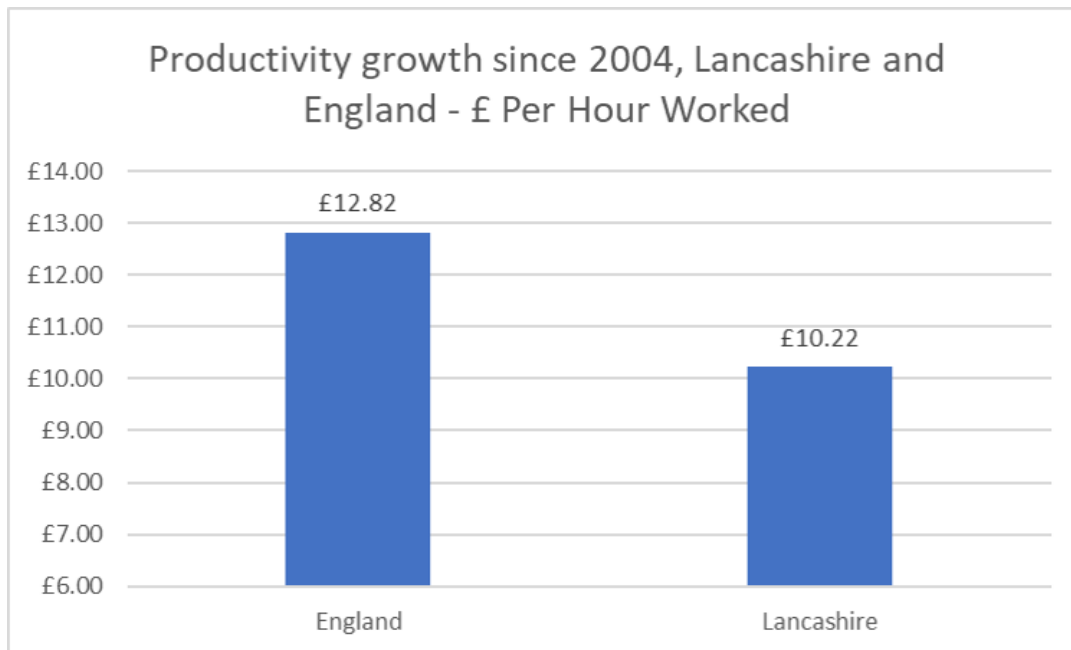
Investment spending in Lancashire has grown on average by 0.8% a year since the Global Financial Crisis. This rate of growth in investment spending puts Lancashire in the bottom fifth of areas nationally, and looking at growth from 1997 onwards, Lancashire is the worst performing region in the country for growth in investment spend. In the North West, only Cumbria had a lower investment spend than Lancashire in 2020, but investment in Cumbria totalled around £11,300 per head, in Lancashire it was just £3,700<sup>xxii</sup>.

## Addressing productivity, skills, and employment

Improvements in productivity can help lift wages and provide high quality jobs across all parts of the country. Across the proposed LCCA Area there has been a long-standing gap in productivity compared to England as a whole. Despite an increase in productivity of almost 45% since 2004, this has been slower than the growth nationally (49.1%), and so the gap between Lancashire's productivity and the national average rate of productivity has grown.

In 2004, Lancashire's productivity was 12.7% below the national average, as of 2021 this gap has grown, and Lancashire's productivity is 15.3% below the national average<sup>xxiii</sup>.

A devolved LCCA can support the improvement of skills and qualifications in Lancashire residents, boosting workforce participation and employment, enhancing productivity, improving earnings and standards of living.



**Figure 3 – Graph of Productivity Growth in Lancashire and England**

Source: Subregional productivity: labour productivity indices by UK ITL2 and ITL3 subregions - Gross Value Added (Balanced) per hour worked at Current Prices 2004-2021 2023, ONS  
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After the recovery from the Global Financial Crisis, and prior to COVID-19, the proposed LCCA Area’s economy had grown by an average of 1.9%, slightly below the rate seen in Cheshire and Warrington and 1.3% below Greater Manchester. During this time, Lancashire saw improvements in skills, with an additional 47,000 residents holding Level 4 or above qualifications, and in high value employment opportunities, with an additional 25,000 people working in the most highly qualified occupations. Despite these improvements there remains a significant gap between Lancashire’s economic performance and that of England and there remains some fundamental challenges to be addressed:

- A loss of £3.8 billion in GVA during the first year of COVID-19, and Lancashire’s economy still almost 3% smaller than pre-pandemic. <sup>xxiv</sup>
- An estimated 22% of jobs in the Area will be affected by the transition to a net-zero carbon economy requiring the upskilling of 70,000 workers. <sup>xxv</sup>
- Poor east-west connectivity by road and rail, more than half of Lancashire’s population live along the east-west axis between Colne and Blackpool, and the four largest settlements in Lancashire lie along this stretch. <sup>xxvi</sup>
- The Area has a low skill low wage economy with the median annual pay of both residents and workplaces in the proposed Area being almost 11% lower than the United Kingdom average. <sup>xxvii</sup>
- Four of the proposed Area’s 14 local authorities rank in the bottom 10% (decile) of all authorities across the United Kingdom on median gross annual workplace pay, and half are in the bottom third. <sup>xxviii</sup>

- Lower than average labour market participation with the Area's employment rate (72.5%) falling below the Great Britain (75.6%) average. Lancashire has a higher rate of economic inactivity amongst the working age population (24.7%) than is typical across Great Britain (21.4%). <sup>xxix</sup>

In terms of levelling up measures there are significant differences between different district/borough localities in the Area:

- Productivity, with three of the Area's local authorities in the top 25% (quartile) nationally in 2021 (South Ribble, Fylde and Ribble Valley), but six falling in the lowest performing quartile, including Blackburn with Darwen and Blackpool, which were in the bottom 10% (decile) nationally, and a total of nine in the bottom third. <sup>xxx</sup>
- Workplace pay, with Ribble Valley in the best-paid 50 local authorities nationally where pay is around 9% higher than the UK average, but six of the Area's authorities amongst the lowest ranking 25.0% nationally (Blackburn with Darwen, Wyre, Blackpool, Rossendale, Pendle and Burnley) where weekly pay is up to 22% below the UK average. <sup>xxxi</sup>
- Employment rate, with two District/Borough areas in the best performing quartile (Fylde, South Ribble) nationally, but eight in the worst performing 25.0%, including Pendle, ranked second lowest in the country (after Brent), with Wyre fourth lowest, and Chorley 10th lowest. <sup>xxxii</sup>

## Reducing wider inequalities

The proposed LCCA Area experiences persistent and systemic deprivation, with almost a fifth of neighbourhoods in Lancashire considered to be in the most deprived 10% of neighbourhoods across England. <sup>xxxiii</sup> There are significant pockets of deprivation right across Lancashire, with 8 of the 10 most deprived neighbourhoods in the country coming from Blackpool alone, and a further 33 neighbourhoods in the most deprived 1% across the country. On a district/borough level, Blackpool is the most deprived in the country, Burnley and Blackburn with Darwen are in the top 10, and Hyndburn, Pendle and Preston are in the 50 most deprived nationally.

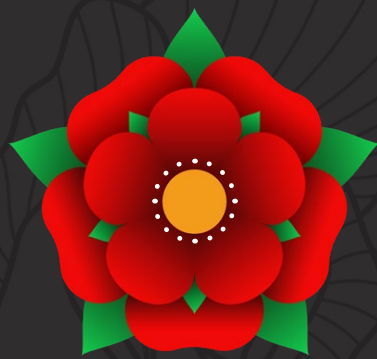
In Lancashire, there are significant differences in outcomes depending on where you live:

- Both males and females have a lower healthy life expectancy than is typical nationally across all upper tier authorities of the proposed LCCA. In Blackpool, males and females both have the worst recorded healthy life expectancy of any local authority in the county, at 74.1 years for males and 79 years for females, compared to a national average of 79.4 and 83.1 years respectively. For males across Lancashire, healthy life expectancy is particularly challenging, with eight of the proposed LCCA's 14 district/unitary authorities amongst the lowest fifth of local authorities in the country by healthy life expectancy. <sup>xxxiv</sup>

- From a health standpoint, more than a third of economic inactivity in Lancashire is due to long-term ill health, compared to 26.6% nationally – Lancashire’s proportion of inactivity due to ill health is the 7th highest area in the country. <sup>xxxv</sup>
- GCSE Average attainment 8 scores at Key Stage 4 for all upper tier authorities in the proposed LCCA are below the England average. <sup>xxxvi</sup> Across the districts/boroughs, attainment varies considerably, Blackpool was the third lowest performing district authority nationally at Key Stage 4 in 2022/23, with four other Lancashire districts in the worst performing fifth. On the other hand, Chorley, Ribble Valley, and Rossendale are in the best performing third nationally. <sup>xxxvii</sup>
- At the early years foundation stage, four of Lancashire’s district/boroughs are in the lowest 10% (decile) nationally on children meeting the expected level on early learning goals for five-year-olds <sup>xxxviii</sup>. Additionally, 10 of the Area’s 14 local authorities are in the poorest performing 25% of areas nationally, only Ribble Valley and Fylde are in the top 50% of local authorities by this measure.
- A lower proportion of adults are qualified to NVQ level 3+ than England (47.7%: 50.8% respectively), and six of Lancashire’s 14 districts are in the least well qualified third of local authorities nationally. <sup>xxxix</sup>
- Similarly, Lancashire is also behind the national average for the proportion of adults with a Level 4 or above qualification (29.5% vs 33.9% in England). <sup>xl</sup>







# 3. OUR AMBITIONS

Our vision is for the 1.53 million people in Lancashire to be able to enjoy greater health, prosperity, and wellbeing through the opportunities available to them within an inclusive and confident Lancashire.

## Objectives

The objectives for the Proposal reflect regional and national strategy and are designed to ensure a positive future of our county and its people. Together they offer a bold and strategic framework so that:

- Lancashire competes better for its share of national resources and investment
- Lancashire's public, private and voluntary sectors collaborate better to maximise the best use of our resources
- Lancashire has a strong and clear voice that responds innovatively to new opportunities and challenges
- Lancashire has a rich, meaningful and strategic dialogue with central government about the future of our county.
- Lancashire is better positioned to respond to Government's Levelling Up objectives which are;
  - Boosting productivity, pay, skills, jobs and living standards
  - Spreading opportunities and improving public services
  - Restoring a sense of community, local pride and belonging
  - Empowering local leaders and communities.

## Outcomes

Through delivering on these objectives, we aim to achieve the following outcomes for our residents and the LCCA Area:

- A stronger voice in the North West that is currently dominated by Manchester and Liverpool
- Encourage innovation led growth through long term investment in major opportunities
- Match skills to economic need to increase productivity and wellbeing of people who live and work in the area
- Reduce inequality and promote social mobility to allow people to achieve their potential

- Improve transport links to offer greater choice and facilitate better and more sustainable access to our economic hubs, including improving east – west connectivity
- Greater access to Government funding that is exclusively targeted at devolved areas
- Greater say on where to spend investment
- Decision making brought closer to communities, increasing the visibility of those decisions
- Lancashire authorities will gain powers from Whitehall.

## The Lancashire evidence base

Our devolution ambitions have been informed by substantial Lancashire level analysis over recent years and are based upon a series of major reviews and consultations.

### Lancashire Independent Economic Review | 2021

This major review showed how the county can build on its world-beating strengths, tackle its economic challenges, and deliver environmentally responsible and inclusive growth while shaping public sector reform and local government reorganisation. The exercise was informed by a call for evidence that was open to individuals, communities, businesses, or representative organisations from within Lancashire and beyond who had an interest in the economic future of Lancashire and who could deepen partners' understanding of the Lancashire economy. One of the central recommendations was for 'strengthened combined governance across Lancashire' to take advantage of the opportunities offered through devolution.

The main report covered 'Productivity, Innovation and Work', 'Skills, Education and Health', 'Housing and Resilience', 'Transport, Infrastructure and Connectivity' and 'Place Governance Capacity' and was enhanced by a series of deep dive reports:

- Internationalisation Strategy for Lancashire
- Economic Geography and the future of towns
- Infrastructure Strategy for Lancashire
- Health, Wealth and Wellbeing
- Stronger and Greener: The future of manufacturing in Lancashire
- Lancashire Net Zero Pathways Options
- Climate Resilience Study
- Lancashire State of the Environment
- State of the Environment: Renewable Technology.

### Lancashire 2050 Strategic Framework, launched in 2022

Initiated by Lancashire's 15 councils and involving a wide range of stakeholders, Lancashire 2050 sets out a long-term vision, ambition and plans for the Area.

**Vision:** a place where every single person can live their best life.

**Ambition:** to be seen across the world as the best place to make a home, raise a family, develop a career, do business, and grow old. A place made up of communities everyone is proud of, that celebrates our sense of place, heritage, and natural environment. A place where we always look to the future.

**Plan:** Our plan for achieving our vision is organised around eight priority areas. The framework for action will help us focus on the things that are most important, as well as respond to changing local and global trends, policy mandates and place needs. It will mean that Lancashire can speak with one voice when championing our needs in government.

Local partners have established working groups across the eight priority areas as described within section 4 of this proposal.

## Responding to the Devolution opportunity

Lancashire partners used the substantial local evidence base and strategic work to assess the devolution framework set out by government in the Levelling Up White Paper. This technical assessment exercise, shared with Government officials in June 2023, considered the following four points across the range of devolution functions set out by Government for a Level 2 Deal:

- What Lancashire is/has already done under each devolution theme
- Identification of specific Lancashire options and proposals under each devolution theme
- Why these proposals are a priority/key issue for Lancashire
- How the Lancashire proposals aligns with Government policy.<sup>4</sup>

Crucially, this approach has allowed partners to understand which priorities can be supported through the Proposal and which could be taken forward over time.

## Our Priorities

We propose to use devolution to build upon Lancashire's substantial strengths in delivering benefits for its residents. This initial Proposal will focus on the following priorities and will also establish our case for potential enhanced future deals.

Within this section, we set out what we would intend the LCCA would deliver across our key priority areas if this Proposal is approved.

<sup>4</sup> The LCCA Priorities also directly support a number of Labour's 5 Missions announced in February 2023; Securing the "highest sustained growth" in the G7 group, Making Britain a "clean energy superpower", removing fossil fuels from all of Britain's electricity generation by 2030 and Raising education standards.

## Innovation, Trade, and Investment

**We will work with local and national stakeholders to become a globally recognised and sustainable economy, distinguished by its quality of life, connectivity, and access to opportunities.**

We will use the devolution process to refresh our strategic plans for economic prosperity. The policy framework for the proposed LCCA includes the Duty to prepare an economic assessment of the LCCA Area. These plans will build upon our competitive advantages, exploit opportunities, and develop new sectors capable of delivering economic growth and high-value job creation over the long term. The proposed LCCA will enable Lancashire to produce better strategic cases for investment and gain a greater share of national resources.

Devolution for Lancashire can support us to overcome a historical imbalance of economic performance, low productivity, low investment, and employment at a local level and ensure that Lancashire gets the necessary boost in funding to address longstanding inequalities and support levelling up our communities. Lancashire has opportunities aplenty in all parts of the county, and devolution will put Lancashire in a better position to realise the benefits of these opportunities to improve the lives of residents.

This Proposal can further stimulate business diversification through building upon the existing sectoral strengths of the LCCA Area, and catalysing growth in future industries, such as Energy and Low Carbon and Cyber. This activity will ensure no area of Lancashire is left behind, and the future of Lancashire is one which is equitable for residents in all corners of Lancashire. Devolution will allow Lancashire to build on its proud history of international trade, supported by a county wide internationalisation strategy, and boost investment across all areas of Lancashire.

Subject to funding, policy and delivery considerations at the next Spending Review, Government's expectation is that delivery responsibility for the UK Shared Prosperity Fund (UKSPF), a flexible funding pot, will be aligned with devolution deal responsibilities. This would mean that the proposed LCCA could have such responsibilities from 2025/26. In carrying out this role, the proposed LCCA and the constituent councils will work closely with the Lancashire District Leaders Forum in an advisory capacity. Delivery of these functions will build on existing district-led delivery arrangements for UKSPF and align with the Lancashire 2050 strategy, as agreed by all Local Authorities in Lancashire, to ensure that the needs of residents can be effectively addressed. Priorities for UKSPF will be evidence-based and funds will be directed towards areas of need.

The Proposal will provide £6m capital investment<sup>5</sup> to create an Innovation Hub of international excellence at Samlesbury Enterprise Zone. The new centre will help stimulate the growth of new clusters to maximise the transformational benefits of the £5bn National Cyber Force in Lancashire.



The Proposal will provide £6m for the Blackburn Technology Innovation Quarter<sup>6</sup>. The project will provide new business space to support the growth of Lancashire's digital, creative, and cyber sectors.

Through the Proposal, Government departments will consider the potential for future relocations of Government roles to Lancashire as part of the Levelling Up agenda.

To support the proposed LCCA in its initial stages of this deal, the Government will provide £1m of capacity funding.

## Skills and Adult Education

**We will work collaboratively with employers, skills and training providers, local authorities, and other stakeholders to support people to develop their skills throughout their lives and attract business to Lancashire because of our highly skilled workforce.**

In Lancashire's labour market, the estimated employment rate is below the national rate and has worsened since the pandemic. Lancashire's labour force is also characterised by a lower proportion of residents with higher level qualifications.

The Proposed deal includes new powers to better shape local skills provisions to ensure these meet the needs of the local economy. This will include devolution of adult education, the core Adult Education Budget, and the opportunity to further refine the Local Skills Improvement Plan. Funding for Free Courses for Jobs will also be devolved and will be ring-fenced. The policy framework for proposed LCCA includes the Duty to prepare a skills and employment strategy for the LCCA Area.

A strong, resilient, and inclusive economy brings health benefits to its residents, just as good population health is essential to economic prosperity, health and wealth are effectively 'two sides of the same coin'. As a LCCA Area, Lancashire will be better placed to bid to become a pilot on national economic inactivity programmes that support individuals with health conditions to be retained or re-engaged through early intervention in the workplace.

Whilst Early Years and Education is out of the scope of a Level 2 deal, the Department for Education has committed to further funds to the Lancashire Careers Hub, which supports schools and colleges to deliver careers programmes in partnership with local businesses - to boost the aspirations of local people of all ages and help them make informed career decisions.

<sup>5</sup> Subject to Business Case approval.

<sup>6</sup> Subject to Business Case approval.

## Transport

**We will work with transport providers inside and outside Lancashire to create better connected infrastructure that links opportunity to need and delivers travel choices that are safe, inclusive, affordable, and low carbon.**

Partners will build on a successful track record of major transport investment, and Lancashire's fourth Local Transport Plan will set its direction and priorities for highways and transport investment. This plan will work across the county to secure the benefits of connectivity in support of widening transport choices and supporting low carbon travel opportunities. Lancashire has a significant infrastructure pipeline of road transport, bus and rail schemes, and active travel projects that it is seeking to fund through devolution.

The Proposal includes new powers to improve and better integrate local transport, including the ability to develop the bus service improvement plan (BSIP), through the Enhanced Partnership and strengthen co-ordination of local transport functions.

The Proposal includes plans to improve public electric vehicle charging infrastructure to increase the uptake of electric vehicles and reduce carbon emissions.

As such devolution will help Lancashire deliver improved productivity, health and wellbeing, air quality and net zero carbon policies - and support objectives for maintaining a safe and reliable transport network.

As set out in the recent Network North announcement:

- The three constituent authorities of the proposed LCCA have received significant individual allocations, that when combined total £732 million of the Local Transport Fund covering the period 2025/26 to 2031/32, as part of the £2.5 billion announced as part of Network North to transform local transport in areas in the North outside of the big city regions.
- The proposed LCCA will receive a proportion of the £770 million of funding for Bus Service Improvement Plans in the North.
- The proposed LCCA will receive a proportion of the £3.3 billion funding to fix potholes in the North.

Note: Under the terms of this Proposal, ownership and operation of Blackpool Transport Services Limited (BTS) and all associated assets, including the Bus and Tram fleet, will remain with BTS. BTS will remain as an arm's length company owned by Blackpool Council.

Blackpool Transport Service also provides vital bus services to Blackpool and the surrounding area. BTS will continue to deliver bus services locally.



## Net Zero and Climate Change

**We will work across Lancashire to meet our low carbon ambitions, promote clean energy, and enhance our natural environment. Our ambition is that Lancashire becomes internationally recognised as a leader in the creation of ‘green jobs’, building upon our world class engineering and manufacturing capabilities.**

Lancashire’s Energy and Low Carbon sector is particularly important due to its existing ecosystem and capabilities in designing and manufacturing low carbon technologies. The area is forecast to have the highest number of jobs per capita in the Energy and Low Carbon sector in England between 2030 – 2050. Government will work with the proposed LCCA to enable the continued growth of this sector by supporting the delivery of Lancashire’s Energy and Low Carbon sector plans.

Lancashire partners have been successful in securing funding for natural carbon capture and storage projects including for woodland creation, peatland restoration and pioneering soil management techniques. The county’s Biological Heritage Site system of managing locally important wildlife sites has been strengthened to support the development and delivery of the Local Nature Recovery Strategy for Lancashire.

The Proposal will provide £2m<sup>7</sup> additional capital investment for the Cosy Homes in Lancashire domestic retrofit scheme to extend eligibility criteria and complement the current Home Upgrade Grant scheme. This investment will support a reduction in carbon emissions, better quality housing and improved health outcomes.

## Digital and Cyber

**We will work across Lancashire to continue to transform our digital infrastructure and knowledge-based sectors to balance and modernise our industrial base.**

Lancashire has continued the development of a Lancashire Infrastructure Plan and supported rollout of Openreach and Gigabit programmes, including establishing Superfast Atlantic connection with the North Atlantic Loop at Blackpool Enterprise Zone. This increased digital connectivity provides competitive advantages to attract more cutting-edge, tech-based industries.

Locating the National Cyber Force in Lancashire will attract significant investment and create over 2,000 new jobs. The LCCA will work with the Department for Science, Innovation and Technology, to fully capture the investment, business, research, and skills benefits of this new location.

<sup>7</sup> Subject to Business Case approval.

These activities will create opportunities and new careers for residents, develop markets and technologies of local businesses and help to establish a North West Cyber Corridor.

The Proposal will provide £6m capital investment for a Low Carbon Data Demonstrator Centre at Blackpool Enterprise Zone . The project will provide new business space to support Lancashire's low carbon and digital innovation ambitions.

## Culture and Tourism

**We recognise the fundamental importance of our culture and tourism assets and will work with stakeholders across Lancashire to strengthen these. This work includes the creation a Local Visitor Economy Partnership for the region to help further develop the region's visitor economy.**

Lancashire's rich cultural and heritage offer has an important role in the proposed LCCA's plans to attract and retain skilled workers, and in contributing to 'pride in place' in the region. Tourism and the visitor economy are crucial industries for Lancashire, with the area amongst the UK's most prolific visitor destinations every year. Blackpool, including the Pleasure Beach Resort, is the nation's Number 1 seaside resort, with some 20 million visits per year, and represents a £1.5bn visitor economy.

The proposed LCCA will work with Government to hold a series of exploratory conversations to test the region's appetite and capacity for partnership working across culture, heritage, sport, communities, and the visitor economy.

VisitEngland and the proposed LCCA will work with the accredited Local Visitor Economy Partnership for the region to help further develop the region's visitor economy. This collaborative work, across those areas set out in the Government's Tourism Recovery Plan, could include harnessing the region's potential to grow domestic and international visitor spend, and encouraging visits throughout the year rather than just during the traditional tourist season.

## Housing and Land

**We will support the delivery of decent, affordable, and low carbon housing for every community. High quality housing will benefit existing residents, as well as attract and retain the people required to drive the economy over the long term.**

Housing is a crucial issue for Lancashire. We need more and better housing to help support a return to growth in our working-age population and economic growth more widely. We also need concerted action to tackle poor-quality housing across the county as this stock drives many of our worst socio-economic outcomes.

As a collaborative, Lancashire authorities have successfully delivered £22m Local Authority Green Home Grant providing home energy improvements to over 2,000 households through the Cosy Homes in Lancashire scheme. £41m has been secured from the Home Upgrade Grant to provide energy efficiency and low carbon heating measures over the next two years.

Blackpool Council have been a Levelling Up partner with Department for Levelling Up, Housing and Communities (DLUHC) since March 2022 and is now trialling policy changes in decent homes standards for the private rented sector and supported housing, and Blackburn with Darwen is also confirmed as one of 20 national Levelling Up Partnership areas.

Lancashire has a major development and infrastructure pipeline in excess of £22bn and a consistent understanding with regard to brownfield land opportunities and outputs including economic development, infrastructure, and housing. Lancashire has clear evidence of the blockages to development, infrastructure, and housing especially on brownfield land where issues such as ownership and contamination and/or buildings from previous uses can present a barrier to achieving outcomes.

The proposal would give Lancashire the ability to exercise compulsory purchase powers (subject to the agreement of the Local Authority where the relevant land is located), to help drive regeneration and build more affordable homes, boosting supply and bringing down the cost of newly built dwellings.

The Proposal supports our ambition to deliver a pipeline of strategic development sites and infrastructure opportunities faster and more strategically than would otherwise be the case. The Lancashire Strategic Employment Site Report by Stantec consultants (2024) would inform the work of the proposed LCCA to develop a portfolio of sites to meet long-term demand.

## Delivery

**We will implement streamlined governance and decision-making arrangements with a strong business voice to address the big opportunities and challenges for Lancashire.**

This priority will allow the creation of a powerful LCCA to drive growth in the North, empowered through strong leadership and effective governance.

To achieve this, our Proposal includes the integration of the Lancashire Local Enterprise Partnership with wider structures and the formation of a new Business Board. This change will help ensure there continues to be a strong and independent local business voice which informs local decision making and strategic economic planning. The model places a strengthened private sector voice at the heart of growth strategy development.

The governance model proposed (see section 5) builds upon existing structures and recognises the significant role of District Councils. The Proposal includes new arrangements for Transport and Skills and Adult Education and will enable partners to collaborate more effectively and focus on the big opportunities and challenges for Lancashire.

The proposal will see the integration of the Lancashire Enterprise Partnership investment team, Marketing Lancashire - the destination management organisation and the Growth Lancashire company, and existing powers to assemble land to unlock sites of significance to stimulate investment in Lancashire. The integration of the LEP and Business Board helps Lancashire choose its own economic path.

The plans proposed respond to national policy on levelling up and devolution including integration of LEP functions and roles into local democratic institutions to ensure a strong business voice at the heart of local decision making.

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We propose to use devolution to build upon Lancashire's substantial strengths in delivering benefits for its residents.

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## Our Principles

Our Proposal is based upon the four principles for levelling up set out in the Levelling Up White Paper:

Principle one: **Effective leadership** with a revised governance model across the LCCA Area.

Principle two: **Sensible geography** - the LCCA Area covered by this Proposal has a clear functional economic geography as identified in the Lancashire Independent Economic Review (2021).

Principle three: **Flexibility** - the Proposal recognises the unique needs and ambitions of the LCCA Area in its governance and programme.

Principle four: **Appropriate accountability** – the Constituent Councils have committed to developing a Constitution and Assurance Framework that will confirm, clarify, and formalise the intention of institutions and local leaders to continue to be transparent and accountable, work closely with local businesses, seek the best value for taxpayers’ money and maintain strong ethical standards.

Our principles also include the local commitments established through the Lancashire 2050 Strategic Framework:

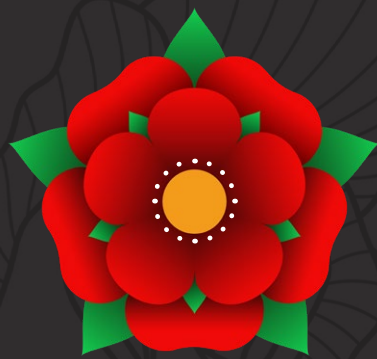
Principle five: **Work collaboratively** – we will work collaboratively on our collective priorities sharing ideas, assets, skills, and knowledge.

Principle six: **Cross-cutting themes** – we will ensure our commitments to diversity and inclusion, reducing inequalities, children and families, climate and improving quality of life are addressed through the LCCA priorities, referred to above.

Principle seven: **Listening to residents** – we will be active listeners in building our plans for Lancashire. Everyone will be able to contribute to shaping our shared future.

Principle eight: **Being open and transparent** – we will ensure decisions are made democratically and transparently, so residents can easily understand progress against our priorities.

A major advantage of the LCCA model is its capacity for joint governance arrangements across key growth levers such as transport, skills, economic development and regeneration, which allows for more integrated policy development and better strategic prioritisation.



# 4. DELIVERING OUR AMBITIONS

Work is currently underway to define the intended operating and delivery arrangements for the proposed LCCA. The proposed LCCA would build upon existing structures and expertise to deliver the ambitions set out above.

Lancashire local authorities have a long history of joint working to deliver projects and services for the whole county. This joint work has included extensive engagement with public, private, and voluntary sectors and communities. Since its launch in 2022, this joint working has been enhanced through the Lancashire 2050 Strategic Framework (L2050) and the formation of eight theme groups (shown below).



**Figure 4 - Diagram of Lancashire 2050 Priority Theme Groups established in 2022**



Once established, the proposed LCCA would build upon the L2050 theme groups to develop a pipeline of key priorities and projects. The projects are intended to be underpinned by the priorities of the proposed LCCA and actioned through the powers and functions sought as part of the Proposal.

We recognise that Lancashire is a diverse place and the proposed LCCA will deliver our shared vision and outcomes via targeted investment and support that acknowledges our geographic differences and similarities. The needs of Lancashire and the projects to address these needs are not all area-wide. Some priorities may be focussed on our urban and suburban areas and/or our market towns, and/or our rural areas, recognising that new investment should be able to deliver regional wide benefits.

The work of the proposed LCCA would be informed by a Lancashire Data Observatory that is an emerging alliance of local authorities, industry experts and academic researchers delivering sub-regional research and analysis. The Data Observatory will build upon best practice from other established Combined Authorities and inform the decision-making of the LCCA. In the first phase, this work would build on analysis of the key indicators identified through the Lancashire 2050 Strategic Framework.

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Lancashire local authorities have a long history of joint working to deliver projects and services for the whole county.

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## Social Value

The Proposal provides an opportunity for Lancashire to expand its leading work around generating social value. The proposed LCCA would support the development of a Lancashire wide Social Value Framework in delivering devolution building upon existing expertise across councils in the LCCA Area.

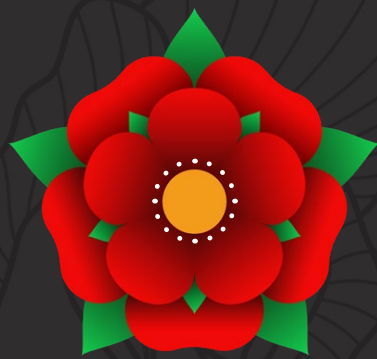
The Lancashire Enterprise Partnership has been a leading area of the country in realising social value<sup>9</sup> through its investment spend. Lancashire Enterprise Partnership successfully embedded social value within their key infrastructure investment programmes through the adoption of a LEP wide Social Value Framework. The framework utilises the National Themes Outcomes and Measures to embed social value within the procurement, monitoring and evaluation of projects across the LEP's project and programme portfolio including the Growth Deal, City Deal, and Boost business support programmes.

The impact of this approach can be seen at programme and project level. The £320m Lancashire Growth Deal programme generated a total of £56.9m of added benefits from social value, including for example, 638 Apprenticeships and 338 work placement weeks for unemployed residents.

<sup>9</sup> Social Value is the additional economic, social and environmental benefits that can be created when an organisation purchases a service from an outside organisation, above and beyond the value of the goods or services.







# 5. GOVERNANCE

The Constituent Councils have proposed a governance structure for the proposed LCCA which is true to the principles of the Levelling Up and Regeneration Act, and which would secure effective and convenient local government for the proposed LCCA Area.

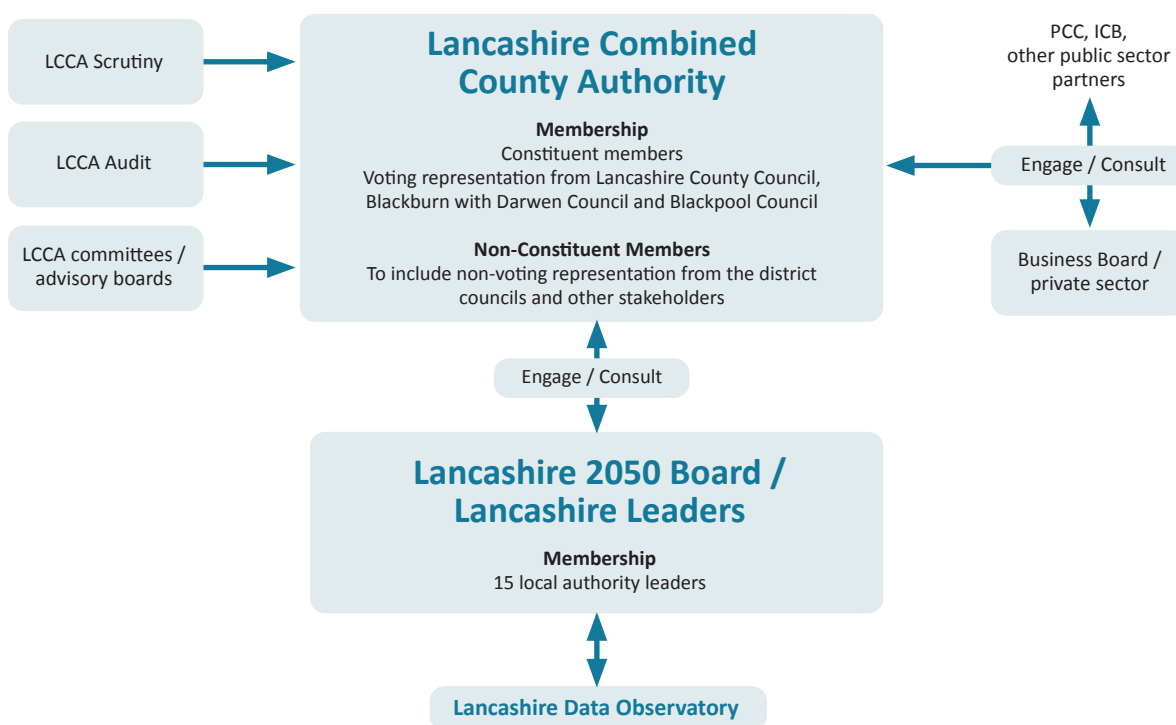


Figure 5 - Diagram of proposed LCCA governance model

## Name and Area

The proposed LCCA would be formally known as the Lancashire Combined County Authority. It would cover the geographical areas of the Lancashire County, Blackburn with Darwen and Blackpool Councils, which together would form the Constituent Councils of the proposed LCCA.

## Membership of the LCCA

The proposed LCCA would have up to eight Members in total, comprising:

- Four Constituent Members (Members appointed by the Constituent Councils, with Lancashire County Council appointing two members and Blackburn with Darwen and Blackpool Councils appointing one each)
- Two Non-Constituent Members nominated by the District Councils within the area
- Up to two further Non-Constituent or Associate Members, to be appointed by the LCCA.

The four constituent members would have full voting rights. In accordance with the Levelling Up and Regeneration Act (2023), the proposed LCCA would have the power to grant voting rights to the non-constituent members. The responsibility for agreeing any such rights would rest with the constituent members of the LCCA and would be set out in the LCCA's constitution. The Levelling Up and Regeneration Act 2023 does not allow associate members to vote.

## District Councils

There are 12 District Councils within the proposed LCCA Area. The Districts would be invited to nominate two individuals to represent their interests on the proposed LCCA as non-constituent members

The Constituent Councils will continue to work with the District Councils to agree a system of nominations, to ensure that the nominating body will operate with the unanimous support of the District Councils in Lancashire. This arrangement would be regularly reviewed to ensure that all District Councils, as well as the proposed LCCA, remain content that the district voice is properly reflected in the proposed LCCA.

The same appointment arrangements would also be used for the District Councils to nominate additional individuals as substitutes and representatives on the Overview and Scrutiny Committee, and Audit Committee, who may come from different Councils than the nominated Non-Constituent Members.

The inclusion of a mechanism by which the District Councils can have a key role on the proposed LCCA ensures that the identities and interests of all our local communities would be fully represented on the proposed LCCA.

## Business Interests

The voice of business will be a critical component in the future proposed LCCA, given that a key area of focus would be economy, industry, and business. The proposed LCCA will appoint an Associate Member who can represent the views of business on the proposed LCCA.

This function of the Lancashire LEP will be integrated into the proposed LCCA, through the creation of a Business Board.

The Business Board would not be a formal committee of the proposed LCCA, but it would be part of the formal governance arrangements and would exist to provide advice to the proposed LCCA on all issues of business and economy relevant to the proposed LCCA. The proposed LCCA would then appoint the Chair of the Business Board to the proposed LCCA as an Associate Member representing the views of business on the proposed LCCA.

## **Resilience and Public Safety**

The proposed LCCA, in partnership with Government, will ensure that the Lancashire Police and Crime Commissioner (PCC) is invited to attend and participate in LCCA meetings as an observer, or as a non-constituent member. This will ensure close collaboration and productive joint working between the LCCA and PCC.

## **Other Memberships**

There would be one remaining potential space for a further member, either as a “non-constituent” or “associate” member. This would be determined by the proposed LCCA itself.

## **LCCA Functions**

The functions of the proposed LCCA will be exercisable by the proposed LCCA. On day one these will include:

- The duty to set a budget for the proposed LCCA
- Duty to prepare an economic assessment of the proposed LCCA Area
- Compulsory purchase, land acquisition and disposal and development of land powers (the exercise of compulsory purchase functions is subject to the consent of all the local planning authorities affected)
- Consideration of whether to seek the power to borrow and to explore the extent of those powers
- Housing supply and regeneration functions, and,
- Incidental powers in relation to its functions (the power to do anything which is incidental to the exercise of its functions).

In addition, the LCCA will have functions relating to transport.

More detail is given in the table of powers at Appendix A.

## LCCA decision making

The Members of the proposed LCCA would be the main decision-making group of the proposed LCCA. The proposed LCCA will have the power to establish sub-committees to exercise LCCA functions.

## LCCA voting

The proposed LCCA would prescribe voting requirements in its Constitution, but the following principles are intended to be applied:

Proposals for decisions by the proposed LCCA may be put forward by any constituent member. All constituent members would have one vote. Constituent members would work towards the principle of unanimity of all key decisions. Other questions that are to be decided by the proposed LCCA are to be decided by a simple majority of the members present and voting, unless otherwise provided for in legislation. Decisions requiring unanimity amongst the constituent members would include:

- Approval of the proposed LCCA's budget, including significant financial decisions
- Approval of the policy framework, which will include:
  - Corporate Strategy
  - Economic Growth Strategy
  - Skills and Employment Strategic Framework
  - The Local Transport Plan, Bus Service Improvement Plan (BSIP) and the Local Cycling and Walking Infrastructure Plan (LCWIP)
  - Appointment of the Chief Executive
  - Approval of and significant amendments to the Constitution.

The following decisions would require the consent of the Lead/Executive member of the relevant Constituent Council, or substitute members acting in their place, in whose area the decision will apply:

- Compulsory purchase of land or buildings by the proposed LCCA
- The exercise of compulsory purchase power will also require the consent of the relevant planning authority
- Any decision by the proposed LCCA that could lead to a financial liability falling directly upon that constituent council, or significant material impact on Blackpool Transport Services Ltd
- Such other matters as may be contained within the proposed LCCA's constitution.

The constituent councils recognise the importance of local consensus in relation to matters that could impact companies wholly owned by those councils, and they have resolved to require Blackpool Council's consent for any decision which may have a significant, material and direct impact on Blackpool Transport Services Ltd.

## Advisory Boards

The proposed LCCA may choose to establish advisory boards. Advisory boards are formally constituted boards which would form part of the operation of the proposed LCCA, but which have no decision-making power.

Advisory Boards may be formed if required to support the business of the proposed LCCA. Membership of Advisory Boards would reflect the role and purpose of the Board, including members from outside the Constituent Councils as required to ensure the relevant expertise is available.

The role of any Advisory Boards established would be to advise the proposed LCCA on the exercise of functions in their areas of expertise.

## Members Allowances

The statutory instrument (SI) which may create the proposed LCCA will set out the position on members allowances. DLUHC have indicated that the SI will provide that allowances will be payable as follows:

- No remuneration is to be payable by the Combined County Authority to its Members other than allowances for travel and subsistence.
- The LCCA may only pay allowances to independent persons, members of an overview and scrutiny committee or members of the audit committee if:
  - the LCCA has considered a report published by an independent remuneration panel which contains recommendations for such an allowance
  - the voting Constituent Council Members of the LCCA have approved a scheme for allowances, and
  - the allowance to be paid by the LCCA does not exceed the amount specified in the recommendation made by the independent remuneration panel.

## Overview and Scrutiny Committee

The proposed LCCA would be required to have at least one Overview and Scrutiny Committee.

The role of the Overview and Scrutiny Committee is to monitor the decision making of the LCCA to ensure that the decision making is appropriately focussed on community needs, and that high quality delivery is taking place for the benefit of the proposed LCCA Area.

In accordance with the Levelling Up and Regeneration Act 2023 and given the role of the Committee, its membership must involve different individuals than those who are Members of the proposed LCCA. However, the proposed LCCA



would intend to ensure that the District Councils would be represented on the Overview and Scrutiny Committee and would consider how and whether to represent any additional Non-Constituent and Associate Members on the Committee.

Practically this means that at least one member of the Overview and Scrutiny Committee would be nominated from each Constituent Council of the proposed LCCA. At least two members are intended to be nominated by the District Councils. Any members of the Committee not drawn from the Constituent Councils would not automatically have voting rights on the Committee.

There is intended to be a requirement for political balance on the Committee which would reflect the political balance of the LCCA Area (which in this context means to reflect the voting in respect of the Constituent Councils but taken across the whole LCCA Area).

The Chair of the Overview and Scrutiny Committee would be an independent person – i.e. not a member of the Constituent Councils or District Councils in Lancashire. The Independent Chair of Overview and Scrutiny would be appointed by the proposed LCCA through an open recruitment process.

## **Audit Committee**

The proposed LCCA would be required to have an Audit Committee. The role of the Audit Committee is to support and monitor the authority in the areas of governance, risk management, external audit, internal audit, financial reporting, and other related areas to ensure that the financial and governance decision making position of the proposed LCCA is sound.

As with the Overview and Scrutiny Committee, this means that at least one member of the Audit Committee would be nominated from each Constituent Council of the proposed LCCA. At least two members would be nominated by the District Councils. Any members of the Committee not drawn from the Constituent Councils would not automatically have voting rights on the Committee.

There would be a requirement for political balance on the Committee which will reflect the political balance of the proposed LCCA Area (which in this context means to reflect the voting in respect of the Constituent Councils but taken across the whole LCCA Area).

There is a requirement for the Chair of the Audit Committee to be an independent person, who is not otherwise involved in the proposed LCCA. Again, the Levelling Up and Regeneration Act 2023 requires that members of the Audit Committee must not be the same individuals as those representatives who are members of the proposed LCCA.

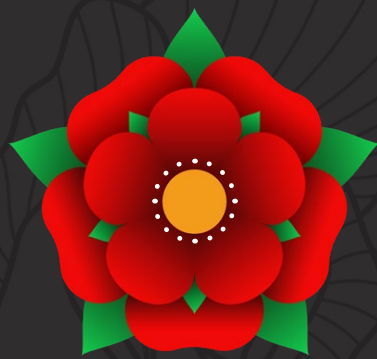


The proposed LCCA will ensure that the Audit Committee has the right people to ensure effective oversight of the adequacy of the proposed LCCA's overall assurance arrangements, and scrutiny of financial decision making by the proposed LCCA.

## **Funding of the LCCA**

If the decision is taken by the Secretary of State to establish the proposed LCCA then the Establishment Order will indicate that the proposed LCCA will be funded by the three Constituent Councils. Funding has been secured as part of the deal from central Government to cover the financial years 2023/4 and 2024/5. In addition, the proposed LCCA would consider whether to seek the power to borrow and explore the extent of these powers. In practice it is expected that the running costs of the proposed LCCA will be met by either continued central Government support or with funding from the Constituent Councils. The proposed LCCA will not have the power to raise a precept. That means it will not be able to raise money through increasing Council Tax.

The general powers the proposed LCCA is intended to have around finance and funding are expected to be substantially the same as local authorities enjoy generally.



# 6. CONSULTATION

To gain feedback on the Proposal and to inform the decision as to whether to proceed to advance the Proposal (with any potential amendments) to the Secretary of State, an eight-week consultation took place between 1 December 2023 and 26 January 2024.

The consultation methods used included:

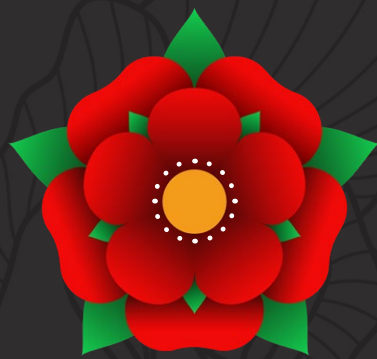
- an online survey with alternative options provided on request to meet the needs of participants (translations, paper copies and easy-read versions)
- stakeholder engagement with businesses, the voluntary sector, and other stakeholders identified
- events to engage residents and stakeholders of the proposed LCCA Area.

Active steps were taken to encourage participation and to ensure that the consultation was accessible to all (including, for example, the digitally disadvantaged, those with protected characteristics and high intensity users of affected services). An equality impact assessment has been completed to inform engagement undertaken by Constituent Councils.

A detailed plan of communications was created with support from each Constituent Council to identify the best method of promoting the consultation in their local areas, including a list of frequently asked questions (FAQs).

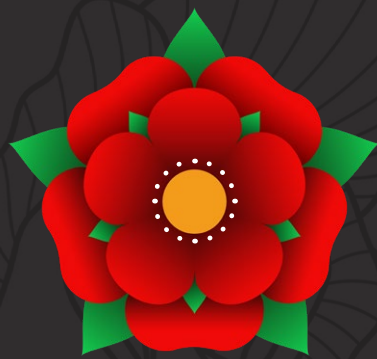
A Data Protection Impact Assessment was undertaken to assist the Constituent Councils in ensuring that data shared and collected through the consultation process was held, processed and stored correctly, and for no longer than is necessary.

Findings from the consultation have been analysed and published. These findings have supported the consideration of the Proposal by each Constituent Council.



# 7. THE DEAL

The Lancashire Devolution Deal can be viewed here:  
[www.gov.uk/government/publications/lancashire-devolution-deal](http://www.gov.uk/government/publications/lancashire-devolution-deal)



# 8. NEXT STEPS (TRANSITION)

The transition to a formal LCCA in Autumn 2024 is planned to be in three stages:

- **Stage 1: Establishing transition arrangements – by Summer 2024**
- **Stage 2: Working as a shadow organisation – Summer 2024 to Autumn 2024**
- **Stage 3: Formal establishment of the LCCA – Autumn 2024 onwards**

It is important to note that transition to the proposed LCCA is dependent on a number of factors: this Proposal being accepted by Government; and the approval by Parliament of the necessary secondary legislation implementing the Proposal.

## **Stage 1: Establishing transition arrangements – by Summer 2024**

In this stage, the main focus is collaborative working across Constituent Councils to determine the key roles required for the shadow authority and how it will plan for the establishment of LCCA functions. This will involve:

- ensuring collaborative leadership from Leaders of Constituent Councils to enable decisions to be made
- consolidating a programme team to operate as the ‘engine’ of the shadow LCCA – drawing on staff from Constituent Councils, other stakeholders, and professional advisors
- defining a resource plan so that individual authorities can take decisions about their financial and time commitments
- planning the integration of the functions of the LEP into the LCCA, ensuring it is ready for delivering functional responsibilities if the formal LCCA is established.
- developing an engagement plan to ensure that key partners, including District Councils and the business community are involved in the development activity
- putting in place the necessary arrangements to begin developing plans for priority areas such as transport, skills, and employment
- starting to consider the practical arrangements for shadow and combined authority working and decision making, including the role of districts and the Lancashire Leaders forum.

In this and subsequent stages, the relationship between the future LCCA and existing local authorities (and other stakeholders) will be developed to ensure effective and constructive governance.



## **Stage 2: Working as a shadow organisation - Summer 2024 to Autumn 2024**

In this stage, the focus will be on working as a shadow organisation and making preparations for the formal LCCA. It is important to note that this shadow organisation will not be a new legal entity and therefore any activities (such as employing people or financial accountability) will be done by the existing local authorities. Functions at this stage will involve:

- preparing functional plans ready for the formal LCCA to pick up if it is established
- designing and confirming important aspects of the formal LCCA, such as the future management structure and resources to enable delivery of the objectives
- developing and designing a constitution for the LCCA to ensure effective governance arrangements.

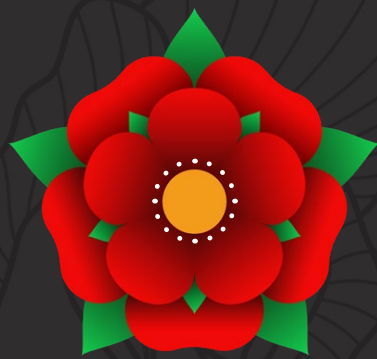
## **Stage 3: Formal establishment of the LCCA – Autumn 2024 onwards**

In this stage, which would follow the laying of the necessary Statutory Instrument, the constituent councils will begin to formally meet as a LCCA, informed by the preparation and planning undertaken in the previous two stages. It will begin to deliver on the objectives and ambitions of this proposal:

- begin the process of appointment to Statutory Roles to manage the LCCA's operations
- delivering on functional plans to begin delivering LCCA responsibilities and achieving outcomes for the region
- scaling up the enabling competencies in order to allow the organisation to operate as required
- implementing the governance model for the LCCA, including establishing the various committees
- continuing to enable the LCCA to operationally evolve as is required.







# 9. LEGISLATION

Set out in the Appendix is a table of the powers which the Constituent Councils are proposing are available to the proposed LCCA. The powers are those which the Constituent Councils believe are needed to enable the proposed LCCA to deliver the purposes outlined in this Proposal.

In considering our Proposal, the Government, and in particular, specialist legislative counsel, will review the table below and some of the detail set out may be required to change as a consequence of the drafting of establishment orders, and other consequential amendments to existing powers for combined authorities.

The scope of powers to be available, and the broad terms of the exercise of those powers are unlikely to change, and, in any event, the powers will not go beyond the scope set out in the governance section of this Proposal.

# REFERENCES

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- <sup>xxi</sup> House price (newly built dwellings) to workplace-based earnings ratio, ONS, 2023
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<sup>xi</sup> TS067 - Highest level of qualification, Census 2021, ONS (Nomis) © Crown Copyright

## DEFINED TERMS

**LCCA** - Lancashire Combined County Authority.

**Constituent Councils** - Lancashire County Council, Blackburn with Darwen Council and Blackpool Council.

**Functional Economic Area** - FEA - areas that share several similar economic factors with boundaries that ideally reflect the drivers of the local economy.

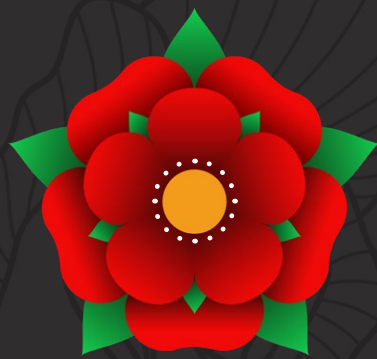
**GVA** - Gross Value Added – this is the measure of the value of goods and services produced in an area, industry, or sector of an economy.

**Local Enterprise Partnerships (LEPs)** - Partnerships between local authorities and businesses to help determine local economic priorities and undertake activities to drive economic growth and create local jobs.

**The Area** - The Area covered by the proposed Lancashire Combined County Authority.

**Statutory Instrument (SI)** - Statutory instruments are the most common form of secondary (or delegated) legislation.





# APPENDIX A: TABLE OF POWERS/ FUNCTIONS

Set out below is a table of the powers which the Constituent Councils are proposing are available to the LCCA. The powers are those which the Constituent Councils believe are needed to enable the LCCA to deliver the purposes outlined in this proposal.

In considering our proposal the Government, and in particular, specialist legislative counsel, will review the table below and some of the detail set out may be required to change as a consequence of enactment of the Levelling-up and Regeneration Act, the drafting of establishment orders, and other consequential amendments to existing powers for combined authorities. The scope of powers to be available, and the broad terms of the exercise of those powers are unlikely to change; and in any event, the powers will not go beyond the scope set out in the governance section of this proposal, and the Devolution Deal.

## Finance, Investment, Innovation and Trade

Legislative Provisions	From	Concurrent exercise?	Consent	Voting
Local Democracy, Economic Development and Construction Act 2009  Section 69	Upper tier councils	Yes	No, but requirement to consult and seek the participation of the district/ boroughs.	Unanimous vote
Crime and Disorder Act 1998  Section 17A	Upper tier councils	Yes	No	Simple majority
Local Government Act 1972  Sections 113, 142(2), 144, 145 and 222	All LAs	No (but LAs do not lose powers)	No	Simple majority
Local Government Act 1985  Section 88(1)(a) and s88(1)(b)	All LAs	No	No	Simple majority

## Finance, Investment, Innovation and Trade (cont.)

Legislative Provisions	From	Concurrent exercise?	Consent	Voting
Local Government and Housing Act 1989 Section 13	Applies to all powers conferred on any relevant authority by s102(1) of the Local Government Act 1972	N/a – this relates to voting rights rather than exercise of powers	No	N/a – no voting
Local Government Pension Scheme Regulations 2013	N/a – provision for pension arrangements	No – administering authority is Lancashire County Council	No	N/a – no voting
Local Government Act 2003 Section 31	Minister	Yes	Where exercise of power will result in financial liability of a constituent council, that constituent council must consent.  Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent.  Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent.	Simple majority

## Skills and Education

Legislative Provisions	From	Concurrent exercise?	Consent	Voting
Apprenticeships, Skills, Children and Learning Act 2009  Sections 86 and 87, 88, 90 and 100(1)	Secretary of State functions	Section 86, 87 and 88 are transferred  Sections 90 and 100(1) are exercised concurrently with Secretary of State	None specified	Simple majority



## Housing and Planning

Legislative Provisions	From	Concurrent exercise?	Consent	Voting
<p>Town and Country Planning Act 1990</p> <p>Sections 226, 227, 229, 230(1)(a), 232, 233, 235, 236, 238, 239, 241</p>	LPA (Local Planning Authority) powers	Yes	Section 226 requires consent of lead member of LCCA designated under paragraph 1(3) of schedule 1 whose area contains land subject to the acquisition, and of district councils in whose area the land subject to the acquisition is located.	Simple majority
<p>Housing and Regeneration Act 2008</p> <p>Sections 5, 6, 7, 8, 9, 10, 11, 12, paragraphs 19 and 20 of Schedule 3 and paragraphs 1, 2, 3, 4, 6, 10 and 20 of Schedule 4</p>	Homes England powers	Yes	<p>Section 9(2) requires consent of</p> <ul style="list-style-type: none"> <li>• Lead member of LCCA designated by constituent council whose local government area contains any part of the relevant land;</li> <li>• Each district council whose area contains any part of the relevant land.</li> </ul> <p>Where exercise results in financial liability falling on a constituent council, the consent of the lead member of that council is required.</p>	Simple majority
<p>Housing Act 1985</p> <p>Sections 8, 11, 12, 17 and 18</p>	City Council and District/ Borough powers	Yes	<p>Section 17(3) requires consent of:</p> <ul style="list-style-type: none"> <li>• Lead member of LCCA designated by constituent council whose local government area containing the relevant land;</li> <li>• Each district council whose area contains any part of the relevant area</li> <li>• Where exercise of 17(3) results in financial liability falling on a constituent council, the consent of the lead member of that council is required</li> </ul>	Simple majority

## Transport

Discussions are ongoing between the Constituent Councils and the Department for Transport in relation to the necessity for the concurrent exercise of those functions and/or powers marked with a [\*]

Legislative Provisions	From	Concurrent exercise?	Consent required before exercise	Voting	When?
<b>Part 2 Transport Act 2000</b>					
Local transport plans and bus strategies (sections 108, 109 and 112) (sections 110 to 111 repealed)	A local transport authority or local transport authorities or a district council or a Passenger Transport Executive (as applicable)	The following are concurrent during the transition period: • 113C-123 • 123A-123X • 124-134B • 138A-143B • 151-162  The remainder are not concurrent	In respect of all powers:  • Where exercise of power will result in financial liability of a constituent council, that constituent council must consent  • Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent  • Where exercise of a power may have a significant, material and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent  In addition, s123A-123X are only exercisable with the consent of the affected constituent council.	Unanimous for s108-113 Otherwise, simple Majority	From Establishment and on an ongoing basis
Bus services: advanced quality partnership schemes (sections 113C to 113O)					
Bus services: quality partnership schemes (sections 114 to 123)					
Bus services: franchising schemes (sections 123A to 123X)					
* Bus services: advanced ticketing schemes (sections 134C to 134G)					
* Bus services: ticketing schemes (sections 135 to 138)					
Bus services: enhanced partnership plans and schemes (sections 138A to 138S)					
Bus services: provision of information (section 139 to 141A)					
Bus services: miscellaneous (sections 142 to 143B)					
* Mandatory travel concessions for journeys not beginning on the London bus network (sections 145A to 150)					
Travel concessions in Greater London (Section 151)					
Financial and competition provisions (sections 152 to 159 (156 and 158 repealed))					
Supplementary (Section 160 to 162)					

## Transport (cont.)

Legislative Provisions	From	Concurrent exercise?	Consent required before exercise	Voting	When?
<b>Part 2 Transport Act 2000</b>					
Chapters 2 and 3 of Part 3 (Workplace parking levy, General and supplementary) and Workplace Parking Levy (England Regulations 2009)	Local Authority (charging authority which is the traffic authority (charging schemes can be made by a non-metropolitan local traffic authority (or jointly by more than one non-metropolitan local traffic authority), by an Integrated Transport Authority or combined authority and one or more eligible local traffic authorities, or the Secretary of State [or a strategic highways company]; a licencing authority or licencing authorities)	No	<p>Only exercisable with consent of the affected constituent council.</p> <p>Where exercise of power will result in financial liability of a constituent council, that constituent council must consent</p> <p>Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent</p> <p>Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent</p>	Simple majority	From Establishment and on an ongoing basis.

## Transport (cont.)

Legislative Provisions	From	Concurrent exercise?	Consent required before exercise	Voting	When?
<b>Highways Act 1980</b>					
Section 6 Highways Act 1980 (Delegation etc. of functions with respect to trunk roads etc)	Public Authority  Minister of Crown [or a strategic highway company]	With Constituent Councils	Only exercisable with the consent of the affected Constituent Council.  Where exercise of power will result in financial liability of a constituent council, that Constituent Council must consent  Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent  Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent	Simple majority voting but the agreement of the Constituent Council would be needed before vote	From Establishment and on an ongoing basis.
Sections 8 of the Highways Act 1980 (Agreements between local highway authorities [and strategic highways companies] for certain works)	Local Authority  Local highway authorities [and strategic highway companies]	With Constituent Councils	Only exercisable with the consent of the affected Constituent Council.  Where exercise of power will result in financial liability of a Constituent Council, that constituent council must consent  Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent  Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent	Simple majority voting but the agreement of the Constituent Council would be needed before vote	From Establishment and on an ongoing basis.

## Transport (cont.)

Legislative Provisions	From	Concurrent exercise?	Consent required before exercise	Voting	When?
<b>Part 4 Transport Act 1985</b>					
Passenger Transport Areas (section 57 to 62)  [* - in relation to sections 65 to 71 only]	In a non-metropolitan county in England and Wales, the county council, a non-metropolitan district council in England, Passenger Transport Executive for any integrated transport area, council operating a bus undertaking, public transport company or its controlling authority, a Passenger Transport Executive or a council or local authority	All sections are concurrent and continuing	In respect of all powers: <ul style="list-style-type: none"> <li>• Where exercise of power will result in financial liability of a constituent council, that constituent council must consent</li> <li>• Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent</li> <li>• Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent</li> </ul> In addition, s63-64 and 72-79 only exercisable with consent of affected constituent council	Simple majority	From Establishment and on an ongoing basis
Passenger Transport in other areas (sections 63 to 71)					
Further Provisions (sections 72 to 79)					
Miscellaneous (section 80 to 87)					

## Transport (cont.)

Legislative Provisions	From	Concurrent exercise?	Consent required before exercise	Voting	When?
<b>Part 5 Transport Act 1985</b>					
[* - in relation to section 88 only]  Expenditure on public passenger transport services (sections 88 to 92)	Any authority responsible for expenditure on public local transport, any local authority or any two or more local authorities acting jointly, Passenger Transport Executive, a county or district council operating any public passenger transport service, a parish council or community council, the Secretary of State	The following are concurrent and continuing • s88 to 92 • s106 and 106A	In respect of all powers:  • Where exercise of power will result in financial liability of a constituent council, that constituent council must consent  • Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent  • Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent  In addition:  • s93-101 only exercisable with consent of constituent councils	Simple majority	From Establishment and on an ongoing basis
* Travel Concession Schemes (sections 93 to 101 (102 repealed))					
*Travel concessions apart from schemes (sections 103 to 105)					
Grants for transport facilities and services (sections 106 and 106A)					
Grants for services in rural areas (sections 108 to 109)					
Miscellaneous (sections 110 (111 repealed) and 112)					

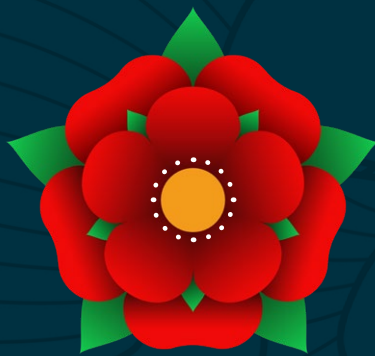
## Transport (cont.)

Legislative Provisions	From	Concurrent exercise?	Consent required before exercise	Voting	When?
<b>Traffic Management Act 2004</b>					
Part 3 Permit Schemes Section 33 Section 33A Section 36	Local Highway Authorities	Concurrent and continuing	<p>Only exercisable with the consent of the affected Constituent Council(s).</p> <p>Where exercise of power will result in financial liability of a constituent council, that constituent council must consent</p> <p>Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent</p> <p>Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent</p>	Simple majority	From Establishment and on an ongoing basis
Part 6 (Civil Enforcement of Traffic Contraventions) and paragraph 10 (designation of civil enforcement areas for moving traffic contraventions) of Schedule 8 (civil enforcement areas and enforcement authorities outside Greater London)	Enforcement Authority	Concurrent and continuing	<p>Only exercisable with the consent of the affected Constituent Council(s).</p> <p>Where exercise of power will result in financial liability of a constituent council, that constituent council must consent</p> <p>Where exercise of power will result in financial liability for Blackpool Transport Services Limited, Blackpool Borough Council must consent</p> <p>Where exercise of a power may have a significant, material, and direct impact on Blackpool Transport Services Ltd, Blackpool Borough Council must consent</p>	Simple majority	From Establishment and on an ongoing basis









# Lancashire Combined County Authority

**Devolution Deal Consultation  
Summary Report – Executive Summary**

**March 2024**



**LANCASHIRE**  
THE TIME IS NOW



# 1 Executive Summary

The full version of this report can be accessed at [www.lancashiredevolution.co.uk](http://www.lancashiredevolution.co.uk)

## 1.1 Background

On 22 November 2023, the government announced the potential for a devolution deal for Lancashire. The three upper tier councils in Lancashire, (Lancashire County Council, Blackpool Council and Blackburn with Darwen Council) produced a draft proposal (the 'Proposal') and agreed to consult on plans to create a new entity called the Lancashire Combined County Authority (LCCA).

If the proposal is implemented, existing funding and powers would move from central government to Lancashire, with further powers also being available to the LCCA. It is intended that this would enable local voices to play a greater role in decision-making in the area to secure more investment and deliver better outcomes for local communities. The proposal would not mean removing or merging local councils. Each council would continue to exist and would still be responsible for public services in their area.

The proposal focuses on eight priorities: Innovation, Trade and Investment, Skills, Transport, Net Zero and Climate Change, Digital and Cyber, Culture and Tourism, Housing and Land, and Delivering Our Ambitions. The three upper tier councils in Lancashire are proposing devolution due to what they believe would have a number of benefits. However, before a final decision is reached, the councils have a statutory duty to consult with individuals and organisations both within Lancashire and beyond.

## 1.2 The public consultation

A public consultation was launched on 1 December 2023 to obtain feedback on the proposal. The consultation ran for eight weeks, closing on 26 January 2024.

Anyone could provide a response to the consultation. Consultees could provide their views via an online or paper questionnaire, by email and post. An online consultation website<sup>1</sup> was established by Lancashire County Council, Blackpool Council and Blackburn with Darwen Council. It included a summary of the devolution deal, a copy of the proposal, and what it would mean if it were adopted, the likely benefits and an explanation about how the proposed deal has built on the believed pre-existing strengths of the proposed LCCA area. The independent research agency Ipsos was commissioned to receive responses, and to provide an independent report of the feedback received.

## 1.3 Responses received

Overall, there were 1,881 responses received within the consultation period. This included responses from 1,695 individuals and 186 organisations and representative groups. Most of those who took part in

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<sup>1</sup> <https://lancashiredevolution.co.uk/>

the consultation used the online response form/questionnaire (1,796). There were also 34 responses received on a paper response form/questionnaire, and 51 responses by email.

## 1.4 Headline findings

Those who participated in the consultation via the online or paper response form were asked to indicate if agreed or disagreed with each of the eight priority areas being consulted on. The following table provides a summary breakdown of responses to the closed or tick-box questions on the response form. As is shown, more consultees agreed than disagreed with each of the eight proposals.

<b>Q. To what extent to you agree or disagree with the proposal on (PRIORITY) for the Lancashire Combined County Authority?</b>					
<b>Priority</b>	<b>Number of consultees*</b>	<b>Agree</b>	<b>Disagree</b>	<b>Neither agree nor disagree</b>	<b>Don't know</b>
<b>Innovation, Trade and Investment</b>	1,814	59%	29%	11%	1%
<b>Skills</b>	1,815	64%	25%	10%	1%
<b>Transport</b>	1,816	62%	27%	10%	1%
<b>Net Zero and Climate Change</b>	1,816	56%	28%	15%	1%
<b>Digital and Cyber</b>	1,819	59%	25%	14%	1%
<b>Culture and Tourism</b>	1,816	59%	25%	14%	1%
<b>Housing and Land</b>	1,817	50%	35%	13%	2%
<b>Delivering Our Ambitions</b>	1,819	51%	32%	15%	2%

*\*This is the number of consultees who answered each of the eight closed questions on the response form. Consultees could choose to skip a question if they wished to and so the number answering each question differs slightly.*

## 1.5 Qualitative feedback received on the overall proposal

Those who completed a response form were given the opportunity to provide their comments, including reasons for their agreement or disagreement with the overall proposal and eight priority areas. They could also make suggestions or provide other comments about the proposal. Additionally, those who responded by email were able to provide their feedback to be taken into consideration before a decision is taken on the next steps by the three upper tier authorities in Lancashire.

### Reasons to agree or support the proposal

Many different reasons were put forward in support of, or agreement with, the proposed LCCA and its potential to stimulate local economic growth and provide new opportunities. For some consultees, the stated benefits of devolution for Lancashire were too significant to be missed, while for others, it was a

positive first step on what was anticipated as an ambitious devolution journey for Lancashire. It was suggested that the newly formed LCCA could address current and important issues, including austerity, lack of lobbying power with central government, and the decline of post-industrial towns in the county. The proposal was also viewed as a pragmatic approach, putting residents' interests first, and attracting investment. Some of those who were supportive expressed excitement over the potential impact on, for example, the local visitor economy and the possibility of partnership working across culture, heritage, sport, and communities. It was also believed that the LCCA could bring decision-making closer to local communities, improve accountability, and the better targeting of resources. For some consultees, there was also potential for growth in Lancashire's manufacturing sector. It was considered that a combined authority would be better positioned to take advantage of such opportunities.

### **Concerns and issues raised**

However, not all of those who provided feedback were supportive of the proposal, with a number of concerns raised. One key concern was about how the proposed LCCA could create an additional layer of local government, with high running and administration costs. For some of those who provided their comments, the proposed LCCA was felt unnecessary. Other key concerns raised included a view that the proposed LCCA had potential to disadvantage some districts and rural areas in Lancashire. A number of consultees had reservations, including about insignificant investment, and that for example, the removal of control over the UK Shared Prosperity Fund (UKSPF) from district councils could lead to what was believed to be a potentially unfair allocation of funds. Other concerns included that the proposal could lead to more centralised decision-making, and thereby weakening the influence of district councils. To this effect it was felt that district councils were more effective in understanding and representing their local communities. Some of those who provided their feedback also believed that the LCCA could result in poor or reduced service provision in some areas, as well as reduced opportunities and weakened democratic accountability. In particular, there was a concern about the proposed governance and delivery arrangements, with some areas potentially having less of a voice and less of a say over important local issues. District councils and parish councils in Lancashire were particularly concerned about governance, and the proposed delivery arrangements.

### **Suggestions and other comments**

Many of those who provided their comments and feedback made suggestions about the proposal. A wide range of suggestions were made including that small businesses and SMEs should be prioritised, that certain sectors including the voluntary and community sector needed to have more consideration, that the councils advocating for the LCCA should ensure they bring in and involve expertise to include, for example, a strong business voice. It was also suggested that there should be more emphasis and focus on children's education, social care, and increased investment in public transport and transport infrastructure more generally. Others still suggested more focus on affordable housing, as well as the creation of more and higher paying job opportunities for young people, to upskill local people, and to prevent a *skills drain* to other parts of the country.

Some of those who provided their feedback requested more information, detail and clarity on what was proposed. It was felt by some that not enough information was provided, while for others what was proposed was too theoretical, and that more substance was needed about how the new LCCA would operate and deliver on its priorities.

## Conclusion

Analysis of the responses received to the consultation both through the completed response form and from emailed responses demonstrates a broad support for the proposed devolution. Analysis of the responses also showed support for the proposal from businesses in Lancashire. This is reflected in each of the eight thematic areas set out in the consultation, as well as in the comments received. The consultation responses have also highlighted a number of areas that will require consideration if the proposed devolution proposal were to proceed.

As evidence that more consultees agree than disagree with the proposal, net agreement from those who completed a response form is positive for each of the priority areas consulted on. A net score is the percentage of those who agree minus the percentage of those who disagree. For the eight priority areas this is as follows:

- Innovation, Trade and Investment: 59% agreed with the proposals for Innovation, Trade and Investment, compared to 29% disagreeing (+30).
- Skills: 64% agreed with the proposals for Skills, compared to 25% disagreeing (+39).
- Transport: 62% agreed with the proposals for Transport, compared to 27% disagreeing (+35).
- Net Zero and Climate Change: 56% agreed with the proposals for Net zero and climate change, compared to 28% disagreeing (+28).
- Digital and Cyber: 59% agreed with the proposals for Digital and cyber, compared to 25% disagreeing (+34).
- Culture and Tourism: 59% agreed with the proposals for Culture and tourism, compared to 25% disagreeing (+34).
- Housing and Land: 50% agreed with the proposals for Housing and land, compared to 35% disagreeing (+15).
- Delivering Our Ambitions: 51% agreed with the proposals for Delivering our ambitions, compared to 32% disagreeing (+19)

The public consultation has therefore provided an opportunity for individuals and organisations to express their opinions on the proposal for a level 2 devolution in Lancashire. Participants were able to indicate their agreement or disagreement and provide justifications for their views. This report contains both supportive and opposing feedback on different aspects of the proposal.

The next steps will be decided after the county and two unitary authorities in Lancashire have reviewed and considered the responses to the consultation.







# Appendix D

## Appendix D - Summary of Communications and Engagement Activity

The communication and engagement activities focused on a robust communications strategy over an 8-week period, emphasising both digital and in-person engagement to ensure broad participation.

A dedicated consultation and communications working group was established with representation from all three of the Upper Tier Local Authorities. The working group's purpose was to deliver a successful consultation over December and January, and maximise the participation rate through a range of communications and engagement activity.

The overarching objective of the initiative was to inform businesses and the public, fostering active involvement in shaping the future of Lancashire. This was achieved through encouraging participation in the consultation process, whether through paper or digital forms, aiming to ensure a comprehensive understanding of diverse perspectives. The primary goal was to enable all those with an interest in the Proposal to engage and have their voices heard. To achieve this, the primary focus was on driving traffic to the dedicated consultation website, utilising various channels and networks for effective communication and engagement to gather valuable insights and feedback.

Steps were also taken to cater for those who had difficulty accessing the online questionnaire and content. Paper copies of the questionnaire and draft proposal were available in all Lancashire libraries. The dedicated website informed that alternative language versions, braille versions and large print versions were all available on request. The libraries and customer access centres were also briefed that these alternative versions were available.

Events and drop-in sessions were strategically organised across all districts, emphasising inclusivity and accessibility. The geographical reach ensured that at least one physical event occurred in each district, fostering a widespread presence.

Diverse engagement methods were employed to cater to different preferences and schedules (detailed below). These methods were chosen to accommodate various communication styles and facilitate broad community participation. This included taking steps to make the consultation accessible to groups with protected characteristics. For example, a BSL interpretation of the explainer video was commissioned.

The rationale behind this approach was to showcase the availability of the consultation process in multiple accessible forms, underlining the commitment to inclusivity. By incorporating a range of engagement methods and ensuring a diverse geographic presence, the communication strategy aimed to gather a rich tapestry of opinions and feedback, promoting a well-informed and representative consultation process for the Lancashire Devolution proposal.

## Channels Utilised:

- **Dedicated website:** A standalone website ([www.lancashiredevolution.co.uk](http://www.lancashiredevolution.co.uk)) was created to house the proposal, consultation, devolution explanation, Q&As, latest news, newsletter subscription.
- **Video:** An explainer video with subtitles was created to give an overview of the devolution proposal. A BSL interpretation of this video was commissioned.
- **Media releases:** Issued to provide updates and key information to the public.
- **Social media activity:** Active presence across a range of social platforms, including Facebook, X (formerly Twitter), Instagram and LinkedIn. Social media posts included video content and reminders on the consultation deadline.
- **Newsletters:** Periodic newsletters distributed to a targeted audience for comprehensive updates and to encourage uptake in the consultation. The newsletter is specific to devolution in Lancashire, and will remain in place following the consultation.
- **Dedicated email address:** A central email address ([Devolution@lancashire.gov.uk](mailto:Devolution@lancashire.gov.uk)) was created to provide a single point of contact for any queries.
- **Advertising assets:** Adverts were included on digital screens in town centres and on road sides in Blackburn, where Blackburn with Darwen Council-owned digital assets were available.
- **Regional coverage:** Featured on regional television, radio, and other news and media outlets to maximise visibility.
- **Stakeholder engagement:** Utilised email communication, in-person meetings, and specific event communications for targeted outreach.
- **Public and private sector networks:** Expanded our message's impact by utilising existing public and private sector communication channels, leveraging newsletters, social media, and other platforms to engage a broader audience. Utilising existing networks, including the LEP network, Marketing Lancashire's network, Boost network, Creative Lancashire, the Chambers of Commerce and the Parish Councils, enabled a larger audience to be reached.
- **Internal communications:** Toolkit developed to ensure that internal teams were well-informed to maintain consistency. The toolkit was shared with key Lancashire organisations / employers, and they were encouraged to share the information within their own staff networks.

## Events Overview:

- **Engagement reach:** Successfully engaged with over 1,500 individuals.
- **Event quantity:** Participated in a total of 53 events across Lancashire, catering to both business and the public.
- **Geographical inclusivity:** Promoted representation by holding at least one event in each district, reflecting a commitment to inclusivity and providing the groups identified in the EIA as having protected characteristics with an opportunity to have their voices heard.
- **Sectoral coverage:** Some events targeted key sectors impacted by the draft proposal, including Economic Development, Skills, and Transport Geography.

## Diverse Engagement Methods:

- **Breakfast events:** Early morning sessions to cater to different schedules, and for those who couldn't attend daytime or evening events.
- **Roundtable discussions:** Both in-person and virtual discussions for diverse participation.
- **Presentations:** Informative sessions to convey key details and facilitate understanding. Presenters at the various sessions included Leaders of the three Upper Tier Local Authorities, as well as Senior Officers involved in developing the draft proposal.
- **Q&A sessions:** Provided a platform for direct interaction and clarification of queries.
- **Library drop-ins:** Informal evening sessions for those seeking information in a relaxed environment. Each session was attended by a local councillor and an officer, who were on hand to answer queries and collate feedback from the sessions.
- **Meeting agendas:** Integrated consultation topics into existing meetings for increased visibility.
- **Conferences:** Participated in larger conferences to reach a wider audience.
- **Utilising existing platforms:** Leveraged Business Chamber events and business networks to amplify messaging and encourage the business community to provide their organisational response to the consultation.

## Highlight Performance Figures:

- **Media Coverage:** Coverage by regional television, radio and other news outlets resulted in more than 100 related media reports.
- **Event Engagement:** Engaged with 1,500+ individuals through 53 events across Lancashire, encompassing both in-person and online formats, catering to both business and the general public.
- **Website Views:** 16,825 unique visits to the devolution consultation website.
- **Social Media:** Our best performing social media channels were Facebook, reaching over 167,000 views and 3,627 clicks to the website, and LinkedIn with over 134,000 views and 3,625 clicks to the website.

The detailed engagement methods sought to ensure that the consultation process was inclusive and accessible to various preferences and needs. The broad spectrum of events facilitated meaningful discussions, and the geographical inclusivity promoted representation from all districts, enhancing the overall effectiveness of the communication and engagement strategy. The impressive engagement numbers underscore the success of the approach in fostering a comprehensive and inclusive consultation process.



## **APPENDIX E**

### **Equalities Impact Assessment** **Lancashire Devolution Proposal** **March 2024**

This Equality Impact Assessment (EIA) examines the possible impacts arising from the Devolution Proposal.

#### **Question 1 - What is the nature of and are the key components of the proposal being presented?**

The Government and the upper tier Councils in Lancashire (Lancashire County Council, Blackburn with Darwen Council and Blackpool Council) ("the Constituent Councils") have negotiated a proposed Devolution Deal ("The Deal"). A copy of the Devolution Deal can be found here <http://www.gov.uk/government/publications/lancashire-devolution-deal>

In response to the Deal, the Constituent Councils have developed a proposal ("the Proposal") which sets out how they will collectively deliver the Deal by establishing a Lancashire Combined County Authority (LCCA) for Lancashire, Blackburn with Darwen and Blackpool ("the Area"). If the proposals are accepted, Government would give additional powers and funding to the Lancashire LCCA and more control over the decision-making that affects Lancashire's residents and businesses.

The creation of the LCCA will not result in the merger or take-over of councils in the Area nor will it require individual councils to give up their powers, except in the specific area of transportation, where some powers will be transferred from the Constituent Councils to the LCCA. Cooperation in transport matters between the LCCA and the councils will also continue into the longer term with certain powers to be held concurrently moving forward to enable the parties to work together effectively in the years ahead. The LCCA will work as one democratically accountable body on key priorities such as economic development, skills, regeneration and transport, enhancing the investment capability of the LCCA Area and individual authorities to support growth.

#### **Objectives**

The objectives for the Proposal reflect regional and national strategy and are designed to ensure a positive future of our county and its people. Together they offer a bold and strategic framework so that:

- Lancashire competes better for its share of national resources and investment
- Lancashire's public, private and voluntary sectors collaborate better to maximise the best use of our resources
- Lancashire has a strong and clear voice that responds innovatively to new opportunities and challenges
- Lancashire has a rich, meaningful and strategic dialogue with central government about the future of our county.
- Lancashire is better positioned to respond to Government's Levelling Up objectives which are;
  - Boosting productivity, pay, skills, jobs and living standards
  - Spreading opportunities and improving public services
  - Restoring a sense of community, local pride and belonging

- Empowering local leaders and communities.

### **Outcomes**

Through delivering on these objectives, we aim to achieve the following outcomes for our residents and the LCCA area:

- A stronger voice in the North West that is currently dominated by Manchester and Liverpool
- Encourage innovation led growth through long term investment in major opportunities
- Match skills to economic need to increase productivity and wellbeing of people who live and work in the area
- Reduce inequality and promote social mobility to allow people to achieve their potential
- Improve transport links to offer greater choice and facilitate better and more sustainable access to our economic hubs, including improving east – west connectivity
- Greater access to Government funding that is exclusively targeted at devolved areas
- Greater say on where to spend investment
- Decision making brought closer to communities, increasing the visibility of those decisions
- Lancashire authorities will gain powers from Whitehall.

### **Our Priorities**

We propose to use devolution to build upon Lancashire's substantial strengths in delivering benefits for its residents. The initial proposal will focus on the following priorities and will also establish our case for enhanced future deals.

### **Innovation, Trade and Investment**

**We will work with local and national stakeholders to become a globally recognised and sustainable economy, distinguished by its quality of life, connectivity, and access to opportunities.**

We will use the devolution process to refresh our strategic plans for economic prosperity. The policy framework for the proposed LCCA includes the Duty to prepare an economic assessment of the LCCA area. These plans will build upon our competitive advantages, exploit opportunities, and develop new sectors capable of delivering economic growth and high-value job creation over the long term. The proposed LCCA will enable Lancashire to produce better strategic cases for investment and gain a greater share of national resources.

Devolution for Lancashire can support us to overcome a historical imbalance of economic performance, low productivity, low investment, and employment at a local level and ensure that Lancashire gets the necessary boost in funding to address longstanding inequalities and support levelling up our communities. Lancashire has opportunities aplenty in all parts of the county, and devolution will put Lancashire in a better position to realise the benefits of these opportunities to improve the lives of residents.

This Proposal can further stimulate business diversification through building upon the existing sectoral strengths of the LCCA Area, and catalysing growth in future industries, such as Energy and Low Carbon and Cyber. This activity will ensure no area of



Lancashire is left behind, and the future of Lancashire is one which is equitable for residents in all corners of Lancashire. Devolution will allow Lancashire to build on its proud history of international trade, supported by a county wide internationalisation strategy, and boost investment across all areas of Lancashire.

Subject to funding, policy and delivery considerations at the next Spending Review, Government's expectation is that delivery responsibility for the UK Shared Prosperity Fund (UKSPF), a flexible funding pot, will be aligned with devolution deal responsibilities. This would mean that the proposed LCCA could have such responsibilities from 2025/26. In carrying out this role, the proposed LCCA and the constituent councils will work closely with the Lancashire District Leaders Forum in an advisory capacity. Delivery of these functions will build on existing district-led delivery arrangements for UKSPF and align with the Lancashire 2050 strategy, as agreed by all Local Authorities in Lancashire, to ensure that the needs of residents can be effectively addressed. Priorities for UKSPF will be evidence based and funds will be directed towards areas of need.

The Proposal will provide £6m capital investment<sup>1</sup> to create an Innovation Hub of international excellence at Samlesbury Enterprise Zone. The new centre will help stimulate the growth of new clusters to maximise the transformational benefits of the £5bn National Cyber Force in Lancashire.

The Proposal will provide £6m for the Blackburn Technology Innovation Quarter<sup>2</sup>. The project will provide new business space to support the growth of Lancashire's digital, creative, and cyber sectors.

Through the Proposal, Government departments will consider the potential for future relocations of Government roles to Lancashire as part of the Levelling Up agenda.

To support the proposed LCCA in its initial stages of this deal, the Government will provide £1m of capacity funding.

### **Skills**

**We will work collaboratively with employers, skills and training providers, local authorities, and other stakeholders to support people to develop their skills throughout their lives and attract business to Lancashire because of our highly skilled workforce.**

In Lancashire's labour market, the estimated employment rate is below the national rate and has worsened since the COVID 19 pandemic. Lancashire's labour force is also characterised by a lower proportion of residents with higher level qualifications.

The Proposed Deal includes new powers to better shape local skills provisions to ensure these meet the needs of the local economy. This will include devolution of adult education, the core Adult Education Budget, and the opportunity to further refine the Local Skills Improvement Plan. Funding for Free Courses for Jobs will also be devolved and will be ring-fenced. The policy framework for the proposed LCCA includes the Duty to prepare a skills and employment strategy for the LCCA Area.

A strong, resilient, and inclusive economy brings health benefits to its residents, just as good population health is essential to economic prosperity, health and wealth are effectively 'two sides of the same coin'. As a LCCA Area, Lancashire will be better placed

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<sup>1</sup> Subject to Business Case approval.

<sup>2</sup> Subject to Business Case approval.

to bid to become a pilot on national economic inactivity programmes that support individuals with health conditions to be retained or re-engaged through early intervention in the workplace.

Whilst Early Years and Education is out of scope of a Level 2 deal, the Department for Education have committed to further funds to the Lancashire Careers Hub, which supports schools and colleges to deliver careers programmes in partnership with local businesses – to boost the aspirations of local people and help them make informed career decisions.

## **Transport**

**We will work with transport providers inside and outside Lancashire to create better connected infrastructure that links opportunity to need and delivers travel choices that are safe, inclusive, affordable, and low carbon.**

Partners will build on a successful track record of major transport investment, and Lancashire's fourth Local Transport Plan will set its direction and priorities for highways and transport investment. This plan will work across the county to secure the benefits of connectivity in support of widening transport choices and supporting low carbon travel opportunities. Lancashire has a significant infrastructure pipeline of road transport, bus and rail schemes, and active travel projects that it is seeking to fund through devolution.

The Proposal includes new powers to improve and better integrate local transport, including the ability to develop the bus service improvement plan (BSIP) partnership and strengthen co-ordination of local transport functions.

The Proposal includes plans to improve public electric vehicle charging infrastructure to increase the uptake of electric vehicles and reduce carbon emissions.

As such devolution will help Lancashire deliver improved productivity, health and wellbeing, air quality and net zero carbon policies - and support objectives for maintaining a safe and reliable transport network.

As set out in the recent Network North announcement:

- The proposed LCCA will receive a proportion of the £2.5 billion announced as part of Network North to transform local transport in areas in the North outside of the big city regions.
- The proposed LCCA will receive a proportion of the £770 million of funding for Bus Service Improvement Plans in the North.
- The proposed LCCA will receive a proportion of the £3.3 billion funding to fix potholes in the North.

Note: Blackpool Transport Services (BTS) will continue to operate tram services in Blackpool and the surrounding area and Blackpool Council will retain the relevant powers to manage BTS. Maintenance of tram infrastructure and assets will continue to be the responsibility of Blackpool Council in partnership with Lancashire County Council.

Blackpool Transport Service also provides vital bus services to Blackpool and the surrounding area. BTS will continue to deliver bus services locally.

## **Net Zero and Climate Change**

**We will work across Lancashire to meet our low carbon ambitions, promote clean energy, and enhance our natural environment. Our ambition is that Lancashire becomes internationally recognised as a leader in the creation of 'green jobs', building upon our world class engineering and manufacturing capabilities.**

Lancashire's Energy and Low Carbon sector is particularly important due to its existing ecosystem and capabilities in designing and manufacturing low carbon technologies. The area is forecast to have the highest number of jobs per capita in the Energy and Low Carbon sector in England between 2030 – 2050. Government will work with the proposed LCCA to enable the continued growth of this sector by supporting the delivery of Lancashire's Energy and Low Carbon sector plans. The proposed LCCA will have a Duty to review air quality plans and propose and undertake steps to support the delivery of those plans by Districts Councils in the proposed LCCA Area.

Lancashire partners have been successful in securing funding for natural carbon capture and storage projects including for woodland creation, peatland restoration and pioneering soil management techniques. The County's Biological Heritage Site system of managing locally important wildlife sites has been strengthened to support the development and delivery of the Local Nature Recovery Strategy for Lancashire.

The Proposal will provide £2m<sup>3</sup> additional capital investment for the Cosy Homes in Lancashire domestic retrofit scheme to extend eligibility criteria and complement the current Home Upgrade Grant scheme. This investment will support a reduction in carbon emissions, better quality housing and improved health outcomes.

### **Digital and Cyber**

**We will work across Lancashire to continue to transform our digital infrastructure and knowledge-based sectors to balance and modernise our industrial base.**

Lancashire has continued the development of a Lancashire Infrastructure Plan and supported rollout of Openreach and Gigabit programmes, including establishing Superfast Atlantic connection with the North Atlantic Loop at Blackpool Enterprise Zone. This increased digital connectivity provides competitive advantages to attract more cutting-edge, tech-based industries.

Locating the National Cyber Force in Lancashire will attract significant investment and create over 2,000 new jobs. Lancashire LCCA will work with the Department for Science, Innovation and Technology, to fully capture the investment, business, research, and skills benefits of this new location. These activities will create opportunities and new careers for residents, develop markets and technologies of local businesses and help to establish a North West Cyber Corridor.

The Proposal will provide £6m capital investment for a Low Carbon Data Demonstrator Centre at Blackpool Enterprise Zone<sup>4</sup>. The project will provide new business space to support Lancashire's low carbon and digital innovation ambitions.

### **Culture and Tourism**

**We recognise the fundamental importance of our culture and tourism assets and will work with stakeholders across Lancashire to strengthen these. This work**

<sup>3</sup> Subject to Business Case approval.

<sup>4</sup> Subject to Business Case approval.

**includes the creation a Local Visitor Economy Partnership for the region to help further develop the region's visitor economy.**

Lancashire's rich cultural and heritage offer has an important role in the proposed LCCA's plans to attract and retain skilled workers, and in contributing to 'pride in place' in the region. Tourism and the visitor economy are crucial industries for Lancashire, with the area amongst the UK's most prolific visitor destinations every year. Blackpool, including the Pleasure Beach Resort, is the nation's No1 seaside resort, with some 20m visits per year, and represents a £1.5bn visitor economy.

The proposed LCCA will work with Government to hold a series of exploratory conversations to test the region's appetite and capacity for partnership working across culture, heritage, sport, communities, and the visitor economy.

VisitEngland and the proposed LCCA will work with the accredited Local Visitor Economy Partnership for the region to help further develop the region's visitor economy. This collaborative work, across those areas set out in the Government's Tourism Recovery Plan, could include harnessing the region's potential to grow domestic and international visitor spend, and encouraging visits throughout the year rather than just during the traditional tourist season.

### **Housing and Land**

**We will support the delivery of decent, affordable, and low carbon housing for every community. High quality housing will benefit existing residents, as well as attract and retain the people required to drive the economy over the long term.**

Housing is a crucial issue for Lancashire. We need more and better housing to help support a return to growth in our working-age population and economic growth more widely. We also need concerted action to tackle poor-quality housing across the county as this stock drives many of our worst socioeconomic outcomes.

As a collaborative, Lancashire authorities have successfully delivered £22m Local Authority Green Home Grant providing home energy improvements to over 2000 households through the Cosy Homes in Lancashire scheme. £41m has been secured from the Home Upgrade Grant to provide energy efficiency and low-carbon heating measures over the next two years.

Blackpool Council have been a Levelling Up partner with DHLUC since March 2022 and is now trialling policy changes in decent homes standards for the private rented sector and supported housing, and Blackburn with Darwen is also confirmed as one of 20 national Levelling Up Partnership areas.

Lancashire has a major development and infrastructure pipeline in excess of £22bn and a consistent understanding with regard to brownfield land opportunities and outputs including economic development, infrastructure, and housing. Lancashire has clear evidence of the blockages to development, infrastructure, and housing especially on brownfield land where issues such as ownership and contamination and/or buildings from previous uses can present a barrier to achieving outcomes.

The proposal would give Lancashire the ability to exercise compulsory purchase powers, to help drive regeneration and build more affordable homes, boosting supply and bringing down the cost of newly built dwellings.

The Proposal supports our ambition to deliver a pipeline of strategic development sites and infrastructure opportunities faster and more strategically than would otherwise be the case. The Lancashire Strategic Employment Site Report by Stantec consultants (2024) would inform the work of the proposed LLCCA to develop a portfolio of sites to meet long-term demand.

### **Delivery**

#### **We will implement streamlined governance and decision-making arrangements with a strong business voice to address the big opportunities and challenges for Lancashire.**

This priority will allow the creation of a powerful LCCA to drive growth in the North, empowered through strong leadership and effective governance.

To achieve this, our Proposal includes the integration of the Lancashire Local Enterprise Partnership with wider structures and the formation of a new Business Board. This change will help ensure there continues to be a strong and independent local business voice which informs local decision making and strategic economic planning. The model places a strengthened private sector voice at the heart of growth strategy development.

The governance model proposed (see section 5) builds upon existing structures and recognises the significant role of District Councils. The Proposal includes new arrangements for Transport and Skills and Adult Education, and will enable partners to collaborate more effectively and focus on the big opportunities and challenges for Lancashire.

The Proposal will see the integration of the Local Enterprise Partnership investment team, the Growth Lancashire company, destination management organisation, and compulsory purchase orders to unlock sites of significance to stimulate investment in Lancashire. The integration of the LEP and a Business Board helps Lancashire choose its own economic path.

The plans proposed respond to national policy on levelling up and devolution including integration of LEP functions and roles into local democratic institutions to ensure a strong business voice at the heart of local decision making.

## **Question 2 - Scope of the Proposal**

In broad terms, the Proposal is likely to affect people across the county in a similar way, as the LCCA would cover the whole county of Lancashire, including Blackpool and Blackburn with Darwen and the 12 districts, which are:

- Burnley
- Chorley
- Fylde
- Hyndburn
- Lancaster
- Pendle
- Preston
- Ribble Valley
- Rossendale
- South Ribble
- West Lancashire
- Wyre

However, some of the specific arrangements which flow from decisions made by the proposed LCCA, may have a different impact across various areas and communities. The proposed LCCA will need to establish appropriate mechanisms for considering and ensuring an appropriate distribution of benefits, i.e. investment, training opportunities, transport improvements etc, for example by drawing on sound intelligence and a clear evidence base.

### **Question 3 – Protected Characteristics Potentially Affected**

It is not anticipated at this stage that there will be an adverse impact on any groups with protected characteristics within Lancashire, Blackpool or Blackburn with Darwen. To assess how the proposed consultation reflects the communities covered, we have provided the following demographic information<sup>5</sup>.

#### **Age**

For Lancashire the age profiles are 21% of the population is aged 0-18, 59% are aged 19-65 and 20% are aged 66 plus, with some variations within the districts. In Blackburn with Darwen 27.5% of the population are aged 0-18, 59.4% are aged 19-65 and 13.5% are aged 66+ whilst in Blackpool 20.7% of residents are aged 0-18, 59.8% are aged 19-65 and 19.5% are aged 66+.

#### **Disability**

For Lancashire those where activities were limited a little or a lot, combined is 20% of the population. For Blackburn with Darwen it is 20.8% and for Blackpool it is 24.7%.

#### **Gender Identity**

Information for people who identified that their gender was different from the sex registered at birth or who identified as trans women, trans men or other identities varied across the Districts in the 2021 Census from 891 people when all responses were combined in Preston to 93 people in Ribble Valley.

#### **Sexual Orientation**

For Lancashire Gay or Lesbian is 1.4% of the population and Bi sexual is 1.2% of the population. For Blackburn with Darwen, Gay or Lesbian is 1.1% of the population and Bisexual is 0.8%. For Blackpool, residents who are Gay or Lesbian represent 3.3% of the population and Bi Sexual is 1.4% of the population.

#### **Sex**

For Lancashire 50.9% of the population is female and 49.1% is male. Blackburn with Darwen has 50.4% are female and 49.6% male and Blackpool has 50.6% of the population who are female and 49.4% male.

#### **Ethnicity**

For Lancashire 88.9% of the population is white and 11% come from Black, Asian or mixed/multiple ethnicities. For Blackburn with Darwen 61.5% are white and 38.1% are from Black, Asian or mixed/multiple ethnicities. In Blackpool 95% of the population are White and 5% are from Black, Asian or mixed/multiple ethnicities.

Within Lancashire's districts there is a significant variation in the populations of Black, Asian and mixed multiple ethnicities ranging from 29.5% in Pendle and 27.5% in Preston to 2.5% in Wyre and 3% in West Lancashire.

<sup>5</sup> Sourced from: <https://www.lancashire.gov.uk/lancashire-insight/>

Ethnicity by deprivation – Ethnicity by deprivation – within Lancashire Census 2021 data identified that 15.4% of the population lived in the most deprived area 1 of English Index of Multiple Deprivation 2019. For White British residents this was 11.6% and those of Indian ethnicity it was 16.2% whilst for those of White Other ethnicities the percentage was 34.3% and for those of Pakistani ethnicity 64.2%.

### **Gypsy, Roma, Irish**

At the 2021 Census 956 people in Lancashire identified as Gypsy and 889 people identified as Irish Travellers. For Blackburn with Darwen 101 people identified as Gypsy and 143 as Irish Travellers whilst in Blackpool 236 people identified as Gypsy and 207 as Irish Travellers.

### **Religion or Belief**

A number of Religions or Beliefs are represented within the county. The leading representations are 1) No Religion for Lancashire is 32% of the population. For Blackburn it is 21.1% and for Blackpool it is 41%.

2) Christianity for Lancashire its 55% of the population, 38% for Blackburn with Darwen and 51% for Blackpool.

In Lancashire 7% of the population is Muslim, 35% of the Blackburn with Darwen population is Muslim and 1.4% of the population in Blackpool is Muslim. There are smaller population of Hindu, Jewish, Buddhist, Sikh and other religions amongst the County's population.

### **Other Factors Potentially Affected - Car Ownership**

In Lancashire 20% of households have no car or van but this varies across different districts and in parts of districts so in some parts of Burnley and Pendle between 50% and 80% of households don't have access to a car. In Blackburn with Darwen 26.9% of households don't have access to a car or van and in Blackpool the figure is 34% of households.

## **Question 4 – Engagement/Consultation**

### **LCCA**

An 8 week open public consultation to help shape the final devolution Proposal prior to submission to Government took place between 1<sup>st</sup> December 2023 and 26<sup>th</sup> January 2024.

The communication and engagement activities focused on a robust communications strategy over the 8-week period, emphasising both digital and in-person engagement to ensure broad participation.

A dedicated consultation and communications working group was established with representation from all three of the Upper Tier Local Authorities. The working group's purpose was to deliver a successful consultation over December and January and maximise the participation rate through a range of communications and engagement activity.

The overarching objective of the initiative was to inform businesses and the public, fostering active involvement in shaping the future of Lancashire. This was achieved through encouraging participation in the consultation process, whether through paper or digital forms, aiming to ensure a comprehensive understanding of diverse perspectives. The primary goal was to enable all those with an interest in the Proposal to engage and have their voices heard. To achieve this, the main focus was on driving traffic to the

dedicated consultation website, utilising various channels and networks for effective communication and engagement to gather valuable insights and feedback.

Steps were also taken to cater for those who had difficulty accessing the online questionnaire and content. Paper copies of the questionnaire and draft proposal were available in all Lancashire libraries. The dedicated website informed that alternative language versions, braille versions and large print versions were all available on request. The libraries and customer access centres were also briefed that these alternative versions were available.

Events and drop-in sessions were strategically organised across all districts, emphasising inclusivity and accessibility. The geographical reach ensured that at least one physical event occurred in each district, fostering a widespread presence.

Diverse engagement methods were employed to cater to different preferences and schedules (detailed below). These methods were chosen to accommodate various communication styles and facilitate broad community participation. This included taking steps to make the consultation accessible to groups with protected characteristics. For example, a BSL interpretation of the explainer video was commissioned. The explainer video also included captions/subtitles so it was accessible to some people who are hard of hearing or deafened.

The rationale behind this approach was to showcase the availability of the consultation process in multiple accessible forms, underlining the commitment to inclusivity. By incorporating a range of engagement methods and ensuring a diverse geographic presence, the communication strategy aimed to gather a rich tapestry of opinions and feedback, promoting a well-informed and representative consultation process for the Proposal.

#### **Channels Utilised:**

- **Dedicated website:** A standalone website ([www.lancashiredevolution.co.uk](http://www.lancashiredevolution.co.uk)) was created to house the Proposal, consultation, devolution explanation, Q&As, latest news, newsletter subscription.
- **Video:** An explainer video with subtitles was created to give an overview of the Proposal. A BSL interpretation of this video was commissioned.
- **Media releases:** Issued to provide updates and key information to the public.
- **Social media activity:** Active presence across a range of social platforms, including Facebook, X (formerly Twitter), Instagram and LinkedIn. Social media posts included video content and reminders on the consultation deadline.
- **Newsletters:** Periodic newsletters distributed to a targeted audience for comprehensive updates and to encourage uptake in the consultation. The newsletter is specific to devolution in Lancashire, and will remain in place following the consultation.
- **Dedicated email address:** A central email address ([Devolution@lancashire.gov.uk](mailto:Devolution@lancashire.gov.uk)) was created to provide a single point of contact for any queries.
- **Advertising assets:** Adverts were included on digital screens in town centres and on road sides in Blackburn, where Blackburn with Darwen Council-owned digital assets were available.
- **Regional coverage:** Featured on regional television, radio, and other news and media outlets to maximise visibility.
- **Stakeholder engagement:** Utilised email communication, in-person meetings, and specific event communications for targeted outreach.



- **Public and private sector networks:** Expanded our message's impact by utilising existing public and private sector communication channels, leveraging newsletters, social media, and other platforms to engage a broader audience. Utilising existing networks, including the LEP network, Marketing Lancashire's network, Boost network, Creative Lancashire, the Chambers of Commerce and the Parish Councils, enabled a larger audience to be reached.
- **Internal communications:** Toolkit developed to ensure that internal teams were well-informed to maintain consistency. The toolkit was shared with key Lancashire organisations / employers, and they were encouraged to share the information within their own staff networks.

Full details of the devolution Proposal Consultation and Stakeholder engagement activities can be found within the appendices attached to the Council Report.

### Consultation Participants profile and key equality, diversity and inclusion findings

Overall, consultation findings outlined in the Consultation Report produced by Ipsos UK are largely positive, indicating broad support for the proposal. A total of 1881 responses to the consultation were received, including 1649 respondents to the on-line questionnaire who provided some level of demographic information. The following section sets out the participant profile against the demographic information provided by participants and shows the percentage point difference against the overall population breakdown for the LCCA area. This is followed by a breakdown of significant differences by protected characteristic to the closed questions. The final part sets out the key equality, diversity and inclusion issues identified by respondents in open ended comments and email responses.

#### Participation

Comparison of consultation responses and Census 2021 population by sex

Sex	Consultation responses		Lancashire LCCA population by sex (Census 2021, ONS)		Percentage point difference (% responses - % population)	
	Number	%	Number	%		
Female	687	45%	777,834	51%	-6	↓
Male	832	54%	753,295	49%	5	↑
Gender non-conforming	11	1%				
Other	5	0%				
Total	1,535	100%	1,531,129	100%		

Comparison of consultation responses and Census 2021 population by age band

Age band	Consultation responses		Lancashire LCCA population by age band (Census 2021, ONS)		Percentage point difference (% responses - % population)	
	Number	%	Number	%		
Under 18	2	0%	318,448	21%	-21	↓
18-24	53	3%	127,345	8%	-5	↓

25-34	117	8%	186,763	12%	-5	↓
35-44	229	15%	182,662	12%	3	↑
45-54	390	26%	203,056	13%	12	↑
55-64	419	28%	204,943	13%	14	↑
65-74	224	15%	166,975	11%	4	↑
75+	87	6%	140,932	9%	-3	↓
Total	1,521	100%	1,531,124	100%		

Comparison of consultation responses and Census 2021 population by ethnic group

Ethnic group	Consultation responses		Lancashire LCCA population by ethnic group (Census 2021, ONS)		Percentage point difference (% responses - % population)	
	Number	%	Number	%		
English, Welsh, Scottish, Northern Irish or British	1,403	94%	1,267,741	83%	11	↑
Irish	10	1%	8,074	1%	0	
Gypsy or Irish Traveller	2	0%	1,293	0%	0	
Roma	0	0%	1,262	0%	0	
Any other White background	20	1%	47,167	3%	-2	↓
White and Black Caribbean	3	0%	6,532	0%	0	
White and Black African	0	0%	3,299	0%	0	
White and Asian	2	0%	9,573	1%	0	
Any other Mixed or Multiple backgrounds	7	0%	5,349	0%	0	
Indian	21	1%	50,513	3%	-2	↓
Pakistani	17	1%	85,491	6%	-4	↓
Bangladeshi	0	0%	8,465	1%	-1	↓
Chinese	0	0%	5,523	0%	0	
Any other Asian background	2	0%	8,893	1%	0	
Caribbean	2	0%	2,266	0%	0	
African	3	0%	6,739	0%	0	
Any other Black, Black British, Caribbean or African background	2	0%	1,091	0%	0	
Arab	0	0%	4,059	0%	0	
Any other ethnic group	5	0%	7,801	1%	0	
White	1,435	96%	1,325,537	87%	9	↑
Ethnic minority community	64	4%	205,594	13%	-9	↓

Total	1,499	100%	1,531,131	100%		
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Comparison of consultation responses and Census 2021 population by religion

Religion	Consultation responses		Lancashire LCCA population by religion (Census 2021, ONS)		Percentage point difference (% responses - % population)	
	Number	%	Number	%		
Buddhist	8	1%	4,066	0%	0	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	762	55%	806,012	56%	0	
Hindu	5	0%	8,378	1%	0	
Jewish	8	1%	1,234	0%	0	
Muslim	35	3%	141,326	10%	-7	↓
Sikh	1	0%	2,019	0%	0	
Any other religious belief	19	1%	6,190	0%	1	↑
Any other spiritual belief	51	4%				
No religion or belief	489	35%	479,906	33%	2	↑
Total	1,378	100%	1,449,131	100%		

Comparison of consultation responses and Census 2021 population by sexual orientation

Sexual orientation	Consultation responses		Lancashire LCCA population aged 16+ by sexual orientation (Census 2021, ONS)		Percentage point difference (% responses - % population)	
	Number	%	Number	%		
Bisexual	44	3%	14,403	1%	2	↑
Gay or Lesbian	66	5%	18,789	2%	3	↑
Heterosexual/straight	1,211	90%	1,125,733	97%	-7	↓
Other	22	2%	3,424	0%	1	↑
Total	1,343	100%	1,162,349	100%		

**Findings**

**Q1 To what extent do you agree or disagree with the proposal on innovation, trade and investment for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (57%) than disagreed (31%) with this proposal. The following protected groups were more likely to agree with the proposal on innovation, trade and investment

- Respondents aged
    - 24 and under (69%)
    - 25-34 years (72%)
    - 35-44 years (63%)
    - 45-54 years (61%)
    - 75+ (60%)
  - White respondents (61%) and ethnic minority community respondents (59%)
  - Female respondents (62%)
- Respondents who were Deaf or had a disability (33%) and respondents aged 65-74 (36%) were more likely to disagree with the proposal.

### **Q2 To what extent do you agree or disagree with the proposal on skills for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (62%) than disagreed (26%) with this proposal. The following protected groups were more likely to agree with the proposal on skills

- Respondents aged
  - 24 and under (75%)
  - 25-34 years (76%)
  - 35-44 years (69%)
  - 45-54 years (66%)
  - 55-64 years (64%)
  - 75+ (67%)
- White respondents (66%)
- Female respondents (68%)

Respondents who were Deaf or had a disability (28%), respondents from ethnic minority communities (28%) and respondents aged 65-74 (32%) were more likely to disagree with the proposal.

### **Q3 To what extent do you agree or disagree with the proposal on transport for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (59%) than disagreed (29%) with this proposal. The following protected groups were more likely to agree with the proposal on transport

- Respondents aged
  - 24 and under (80%)
  - 25-34 years (70%)
  - 35-44 years (64%)
  - 45-54 years (67%)
  - 75+ (62%)
- White respondents (64%)
- Female respondents (67%)

Respondents who were aged 65-74 (35%) and male respondents (31%) were more likely to disagree with the proposal.

**Q4 To what extent do you agree or disagree with the proposal on net zero and climate change for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (54%) than disagreed (30%) with this proposal. The following protected groups were more likely to agree with the proposal on net zero and climate change

- Respondents aged
  - 24 and under (69%)
  - 25-34 years (69%)
  - 35-44 years (61%)
  - 45-54 years (57%)
  - 75+ (56%)
- White respondents (57%) and ethnic minority community respondents (56%)
- Female respondents (62%)

Respondents who were Deaf or had a disability (32%), older respondents aged 65-74 (39%) and male respondents (33%) were more likely to disagree with the proposal.

**Q5 To what extent do you agree or disagree with the proposal on digital and cyber for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (58%) than disagreed (27%) with this proposal. The following protected groups were more likely to agree with the proposal on digital and cyber

- Respondents aged 54 and younger, including those aged
  - 24 and under (69%)
  - 25-34 years (74%)
  - 35-44 years (63%)
  - 45-54 years (62%)
- White respondents (61%) and ethnic minority community respondents (60%)
- Female respondents (63%)

Respondents who were Deaf or had a disability (29%) and older respondents aged 65-74 (30%) were more likely to disagree with the proposal.

**Q6 To what extent do you agree or disagree with the proposal on culture and tourism for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (57%) than disagreed (27%) with this proposal. The following protected groups were more likely to agree with the proposal on culture and tourism

- Respondents aged 54 and younger, including those aged
  - 24 and under (75%)
  - 25-34 years (74%)
  - 35-44 years (67%)
  - 45-54 years (63%)
- White respondents (61%)
- Female respondents (64%)

Respondents aged 65-74 (34%), respondents from ethnic minority communities (31%) and male respondents (29%) were more likely to disagree with the proposal.

**Q7 To what extent do you agree or disagree with the proposal on housing and land for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (48%) than disagreed (38%) with this proposal. The following protected groups were more likely to agree with the proposal on housing and land

- Respondents aged 54 and younger, including those aged
  - 24 and under (65%)
  - 25-34 years (65%)
  - 35-44 years (55%)
  - 45-54 years (51%)
- White respondents (51%) and ethnic minority community respondents (56%)
- Female respondents (51%)
- Respondents who were not Deaf or did not have a disability (51%)

Respondents aged 65-74 (41%) were more likely to disagree with the proposal.

#### **Q8 To what extent do you agree or disagree with the proposed delivery arrangements for the Lancashire Combined County Authority?**

Overall, more individual respondents agreed (48%) than disagreed (34%) with this proposal. The following protected groups were more likely to agree with the proposed delivery arrangements

- Respondents aged 54 and younger, including those aged
  - 24 and under (65%)
  - 25-34 years (58%)
  - 35-44 years (54%)
  - 45-54 years (56%)
- White respondents (52%) and ethnic minority community respondents (53%)
- Female respondents (55%)

Respondents who were Deaf or had a disability (38%), respondents aged 65-74 (43%) and male respondents (36%) were more likely to disagree with the proposal.

Respondents were able to provide any additional comments via a free text option at the end of the questionnaire. Overall, there was little direct feedback on equality, diversity, and inclusion issues. There were no specific comments which identified concerns or adverse impacts directly linked to the proposal itself – comments were linked to whether the aspirations of the proposal might be achieved or issues which respondents aspired to see the proposal deliver, or doubts about whether it could deliver on those aspirations. Examples are set out below and should be noted for the purposes of this assessment

**Innovation Trade and Investment Priority** – a suggestion that this could be used to support the night time economy and regenerate town and city centres so boosting jobs for young people (age protected characteristic).

**Skills Priority** – positive comments from stakeholders included "benefits children's education" and "a reduction in inequalities" although a negative comment doubted the proposal would improve the education of children and young people. Suggestions included to invest in schools and education and more focus on adult education, apprenticeships and on people with disabilities. Comments included having tailored approaches due to different needs across areas and providing more training for young people. A comment said the proposal lacked detail on future funding on Special Educational Needs and Disabilities (SEND). Public concerns/comments included that schools and children's wellbeing, SEND education and universities and higher education would not benefit from the proposal. Priorities and invest in the education of children and

young people; upskilling young people; and adopting a tailored approach to meet different needs in different areas across Lancashire.

**Transport** – A positive stakeholder comment was made that local bus services may become both more reliable and safer. Active travel with cycling, walking and wheeling should receive investment and be improved which could improve mental health (stakeholder comment). Another comment opposed this view saying that local people would not be encouraged to cycle or cycle more. Members of the public comments on active travel included suggesting the need for safe routes for pedestrians and cyclists and a greater focus on pedestrianisation of town centres (which could have a mixed impact on disabled people).

**Net Zero and Climate Change** – comment from the public on disapproval of the potential pedestrianisation of town centres. This could have a potential impact upon disabled people in particular.

**Digital and Cyber** – no equalities related themes/impacts referenced.

**Culture and Tourism** – comments from stakeholders included investment in culture and tourism to retain creative young talent; a need for flexible approaches due to the various needs of different Lancashire areas and creating opportunities for young people.

**Housing and Land** – no specific equalities themes or impacts referenced but concerns re affordability of homes for those on low incomes was referenced.

**Delivering Our Ambitions** – positive comments suggested fairness and reducing regional inequalities although other respondents mentioned ensuring monies are allocated fairly across the county to address the specific needs of each District (Stakeholder comments). Public comments included a concern about regional inequalities (7 responses).

**Other Comments** – whilst not in scope of the Proposal, stakeholders raised concerns about the potential impact on children's social care, children's mental health and the general impact on health and wellbeing. 33 people commented that devolution should promote fairness whilst 18 said it should deliver fairness and reduce regional inequalities. A comment asked whether it would "deliver on dealing with the barriers of existing deprivation areas, poor housing and poor health and unequal educational attainment"

## Question 5 – Analysing Impact

### All Protected Characteristic Groups

#### *Positive Impacts*

The Proposal has the potential to positively impact the lives of people, living, working and visiting the Area, including those with protected characteristics.

The devolution of new powers to the LCCA, particularly in relation to Transport and Skills, and the integration of LEP functions into the LCCA, will combine to provide improved opportunities for all, including those with protected characteristics and from protected groups.

Additional investment into the area which would flow from the establishment of the LCCA, as well as the potential to commission and deliver services at a larger scale is expected to

result in improved services for all people in the Area, both with protected characteristics and others.

### *Negative Impacts*

The establishment of the LCCA could potentially result in decisions being taken further from individuals or groups who are most reliant upon services provided in the Area. This risk is considered to be mitigated though by the direct membership of the Constituent Councils in the LCCA, proposed involvement of district councils through representation as non-constituent members on the LCCA, the putting in place of proposed governance and voting arrangements, and the concurrent exercise of a number of functions as set out in the Proposal.

It is recognised that no specific decisions are being taken at this time as to the exercise of functions that may be afforded to the LCCA pursuant to the Proposal. The LCCA if established will need to ensure that it has in place appropriate arrangements for the discharge of the public sector equality duty in the exercise of any functions that are afforded to it if it is established.

### **Age**

It is anticipated that the Proposal would lead to positive rather than negative impact upon people of all ages across the Area.

### *Positive Impacts*

In relation to the proposed new powers to shape skills provision for example, younger people as well as older workers and those seeking to access employment for the first time, or return to work following a period of inactivity will benefit from the investment in upskilling which will enhance qualification levels and in turn strengthen access to and suitability for employment.

There are also wide variations in educational attainment in the Lancashire area and for working age people the percentage achieving NVQ Level 4 qualifications at 29.5% whilst the national average is 33.9%<sup>6</sup>, being able to plan and deliver to boost adult education and skills training locally should advance equality of opportunity in this area.

In relation to transport, the opportunity to develop a single local transport plan for the Area will ensure a better connected and accessible public transport system, with infrastructure that links opportunities to need and travel choices that are safe, inclusive, affordable and low carbon. The Proposal will assist in balancing network issues as unlike more urban city regions, counties have a greater proportion and length of B roads and rural roads. This has the potential to provide greater opportunities for people to travel where, when and how they choose in a way that meets their needs. Specific details are to be developed but the principles of inclusivity and affordability will be key to determining future transport interventions. The potential to improve transport and connectivity is beneficial to people of all ages. It is extremely important to those of working age in order to enable them to better access employment, but also beneficial to those in education and higher education as well as people who need to access public services. This can include both younger and older people.

It is anticipated that, should the proposal be approved, activities associated with the Proposal could help to improve healthy life expectancy within the Lancashire area which for all three areas is lower than the national average, and particularly so in Blackpool. This in turn will require associated developments in services, and the anticipated positive impacts of the Proposal as referred to above then become more acute and of greater significance.

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<sup>6</sup> TS067 - Highest level of qualification, Census 2021, ONS (Nomis) © Crown Copyright



Consultation respondents included comments about the potential benefits of Innovation, Trade and Investment Proposal to boost the night time economy in towns and cities to support jobs for young people; Skills Proposal to benefit children's education, the potential to prioritise and invest in children and young people, upskilling young people and in the Culture and Tourism Proposal could support retaining creative young talent and creating opportunities for young people. One of the general themes identified by the consultation responses was a suggested focus on higher paying job opportunities for young people and to upskill local people. The Proposal is intended to bring such opportunities and can benefit people in the Area of all ages.

#### *Negative Impacts*

As recognised above, no specific decisions have been or are being taken at this time in relation to the exercise of the functions that are Proposed to be afforded to the LCCA if established. This will take place in due course and require careful consideration as to where investment across the Area is required. The establishment of the LCCA as set out in the Proposal would however better provide for such considerations over the whole Area, better enabling functions to be exercised and investment to be distributed across the Area so as to benefit people of all ages.

At this stage it is not considered that the Proposal itself would result in negative impacts to any particular age group. A negative consultation comment did doubt whether the proposal on Skills would improve the education of children and young people whilst another suggested that schools and children's education and universities and higher education would not benefit from the Skills proposal. There is therefore a mixed range of views as to the outcome of the proposals, but this will depend upon specific decisions taken if the proposed LCCA is established.

#### **Disability**

##### *Positive Impacts*

The potential for disabled people to be subject to greater discrimination when seeking to access employment or training is recognised. The Proposal may lead to improvements if powers that are proposed to be afforded to the LCCA are exercised in a way that focusses on removing barriers to employment and training for disabled people. The Proposal would enable such exercise over the whole Area, thereby providing the potential for making improvements here across the whole Area.

Improvements in transport across the Area is anticipated to benefit disabled people across the Area, providing the potential for greater accessibility to education, employment and other services to this group of people who traditional might face greater challenges in this regard. This can lead to a reduction in isolation or exclusion of disabled people, as well as opening up new opportunities for them.

Responses to the consultation suggested that the Skills Proposals could result on more focus in adult education in people with disabilities. Within the Transport Priority a comment suggested there could be positive impact if there was a focus on safer routes for cyclists and pedestrians and another suggested the positive impact of pedestrianizing town centres. There was also a view from a stakeholder that Active Travel could encourage people to cycle or to cycle more which would be positive for people's mental health. General themes identified by responses to the consultation related to increased focus on public transport and transport infrastructure generally, each of which would be likely to benefit those with disabilities in relation to their ability to travel across the Area.

### *Negative Impacts*

It is not considered that the Proposal would lead to negative impacts for disabled people. For the reasons set out above, the establishment of the LCCA is anticipated only to provide the potential for positive impacts. It is recognised that specific decisions as to the exercise of functions afforded to the LCCA would be made in due course and so no positive or negative impacts will in fact be felt by the establishment of the LCCA alone. However, the establishment of the LCCA will enable decisions to be taken across the Area, with the benefit of additional investment and commissioning at scale as referred to above.

In the Skills section concerns were raised that there would not be enough focus on the needs of children and young people with Special Educational Needs and Disabilities and that this group would not benefit from the Skills Priority. In terms of disability the view that people may cycle or cycle more was doubted by some consultation respondents in the Transport Priority section. Within the Net Zero and Climate Change Priority there were concerns raised in a comment which disapproved of the potential pedestrianisation of town centres. Pedestrianisation can be a divisive issue for people with different disabilities. These responses do not identify negative impacts from the Proposal itself but highlight the need for such matters to be considered as part of policy formulation and implementation should the proposed LCCA be established.

### **Gender Re-assignment**

#### *Positive Impacts*

Trans people can experience discrimination to a greater extent than individuals or groups who do not share this protected characteristic. This can result in additional barriers to securing employment, as well as potential abuse experiences when accessing services, such as public transport but also other public services.

It is anticipated that the Proposal would have positive impacts for trans people. It will enable certain key functions to be exercised at an Area wide level, whereby the exercise of functions in such a way as to encourage and secure diversity and inclusion in employment, education, housing and transport will impact positively the experience of such groups or individuals when accessing any of these services. Whilst the exercise of these functions currently at a more local level should be being done in such a way as to achieve such diversity and inclusion, the establishment of the LCCA better provides for a consistent approach which ensures that those who share this characteristic across the whole Area experience the positive impacts in a more consistent manner.

#### *Negative Impacts*

It is not anticipated that negative impacts will arise as a result of the Proposal. Similar considerations apply as in relation to other protected characteristics here. It is recognised however that it will be very important to ensure that the exercise of functions and application of investment is done in such a way that takes account of the impact on groups and people with this protected characteristic across the Area. As above, the negative impact experienced by trans people across all areas to which it is proposed that the LCCA would be afforded functions, and the LCCA would need to have due regard to this in its own decision making once established.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Marriage and Civil Partnership**

#### *Positive Impacts*

It is anticipated that the Proposal would have positive impacts for people across the Area regardless of their marital or civil partnership status.

#### *Negative Impacts*

Whilst it is anticipated that the Proposal would have positive impacts for groups or individuals with these protected characteristics, it is acknowledged that individuals in civil partnerships can experience discrimination as a result. Careful consideration will be given to any responses during the consultation process in relation to this protected characteristic to ensure that any particular negative impacts are considered.

As with all other protected characteristics it is recognised that no specific decisions as to the exercise of functions that may be afforded to the LCCA pursuant to the Proposal or application of any additional investment is being made at this time.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Pregnancy and Maternity**

#### *Positive Impacts*

The Proposal is expected to benefit pregnant women and those returning to work as well as others who do not share this protected characteristic. Improvements in the areas of education and employment are expected to be beneficial to those seeking to return to work or gain employment following a period of maternity leave. Improvements in transport across the Area will also benefit individuals with this protected characteristic by better enabling access to employment, to benefit from childcare arrangements, and to access other services.

#### *Negative Impacts*

It is not envisaged that the Proposal would have negative impacts for individuals with this protected characteristic. However as elsewhere it is recognised that that no specific decisions are being taken at this stage, and the exercise of functions should have regard for the positive and negative impacts of individuals who share this protected characteristic.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Race and Ethnic Origin**

#### *Positive Impacts*

Many people suffer discrimination, disadvantage, or additional barriers in accessing education, employment and other services as a result of their race or ethnic origin. Different communities can experience different levels of such discrimination, disadvantage or additional barriers. In addition, the geographical location of such communities can result in a greater or lesser impact on such groups or individuals.

It is anticipated that the Proposal has the potential to make improvements in this area by considering impacts at an Area wide level, with a view to offering better opportunities to people from all communities across the Area and levelling up the position of those that may currently experience disadvantage. The potential to exercise functions relating to skills and education has the potential to improve employment prospects of individuals from disadvantaged ethnic communities. Improvements in transport across the Area can assist in enabling those from disadvantaged communities to overcome impacts arising due to their geographical location. The potential for greater investment into the Area will also

provide the opportunity for investing in a way that improves the prospects of individuals from disadvantaged communities, whether by encouraging the location or relocation of operations to appropriate areas by employers or otherwise better enabling individuals to access employers where currently located.

#### *Negative Impacts*

It is not envisaged that the Proposal would have negative impacts for individuals with this protected characteristic. However as elsewhere it is recognised that that no specific decisions are being taken at this stage, and the exercise of functions should have regard for the positive and negative impacts of individuals who share this protected characteristic.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Religion or Belief**

#### *Positive Impacts*

It is not envisaged that the Proposal would have negative impacts upon groups or individuals as a result of their religion or belief. Instead it is considered that all groups and individuals would benefit in the same way regardless of religion or belief.

#### *Negative Impacts*

It is not envisaged that the Proposal would have negative impacts for individuals with this protected characteristic. However as elsewhere it is recognised that that no specific decisions are being taken at this stage, and the exercise of functions should have regard for the positive and negative impacts of individuals who share this protected characteristic.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Sex or Gender**

#### *Positive Impacts*

It is recognised that there can be greater impacts felt by women rather than men in relation to the areas of higher education and employment as a result of childcare arrangements, for example, resulting in women holding more part time roles than men, or not working due to caring responsibilities - 76.5% of Males in Lancashire (proposed LCCA footprint) are in employment compared to 68.6% of females, and 35.1% of females who are employed work part time, compared to 13.5% of males<sup>7</sup>. This contributes to a gender pay gap, with median weekly wages for Females in Lancashire 28.6% below their male counterparts in 2022<sup>8</sup>. Lower income households are also more likely to either have a single or no car and therefore be more reliant on public transport.

The functions that would be afforded to the LCCA as part of the Proposal would enable matters such as employment, education and transport to be considered on an Area wide basis with a view to potentially supporting different genders to access employment in areas that they traditional may not have done, or for better access to a range of employment opportunities on a wider footprint as a result of better transport connections across the Area.

<sup>7</sup> ONS, NOMIS, Annual Population Survey, June 2022-July 2023

<sup>8</sup> ONS, Annual Survey of Hours and Earnings (AHSE), 2022, Median Gross Weekly Pay

### *Negative Impacts*

It is not envisaged that the Proposal would have negative impacts for individuals with this protected characteristic. However as elsewhere it is recognised that that no specific decisions are being taken at this stage, and the exercise of functions should have regard for the positive and negative impacts of individuals who share this protected characteristic.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Sexual Orientation**

#### *Positive Impacts*

It is anticipated that the proposal could have a positive impact on people from the Gay, Lesbian, Bisexual and other communities. Although there are people from all age groups within this protected characteristics group, the profile is disproportionately of younger people. The potential of the proposal to positively impact economic growth and the availability of education and skills training may therefore be of particular benefit. Lesbian, gay and bisexual employees or those looking for work, often face discrimination or barriers to employment currently which may be reduced if new opportunities are with more inclusive employers. This may also assist those who are students who may feel more positive about seeking graduate employment opportunities within Lancashire as universities – e.g. UCLAN – are very supportive of both staff and student lgbtq+ staff and student networks. Should the proposal also result in better quality environments this may also be beneficial to lgbtq+ people who are more likely to experience underlying health conditions including mental health issues, than the population as a whole. Should the proposal result in improvements to transport facilities this may also be beneficial as the community does face additional concerns about personal safety and experience hate incidents or hate crimes including when travelling on public transport.

#### *Negative Impacts*

It is not envisaged that the Proposal would have negative impacts for individuals with this protected characteristic. However as elsewhere it is recognised that that no specific decisions are being taken at this stage, and the exercise of functions should have regard for the positive and negative impacts of individuals who share this protected characteristic.

No negative impacts to groups or individuals as a result of this protected characteristic were identified within responses to the consultation.

### **Question 6 –Combined/Cumulative Effect**

The Proposal responds to the Government's Levelling Up and Regeneration Bill and the 12 levelling up missions, to improve the quality of people's lives across Lancashire, Blackpool and Blackburn with Darwen. It will, if approved by the Secretary of State, help to ensure that the Area can compete for its share of Government resources and brings decision making closer to the locality. The operation of the LCCA will combine local authority, business and wider public sector interests and through its governance structures will draw on the advice and expertise available to minimise negative impacts and maximise opportunities.

Whilst the Proposal will initially focus on the acceleration of activity to achieve our identified priorities, the ambition set out in the Proposal for the Area, and the people and communities it serves, is significantly greater.

The current Proposal is intended to be used as a platform to broaden and deepen its scope in the future, ensuring that we continue to address identified and emerging challenges, maximising available opportunities that come our way, maintaining and building momentum.

We will therefore be working with Government and our partners across the Area over coming months and years to strengthen ties and collaboration, deliver against the twelve levelling up missions, improving outcomes for our people and our places whilst acting as a trailblazer for other LCCAs that follow in our path.

This Proposal is intended to be the start of our devolution journey, and the ambition is to secure additional powers and funding as the LCCA evolves to help achieve our aims and the Government's Levelling Up agenda.

### **Question 7 – Identifying Initial Results of Your Analysis**

As a result of the analysis has the original proposal been changed/amended, if so please describe.

The Proposal (Appendix 2 to the Council Report) has been reviewed and updated following the Consultation process. The Summary of Consultation and the Constituent Councils' Response ('You Said, We Did' Paper) attached at Appendix 1 to the Council report provides a comprehensive record of the main themes arising out of the consultation feedback and whether the Proposal has been amended as a result. Amendments to the Proposal include responses to concerns about UKSPF delivery and how the LCCA can ensure that it delivers benefits across the whole of the LCCA area. Further information on the Lancashire Data Observatory has been included in the Proposal, setting out how this service will provide the LCCA with evidence to inform its decision making.

In addition to the above, some minor changes have been made to the Proposal document to reflect updated advice from government and legal clarifications. This includes some small changes to references to sections of Acts of Parliament in the Powers Table, and some changes to wording on remuneration. These changes are technical in nature and do not affect the aims and objectives of the Proposal.

Based on the analysis in the sections of the document above, as updated following the outcome of the consultation, we do not propose any further changes to the Proposal.

### **Question 8 - Mitigation**

Will any steps be taken to mitigate/reduce any potential adverse effects of the proposal?

Following the Consultation, no specific mitigation has been identified as being required as no adverse impacts have been identified from the Proposal as currently set out.

However, should the Proposal be approved, and the Lancashire Combined County Authority be established, consideration will need to be given to the organisation having its own responsibilities under the Public Sector Equality Duty and how these will be discharged. This may include establishing arrangements to engage with and involve groups and individuals with protected characteristics to help inform this work.

### **Question 9 – Balancing the Proposal/Countervailing Factors**

Overall it is anticipated that the Proposal would provide positive impacts for all groups and individuals across the Area, including those with any protected characteristics. Arising from

the Consultation, no specific adverse impacts were identified in relation to protected characteristics groups about these specific Proposals but both positive and negative views were made about aspirations of what the proposed LCCA might achieve and could mean for groups across the Area.

The exact impacts experienced by any groups or individuals will depend upon how the functions that it is proposed are afforded to the LCCA pursuant to the Proposal are ultimately exercised. The LCCA would need to ensure that it puts in place appropriate arrangements for the discharge of the public sector equality duty in the exercise of such functions, and seek to address inequalities as appropriate. The LCCA will also be subject to requirements to set equality objectives and to publish certain information annually relating to equalities.

One key issue relates to the potential for functions currently exercised at a more localised level, to be exercised on a wider footprint by the proposed LCCA. This could have both positive effects as referred to in the analysis above, but also potential negative impacts resulting from the exercise of functions being considered on a wider basis. Such risk is considered to be mitigated by the involvement of the Constituent Councils and representatives of the district councils as non-constituent members of the LCCA.

### Question 10 – Proposal

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

The Proposal is attached at Appendix 2 to the Council Report. It is considered that no individual protected characteristic group would be adversely affected as a consequence of establishing the proposed LCCA.

The exact impacts experienced by any groups or individuals will depend upon how the functions that it is proposed are afforded to the LCCA pursuant to the Proposal are ultimately exercised. The LCCA would need to ensure that it puts in place appropriate arrangements for the discharge of the public sector equality duty in the exercise of such functions, and seek to address inequalities as appropriate. The proposed LCCA would also be subject to requirements under the Public Sector Equality Duty to set equality objectives and to annually publish certain information relating to equalities.

### Question 11 – Review and Monitoring Arrangements

What arrangements will be put in place to review and monitor the effects of this proposal?

The EIA will be taken into account by the Proposed LCCA (if established) as part of its responsibilities under the PSED.

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Reference Documents Used in the development of this EIA:-

1. [Equality Objectives 2023-27 | Blackburn with Darwen Borough Council](#)
2. [Equality watch | Blackburn with Darwen Borough Council](#)
3. The Census Statistics for the Borough can be found here - [Census Maps - Census 2021 data interactive, ONS](#)
4. Lancashire Insight [www.lancashire.gov.uk/lancashire-insight/](http://www.lancashire.gov.uk/lancashire-insight/)
5. TS067 - Highest level of qualification, Census 2021, ONS (Nomis) © Crown Copyright
6. Lancashire Combined County Authority Draft Proposal
7. <https://www.lancashire.gov.uk/council/strategies-policies-plans/equality-diversity-and-community-cohesion/>
8. <https://www.blackpool.gov.uk/Your-Council/Documents/Council-Plan-2019-2024-Update.pdf>

9. <https://www.blackpool.gov.uk/Your-Council/Documents/Council-Plan-2019-2024-Update.pdf>

EIA Version Final 5.3.24



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Executive Director of Resources

**Part A**

Electoral Division affected:  
(All Divisions);

**Corporate Priorities:**  
Delivering better services;

**Financial Threshold for Key Decisions**

Contact for further information:  
Neil Kissock, Tel: (01772) 534286, Director of Finance,  
[neil.kissock@lancashire.gov.uk](mailto:neil.kissock@lancashire.gov.uk)

**Brief Summary**

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

**Recommendation**

Full Council is asked to approve that the financial threshold for Key Decisions, for the purposes of Standing Order C19 (1) (a), be increased to £2.2m for 2024/25.

**Detail**

Standing Order C19 (1) (a) defines a Key Decision of the Cabinet/Cabinet Member for the purpose of the requirement for the county council to publish details of a Key Decision at least 28 clear days before the decision is due to be taken.

A Key Decision means an executive decision which is likely:

- (a) to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function which the decision relates; or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the council.

In the case of (1) (a), a decision with a significant financial impact on the county council, the current threshold is £2m.

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

The current threshold of £2m approved by Full Council in February 2023 for 2023/24 was increased from £1.8m in 2022/23. The Executive Director of Resources has, in consultation with Legal and Democratic Services, reviewed the financial threshold for Key Decisions. The recommendation arising from the review is that the threshold should increase to reflect compound Retail Price Index inflation. It is proposed, therefore, that the threshold for 2024/25 should increase to £2.2m.

### **Consultations**

N/A

### **Implications:**

This item has the following implications, as indicated:

### **Risk Management**

There are no risk implications arising from the recommendation in this report.

### **Legal**

There are no legal implications arising from the recommendation in this report.

### **Financial**

The financial implications are set out in the report.

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

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



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part A**

Electoral Division affected:  
None;

**Corporate Priorities:**  
Delivering better services;

**Review of the County Council's Constitution**  
(Appendices A and B refer)

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

**Brief Summary**

The County Council is required by the Local Government Act 2000 to prepare and regularly update its Constitution. The Political Governance Working Group has undertaken a review of the Constitution and presents a revised and updated Constitution for consideration by Full Council.

**Recommendation**

That Full Council:

- i. Approves the revised Constitution as set out at Appendix 'A'.
- ii. Agrees that a further report is brought to the meeting of Full Council on 23 May to approve revised Finance rules.

**Detail**

The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure it is efficient, transparent and accountable to local people. Under section 9P of the Local Government Act 2000, the Council has a legal duty to prepare and keep up to date its Constitution.

The Constitution must contain:

- a. The Council's standing orders (procedure rules)
- b. The Code of Conduct for Members
- c. Such information as the Secretary of State may direct
- d. Such other information as the Council considers appropriate

The Constitution has been regularly reviewed and updated, and it is not considered that there are any major issues with the Constitution that would put the current operation of the council or its decision making at risk. However, changes have tended to be piecemeal, and there has not been a full review of the Constitution for over a decade. This has meant that there is, in places, a lack of consistency of style or issues with cross referencing. The Constitution still reflects the way it was set up following the major changes brought in by the 2000 Act, meaning that it may not always appear to reflect modern language or practices, including how technology is used.

The Political Governance Working Group therefore agreed, in May 2023, to undertake a full review of the Constitution to ensure it is accurate, up to date and properly reflects the Council's operational arrangements.

### **Review Principles and Scope**

The following key principles were agreed to shape the review of the Constitution:

- Accessibility
- Accountability
- Accuracy
- Clarity
- Efficiency
- Transparency.

The objectives of the constitutional review are to achieve the principles and ensure the Constitution continues to:

- Ensure effective and efficient decision making at the right level
- Provide for transparent and open decision making and clarity about which decisions are delegated and in what way
- Enable the public to engage with the Council's democratic processes and understand how and why decisions are made
- Meet accessibility guidelines
- Meet all legal requirements
- Reflect the Council's values – that the Council is supportive, innovative, respectful and collaborative.

## Review process

As part of the review, all county councillors were invited to attend a briefing and take part in a survey. The main areas of feedback from councillors were:

- The document was too long, and it included material that didn't need to be there
- It was hard to find what you were looking for and was not easy to search online
- The language was "legalistic" in places rather than plain English
- It was not easy for the public in particular to understand
- There were a range of views about meeting procedure rules, especially in relation to Overview and Scrutiny, Cabinet and Full Council, and whether the current rules facilitated effective debate and decision making.

In addition, an Officer Working Group was consulted for the views of officers generally and to ensure the input of specialist officers, for example in Procurement and Finance. Officers particularly commented on the Scheme of Delegation to Officers, which sets out the rules for officer decision making. The services of an independent consultant were used to review the feedback and provide best practice and technical advice and guidance, alongside external benchmarking of other local authorities' arrangements.

The Political Governance Working Group met on 10 July 2023, 21 September 2023, 19 October 2023, 23 November 2023, 17 January 2024 and 13 February 2024 to make recommendations and oversee the development of the new constitution.

At the meeting on 13 February 2024, an alternative proposal was presented in relation to the rules on councillors speaking at Cabinet. It was agreed that this proposal should be presented as an amendment at Full Council.

## Key Changes

The Constitution has undergone a major change to the way it is organised, now being in 10 sections rather than many Articles and Appendices. This ensures that information is in a logical order and kept in one place, to avoid the need for cross referencing, The 10 sections are:

**Part 1 - Introduction:** Provides an explanation of what the Council is and how it works

**Part 2 – Public Participation:** Explains how the public can get involved in Council decision making

**Part 3 – Full Council:** Explains what the Council is and how the full body of all elected councillors (Members) meet to make decisions

**Part 4 – Committees:** Sets out the role of each of the different committees of the Council and how they make decisions



**Part 5 – Executive:** Explains the role of the Executive, which in Lancashire is called the Executive Leader and Cabinet. The members of Cabinet have portfolios, which means they have special areas of responsibility, but meet collectively to make decisions

**Part 6 – Overview and Scrutiny:** Explains the arrangements the Council has put in place to ensure that decisions are scrutinised by other members of the Council not directly involved in the decision making

**Part 7 – Joint Arrangements:** Sets out the joint arrangements that the Council has made to work in partnership with councils and other bodies where decision making is shared

**Part 8 – Councillors:** Provides details about how councillors operate as individuals and the measures in place to ensure that councillors maintain high standards of conduct. It also shows what payments are made to councillors

**Part 9 – Officers:** Explains the role of the Council's staff, describes the management structure of the Council, and which officers take decisions. It also explains the measures in place to ensure that officers maintain high standards of conduct and take decisions in line with expectations set by councillors

**Part 10 – Standing Orders:** The rules which apply to the proceedings of Council, Cabinet, committees, and other decision making at the Council.

In addition, the Constitution has been shortened, and now stands at around 200 pages. The language has, where possible, been simplified and made easier to read. The way that the Constitution is presented on the Council's web pages has also been reviewed to make it an easier to use document, including for people using mobile devices. The Constitution will be available as a single searchable document and in accessible sections.

A full list of the principal changes to the content is attached at Appendix B.

The proposed Constitution includes the recommended financial threshold for Key Decisions of £2.2m, which is subject to the approval of Full Council elsewhere on the Full Council agenda.

## Next Steps

### 1. Implementation

The proposal is that the new Constitution, if approved, will come into effect on 1 April 2024, except for the proposal to amend the membership of the scrutiny committees, which would take effect from the date of the Full Council's Annual General Meeting in May.

### 2. Training and Awareness

To make sure that councillors and officers understand the new Constitution, there will be information and training sessions set up before the Constitution comes into effect on 1 April.



### 3. Finance and Procurement Rules

Section 10 of the Constitution includes the Finance and Procurement Rules of the Council. These sections currently remain largely unchanged, as the review of these elements are ongoing to take account of changes to legislation on Procurement and other issues. It is proposed that there will be a report to the meeting of Full Council in May to approve updated versions of the Finance and Procurement Rules.

#### **Appendices**

Appendices A and B are attached to this report. For clarification they are summarised below and referenced at relevant points within this report.

<b>Appendix</b>	<b>Title</b>
Appendix A	New Constitution
Appendix B	Key changes

#### **Consultations**

N/A

#### **Implications:**

This item has the following implications, as indicated:

#### **Risk management**

Legal

The Council has a legal duty under the Local Government Act 2000 to prepare and update its Constitution. The proposed updated Constitution will ensure that the Council will continue to operate fully in accordance with those requirements.

Financial

Whilst there are no direct cost implications arising from the approval of the new Constitution, the Constitution sets out the rules around decision making, including financial limits and authorisations. As the report sets out, the main Finance and Procurement Procedure rules have not been comprehensively updated and will be subject to a further report in May.



**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







# CONSTITUTION



Approved by the Council on **[DATE]**

Effective from **[DATE]**



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## 1. INTRODUCTION

- 1.1 This Constitution sets out how Lancashire County Council operates, how decisions are made and the procedures which are followed to ensure that decision-making is efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.
- 1.2 The Constitution sets out the basic rules governing the way the Council transacts its business. It explains how key parts of the Council operate and explains the rights of the public in their dealings with the Council.
- 1.3 The Constitution aims to enhance accountability, by making it clear who takes decisions, and how they are held to account.

### What's in the Constitution

- 1.4 The Constitution is divided into 10 parts:

**Part 1 – Introduction:** Provides an explanation of what the Council is and how it works.

**Part 2 – Public Engagement:** Explains how the public can get involved in Council decision making.

**Part 3 – Full Council:** Explains what the Council is and how the full body of all elected councillors (members) meets to make decisions.

**Part 4 – Committees:** Sets out the role of each of the different committees of the Council and how they make decisions.

**Part 5 – Executive:** Explains the role of the Executive, which in Lancashire is called the Executive Leader and Cabinet. The members of Cabinet have portfolios, which means they have special areas of responsibility, but meet to make decisions collectively.

**Part 6 – Overview and Scrutiny:** Explains the arrangements the Council has put in place to ensure that decisions are scrutinised by other members of the Council not directly involved in the decision making.

**Part 7 – Joint Arrangements:** Sets out the joint arrangements that the Council has made to work in partnership with other councils and bodies where decision making is shared.

**Part 8 – Councillors:** Provides details about how councillors work and the measures in place to ensure that councillors maintain high standards of conduct. It also shows what payments are made to councillors.

**Part 9 – Officers:** Explains the role of the Council's staff, describes the management structure of the Council, and which officers take decisions. It also explains the measures in place to ensure that officers maintain high standards of conduct and take decisions in line with expectations set by councillors.

**Part 10 – Standing Orders:** Set out the rules which apply to the proceedings of Council, Cabinet, committees and other decision making at the Council including the Access to Information Rules, the Financial Rules and the Procurement Rules.

## Changing the Constitution

- 1.5 Changes to the Constitution can only be approved at a meeting of Full Council after consideration of the proposal by the Monitoring Officer, unless in the reasonable opinion of the Monitoring Officer a change is:
- a) A minor variation; or
  - b) To remove any inconsistency or ambiguity; or
  - c) To put into effect any decision of the Council or its committees or the Executive; or
  - d) To comply with legislative provision;

in which case the Monitoring Officer may make such a change. Any change made by the Monitoring Officer shall come into force with immediate effect but shall be referred to the next available Council meeting and shall continue to have effect only if Full Council agrees. Other changes to the Constitution shall come into effect at such a date as the Council may stipulate.

## How the Council Operates

- 1.6 The Council is made up of 84 councillors who are elected every four years and are democratically accountable to the public for the running of the Council and the delivery of its services. Their overriding duty is to the whole community, but they have a special duty to the people in their own electoral division, including those who did not vote for them.
- 1.7 The Council may co-opt a number of non-county councillors who have expertise in particular areas to serve on certain committees.
- 1.8 Councillors and co-opted members have to agree to follow a Code of Member Conduct [LINK] to ensure high standards in the way they undertake their duties. The Audit, Risk and Governance Committee is responsible for training and advising them on the Code of Conduct.
- 1.9 A full list of councillors' and co-opted members' names and contact details, together with details of the Committees on which they serve, their membership of political parties and, in the case of Cabinet Members, their area of responsibility, can be found on the Council's website: [Council - Your Councillors \(lancashire.gov.uk\)](http://lancashire.gov.uk).

## Full Council

- 1.10 All councillors meet together as the Full Council at least six times each year. Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see the Access to Information Rules [LINK].
- 1.11 The main role of the Full Council is to approve the Constitution and any amendments to it, to determine the policies which will set the framework for how the Council's functions are carried out, and to set the Council's Budget and Council Tax levels (referred to as the Council's Budget and Policy Framework).

- 1.12 On an annual basis, the Full Council appoints the Chair and Vice Chair of the Council and the Chairs and Deputy Chairs of its committees and sub-committees. Full Council also decides on the delegation of certain functions to the Cabinet and some committees and joint committees.

### **The Cabinet**

- 1.13 The Cabinet is the part of the Council responsible for its important decisions. Full Council is responsible for electing (and can remove) the Executive Leader who, in turn, appoints a Deputy Leader and a Cabinet. The Council (mainly through the Overview and Scrutiny process and call-in of decisions) is responsible for holding the Cabinet to account.
- 1.14 Within the Budget and Policy Framework set by Full Council, the Cabinet is responsible for carrying out most of the Council's functions in delivering services to the community.
- 1.15 All Executive decisions are considered and approved by the Cabinet collectively. Where a decision is urgent and cannot await the next Cabinet meeting, the decision is taken by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Member and reported to the next meeting of the Cabinet.
- 1.16 The Cabinet comprises up to ten councillors, including the Executive Leader and Deputy Leader. Cabinet Members are allocated specific portfolios (areas of responsibility) by the Leader.
- 1.17 The Cabinet generally meets once a month and can hold such other meetings as the Leader considers necessary.
- 1.18 The Cabinet can form committees, working groups or panels to advise the Cabinet and undertake specific Executive functions.

### **Overview and Scrutiny**

- 1.19 The Overview and Scrutiny Committees do not take service decisions. They scrutinise the work of the Cabinet, undertake policy and service reviews and make recommendations on improvements.

### **Other Council Committees**

- 1.20 By law, some Council functions cannot be undertaken by the Cabinet and are instead the responsibility of non-Executive committees.

### **The Council's Staff**

- 1.21 In performing their various roles, councillors are supported by administrative, professional, technical and operational officers who give advice, implement decisions and provide to the public the services for which the Council is responsible.
- 1.22 Officers follow a Code of Conduct [\[LINK\]](#) to ensure high standards in the way they undertake their duties. A protocol governs the relationship between officers and councillors and voting co-opted members [\[LINK\]](#).
- 1.23 Some decisions are delegated to officers to ensure that the Council can act quickly and efficiently.



- 1.24 Some officers have a specific duty to ensure that the Council acts within the law and uses its resources appropriately.

### **How Decisions are Made**

- 1.25 Decisions taken by the Council are divided into two types: Executive and non-Executive.
- 1.26 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and subsequent regulations give effect to section 13 of the Local Government Act 2000 by specifying which functions are not to be the responsibility of the Executive; which may (but need not) be the responsibility of the Executive (Local Choice functions); and which are to some extent the responsibility of the Executive. All other functions not so specified are the responsibility of the Executive.
- 1.27 Executive decisions relate to all of the Council's functions that are not Full Council (or non-Executive) functions. They include those Local Choice functions (identified in Part 3) that the Council has decided should be the responsibility of the Executive. Executive decisions are taken by the Leader, Cabinet, Cabinet committees, Cabinet Members or officers under delegated authority in accordance with, and in order to implement, the Budget and Policy Framework.
- 1.28 Non-Executive functions are powers and duties that under statute are not the responsibility of the Executive Leader, Cabinet or Cabinet Members. The power to exercise non-Executive functions is either reserved to the Council or delegated by the Council to committees or officers, as set out in Parts 3, 4 and 9.
- 1.29 The Cabinet is the part of the Council responsible for its most important decisions. When Key Decisions (these are specific significant decisions defined in Part 5) are to be discussed or made, these are published in the Council's Forward Plan and a public notice is placed on the Council's website. If Key Decisions are to be discussed at a Cabinet meeting, it will generally be open for the public to attend except where confidential or exempt information (defined in Part 5) is being discussed.
- 1.30 The Cabinet generally has to make decisions that are in line with the Council's Budget and Policy Framework. If it wishes to make a decision that is not consistent with the existing framework, this must usually be referred to Full Council to decide.
- 1.31 Officers tend to take most operational day-to-day decisions because they operate at the point closest to service delivery. For this reason, the Council has decided that unless a power or function is specifically reserved by law or in this Constitution to the Council, the Cabinet or a committee, it stands delegated to officers to the fullest extent necessary to enable them to do everything that their role requires of them from time to time.
- 1.32 The core objective is to ensure that decisions are made at the most appropriate level closest to the local or immediate point of service delivery, or at the level that is closest to those who will be affected by the decision in question.
- 1.33 Any ambiguity that may arise as to whether a decision-maker is authorised to take a decision is resolved by reference back up through the hierarchy of delegation. Individual decision-makers may consider it appropriate for a decision that would otherwise fall to be taken by them to instead be taken (or ratified) by:
- a) In the case of an officer, by their manager or another senior officer; or

- b) In the case of a decision-maker under a bespoke delegation, by the person or body who made that delegation.

1.34 Individual decision-makers should have regard as to whether a decision should be made in conjunction with any officer or member and the need to consult and take advice as appropriate.

### **Decision Making Principles**

1.35 All Council decisions will be made in the best interests of the communities of Lancashire and in accordance with the following principles: That they will:

- a) Take into account all relevant considerations and ignore those which are irrelevant;
- b) Have clarity of aims and desired outcomes, with clear reasons provided;
- c) Be proportionate in all ways, including financially, to the issues under consideration and to the desired outcome;
- d) Comply with finance, procurement and all other procedure rules, statutory requirements, guidance and codes of practice;
- e) Follow best practice, securing best value and making the most efficient and effective use of resources;
- f) Comply with the Budget and Policy Framework, including directorate and service budgets, business plans and any other policies, arrangements, procedures, rules, practices or protocols in force from time to time;
- g) Be made after due consultation is undertaken, with proper advice and having considered alternative options;
- h) Demonstrate impartiality and an absence of bias, pre-determination or conflicts of interest, and that any interests have been properly declared;
- i) Assess the impact on human rights, equality, diversity and sustainability;
- j) Make a presumption in favour of transparency and openness;
- k) Be properly recorded and published; and
- l) Have due regard to the desirability of exercising functions in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

### **Armed Forces Covenant Duty**

1.36 The Council is under a legal obligation to have regard to the following when exercising relevant functions:

- a) The unique obligations of, and sacrifices made by, the Armed Forces;
- b) The principle that it is desirable to remove disadvantages arising for Service people from membership, or former membership, of the Armed Forces; and

- c) The principle that special provision for Service people may be justified by the effects on such people of membership, or former membership, of the Armed Forces.

1.37 Relevant functions in scope of the Covenant Duty are summarised below:

- a) Local authority-delivered healthcare services: the provision of services; planning and funding; and co-operation between bodies and professionals;
- b) Compulsory education functions: admissions; educational attainment and curriculum; child wellbeing; transport; attendance; additional needs support; and use of Service Pupil Premium funding; and
- c) Housing functions: allocations policy for social housing; tenancy strategies; homelessness; and disabled facilities grants.

1.38 The duty to give 'due regard' means that decision makers should think about and place appropriate weight on the principles of the Armed Forces Covenant when carrying out relevant functions. It is not prescriptive about the actions that should be taken, nor does it mandate specific public service delivery outcomes.

## 2. PUBLIC ENGAGEMENT

- 2.1 In Lancashire, residents, community organisations, businesses and visitors are encouraged to get involved in the business of the Council. The Council's governance is designed to make it easy for people to share their views to help influence decision making and the actions the Council takes. To encourage involvement, this section has gathered together the key ways in which the public and others outside the Council can get involved.

### Councillors

- 2.2 The county of Lancashire is divided into 82 administrative areas, called divisions. Most divisions have one councillor, but some have two. Councillors are elected every four years. There is more information about elections and how to register to vote on the Council's website: [Elections \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/elections). Although they have responsibility for the whole of the Council area, councillors also have a particular responsibility to the residents of their division. Details of who each local councillor is, and how to get in touch with them, are available on the Council's website: [Council – Your Councillors \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/council-your-councillors). A councillor may also hold scheduled sessions where residents can meet them face to face to talk about issues, get advice and ask their councillor to raise matters with the Council on their behalf.

### Cabinet

- 2.3 The Cabinet consists of the Leader and Cabinet Members who are responsible for particular services and activities. Each Cabinet Member's responsibilities are listed on the Council's website: [Committee details – Cabinet \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/committee-details-cabinet). The Cabinet has developed a Forward Plan which is also published on the Council's website: [Forthcoming Decisions \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/forthcoming-decisions). It indicates the most important decisions (known as Key Decisions) that the Cabinet will be taking in the future and when this is likely to be done, so that anyone can attend the public meetings considering those decisions.

### Overview and Scrutiny Committees

- 2.4 The Council has a Scrutiny Management Board and four Overview and Scrutiny Committees, which deal with separate parts of the Council's work. These committees help the Council to develop new policy and act as a 'critical friend' to hold decision makers to account. Overview and Scrutiny Committees also carry out investigations and reviews, and welcome suggestions from residents and businesses as to areas they could investigate.

### Can I Attend Meetings?

- 2.5 Meetings of the Council, the Cabinet and the committees are open to the public to attend and observe. They can also usually be watched live or recorded via the Council's website: [Watch Council Meetings \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/watch-council-meetings).
- 2.6 The Council has a policy on the webcasting of meetings, including the public's rights to film and record meetings. This is available on the Council's website: [\[LINK\]](#).
- 2.7 There are some occasions when councillors need to discuss confidential details. Councillors can only do this when there are legal reasons, such as personal information being discussed, which means meetings have to go into private session. When this happens, a formal decision is made to exclude the press and public from

the meeting while these issues are discussed. As soon as the item has been dealt with, the public can return to the meeting unless there are other confidential items. If an agenda item is to be considered in private, this will be clearly marked on the agenda for the meeting.

- 2.8 The dates and times of Council meetings are published on the Council's website: [Calendar of meetings \(lancashire.gov.uk\)](http://lancashire.gov.uk). Agendas are made available at least five working days ahead of the meeting, so the public can see what items will be discussed.

### **Can I Speak at Meetings?**

- 2.9 Members of the public are primarily there to observe but can submit questions to Cabinet and Full Council and speak at the Development Control Committee (the rules about submitting questions and speaking at Council meetings are defined in Part 10).

### **Petitions**

- 2.10 The Council operates a Petitions Scheme, which is published on the Council's website: [Petitions Scheme \(lancashire.gov.uk\)](http://lancashire.gov.uk).

### **The Local Authorities (Referendums) (Petitions) (England) Regulations 2011**

- 2.11 These Regulations cover the holding of a referendum on whether the local authority should change to a different form of governance where at least 5% of the local government electors in the authority's area petition the authority. This figure is included in the Council's Petitions Scheme.

### **Public Consultation**

- 2.12 The Council tries to consult as widely and as fairly as possible. Sometimes, with matters such as planning and licensing applications, there are specific statutory consultation processes that the Council must follow. Other than this, the Council will try to consult on important decisions as widely as possible and give feedback about the outcome of the consultations.
- 2.13 The Council follows principles of good consultation (called The Gunning Principles) when it consults. This means that the Council makes sure:
- a) Consultation is carried out at a stage when the Council has not made up its mind on any proposals;
  - b) The Council gives enough information and reasons for any proposals to enable the public to understand their impact and respond;
  - c) The Council gives the public enough time to consider its proposals and respond to them; and
  - d) The Council will consider all responses to the consultation when finalising the decision.
- 2.14 The Council is particularly keen to encourage public participation in the preparation of the Council's Budget and in the development of policies so that Lancashire's residents are able to directly influence the framework of decisions. When setting the Budget or agreeing policy, the Council will consider options to ensure the maximum opportunity

for contribution before a decision is finally made by all the councillors at a meeting of the Full Council.

## Social Media

2.15 Updates from Lancashire County Council are available by following the Council on social media: [Keep updated \(lancashire.gov.uk\)](https://www.lancashire.gov.uk). Many local councillors have their own social media accounts too.

## Community Rights

2.16 The Localism Act 2011 introduced rights and powers for individuals and communities to take over public services, community assets and influence planning and development.

2.17 The community rights are a set of powers that give local people a greater say over what is built and how their community develops. Groups of people have the chance to deliver local services and develop them into community enterprises. More details can be found on the Council's website: [Community Right to Challenge \(lancashire.gov.uk\)](https://www.lancashire.gov.uk).

2.18 There are five Community Rights:

- a) **Community Right to Bid** – allows communities and parish councils to nominate buildings or land for listing by the local authority as an ‘asset of community value’. If the asset comes up for sale, the community can ‘pause’ the sale and take up to six months to find the funding required to buy the asset.
- b) **Community Right to Build** – gives communities the power to build new shops, housing or community facilities without going through the normal planning process. It gives local organisations the right to bring forward small-scale community-led developments.
- c) **Community Right to Challenge** – gives local groups the opportunity to express their interest in taking over a local service where they think they can do it differently and better.
- d) **Community Right to Reclaim Land** – allows communities to challenge councils and some other public bodies to release their unused and underused land so that it can be brought back into use.
- e) **Community Asset Transfer** – the transfer of management and/or ownership of appropriate land or buildings from a public body to a community-based organisation, at less than market value, in order to promote social, economic or environmental well-being.

## Additional Rights

2.19 Lancashire's citizens have a number of other rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. Citizens have the right to:

- a) Vote at local elections if they are registered as an elector in the county.
- b) Sign petitions requesting:

- (i) The establishment of a parish council or similar Community Governance Review; and
  - (ii) A referendum to replace the Council's political management model;
- c) Make complaints about services to:
- (i) The Council, using the Council's [Complaints Procedure \(lancashire.gov.uk\)](http://lancashire.gov.uk);
  - (ii) The Ombudsman, if they think the Council has not followed its complaints procedures properly;
  - (iii) The Monitoring Officer, about alleged breaches of the Code of Member Conduct [[LINK](#)]; and
  - (iv) The Information Commissioner in relation to the Council's actions under the Data Protection Act 1998 and the Freedom of Information Act 2000;
- d) Inspect the following documents:
- (i) The Constitution;
  - (ii) [The Forward Plan \(lancashire.gov.uk\)](http://lancashire.gov.uk), to find out what major decisions are to be discussed by the Cabinet or decided by the Leader or officers, and when;
  - (iii) The Register of Members' Interests: [Your Councillors \(lancashire.gov.uk\)](http://lancashire.gov.uk);
  - (iv) The pay and remuneration policies for chief and senior officers: [Annual Pay Policy Statement \(lancashire.gov.uk\)](http://lancashire.gov.uk);
  - (v) Agendas, public reports, background papers and any minutes and public records of decisions made by the Council, Leader, Cabinet, committees and officers, except those relating to exempt or confidential items: [Meetings, Agendas and Minutes \(lancashire.gov.uk\)](http://lancashire.gov.uk); and
  - (vi) [The Council's Statement of Accounts \(lancashire.gov.uk\)](http://lancashire.gov.uk) as part of the annual audit and make their views known to the External Auditor;
- e) Access other information as set out in the Access to Information Rules [[LINK](#)]; and
- f) Participate in Neighbourhood Planning, as identified by the Localism Act 2011.

2.20 Where members of the public use specific Council services, for example as a parent of a school pupil or as a council tenant, citizens have additional rights, which are not covered in this Constitution.

### 3. FULL COUNCIL

#### Meetings of the Full Council

- 3.1 All county councillors meet together as the Full Council. Full Council meets at least six times each year in accordance with the calendar of meetings agreed annually.
- 3.2 There are five types of Council meeting:
  - a) Annual meetings are called in a year where there is an ordinary election of members to the Council, the Annual Council meeting takes place within 21 days of the retirement of the existing members. In any other year, the Annual Council meeting will take place in March, April or May.
  - b) Budget meetings occur before 11 March each year to determine the Council's financial commitments and set the Council Tax.
  - c) Ordinary meetings usually occur in March, July, October and December each year to receive reports on key priorities, debate issues and take decisions that can only be made by Full Council.
  - d) Extraordinary meetings are called when urgent business arises that must be dealt with by Council before the next scheduled Ordinary meeting.
  - e) Special meetings are called for the appointment of Honorary Aldermen and Alderwomen.
- 3.3 Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see the Access to Information Rules [\[LINK\]](#).

#### Executive and Non-Executive Functions

- 3.4 Decisions taken by the Council are divided by law into two types: Executive and non-Executive. The law specifies which functions are the responsibility of the Full Council, which are the responsibility of the Executive (Cabinet), and which may (but need not) be the responsibility of the Executive (Local Choice functions). All other functions not specified are the responsibility of the Executive.
- 3.5 Only Full Council will exercise the following functions (insofar as they are not delegated to officers by Council under the Scheme of Delegation to Officers).
  - a) Approving the Constitution and any subsequent amendments, including all Standing Orders and Financial Rules applying to the Full Council, the Cabinet and all committees of the Council.
  - b) Electing the Chair and appointing the Vice Chair of the Council at its Annual Meeting.
  - c) Appointing and removing the Executive Leader. The Leader shall be appointed at the first Annual Meeting after an ordinary Council election and also as a vacancy arises.



- d) Determining the Council's Budget and Policy Framework, which includes the Revenue Budget, Capital Programme, Treasury Management Policy and Council Tax levels.
- e) Specifying, before the beginning of each financial year, the amounts of expenditure and savings that shall be regarded as significant for the purposes of Key Decisions.
- f) Considering reports which the Cabinet, a Cabinet Member, a Cabinet committee or any other committee may submit to it.
- g) Determining all matters that are normally reserved for the Cabinet to decide which are not in accordance with the Budget and Policy Framework, and making appropriate arrangements in the Standing Orders for such matters to be dealt with where those matters cannot await the next meeting of the Full Council.
- h) Reviewing and determining whether any decision by or on behalf of the Cabinet, not yet implemented and referred to it by the Scrutiny Management Board, should be re-considered by the appropriate decision taker.
- i) Approving a programme of Ordinary Council meetings and committee meetings for the year.
- j) Establishing non-Executive committees to carry out any of its functions and also working groups and panels to provide advice and make recommendations.
- k) Determining the constitution and membership, including any co-opted members, of the non-Executive committees, including the appointment of Chairs and Deputy Chairs.
- l) Determining whether Local Choice functions should be reserved to the Council or exercised by the Cabinet or officers acting under delegated powers.
- m) Appointing representatives to outside bodies, unless the appointment is an Executive function or has been delegated by the Council.
- n) Before the beginning of each financial year, to approve a Members' Allowance Scheme, and to determine the allowances payable to the Chair and Vice Chair of the Council.
- o) Changing the name of the area.
- p) Conferring the title of Honorary Alderman or Honorary Alderwoman.
- q) Determining the terms and conditions on which staff hold office (including procedures for their dismissal), unless otherwise delegated to a committee or officer.
- r) Confirming the appointment of and designating the positions of the Head of Paid Service, Monitoring Officer and Chief Finance Officer.
- s) Establishing a committee of the Full Council comprising eight county councillors (at least one of whom shall be a Member of the Cabinet) to deal with the appointment and dismissal of the Chief Executive, Corporate Directors, the Monitoring Officer and Chief Financial Officer (subject to paragraph (s) above),

and to deal with the appointment of the Director of Children's Services, the Director of Adult Services and the Director of Public Health.

- t) Approving the Pay Policy Statement.
- u) Approving any discretionary sums of £100,000 or more paid to employees on termination of employment in addition to statutory and contractual redundancy or severance terms.
- v) Making, amending, revoking, re-enacting, adopting or enforcing bylaws and promoting or opposing the making of local legislation or personal bills.
- w) Determining all matters relating to local government boundaries, including any future proposals for local government reorganisation.
- x) Determining any matter relating to changes in the areas, status or functions of local authorities, the revision of county electoral divisions and matters relating to elections.
- y) Receiving an annual report from the Pension Fund Committee on the state of the Pension Fund and on investment activities during the preceding year.
- z) Receiving an annual report from the Scrutiny Management Board on the work and recommendations of Overview and Scrutiny during the preceding year.
- aa) Receiving reports from the Combined Fire Authority.
- bb) Considering and responding to petitions in accordance with the Council's Petitions Scheme.
- cc) Approving variations and virements in relation to the approved revenue and capital budgets in accordance with the Financial Rules

3.6 All Council meetings will follow the Council's Procedural Standing Orders [\[LINK\]](#) and any other procedural rules that apply to them when considering any matter.

### Local Choice Functions

3.7 The law describes the decisions that are a matter of local choice. It is up to the Council to decide whether or not these functions should be the responsibility of the Executive. The Council has decided that Local Choice functions will be Executive or non-Executive as set out in the table below:

LOCAL CHOICE FUNCTION	STATUS OF FUNCTION	DELEGATION TO OFFICERS	DELEGATION TO NON-EXECUTIVE COMMITTEES
1. Any function under a local Act other than a function specified or referred to in Regulation 2 or Schedule 1.	Executive	Delegated to Directors within their areas of responsibility	-
2. Other than those reserved to a non-Executive committee, the determination of appeals against any decision made by or on behalf of the authority.	Executive	Delegated to Directors within their areas of responsibility, other than those reserved to non-Executive committees	School Appeals Panels, Employment Committee

<b>LOCAL CHOICE FUNCTION</b>	<b>STATUS OF FUNCTION</b>	<b>DELEGATION TO OFFICERS</b>	<b>DELEGATION TO NON-EXECUTIVE COMMITTEES</b>
3. The appointment of review boards under regulations under s.34(4) (determination of claims and reviews) of the Social Security Act 1998.	Executive	Director of Finance	-
4. The making of arrangements pursuant to s.67(1) of, and Schedule 18 to, the 1998 Act (reviews of exclusion of pupils). This is now s.51A of the Education Act 2002.	Executive	Director of Education, Culture and Skills	-
5. The making of arrangements pursuant to s.94(1) and (4) of, and Schedule 24 to, the School Standards and Framework Act 1998 (admission appeals).	Executive	Director of Education, Culture and Skills	-
6. The making of arrangements pursuant to s.95(2) of, and Schedule 25 to, the School Standards and Framework Act 1998 (children to whom s.87 applies: appeals by governing bodies).	Executive	Director of Education, Culture and Skills	-
7. Any function relating to contaminated land.	Executive	Director of Environment and Planning	-
8. The discharge of any function relating to the control of pollution or the management of air quality.	Executive	Director of Environment and Planning	-
9. The service of an abatement notice in respect of a statutory nuisance.	Executive	Director of Environment and Planning	-
10. The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	Executive	Director of Environment and Planning	-
11. The inspection of the authority's area to detect any statutory nuisance.	Executive	Director of Environment and Planning	-
12. The investigation of any complaint as to the existence of a statutory nuisance.	Executive	Director of Environment and Planning	-
13. The obtaining of information under s.330 of the Town and Country Planning Act 1990 as to interests in land.	Executive	Directors within their areas of responsibility	-
14. The making of agreements for the execution of highways works.	Executive	Director of Highways and Transport	-

LOCAL CHOICE FUNCTION	STATUS OF FUNCTION	DELEGATION TO OFFICERS	DELEGATION TO NON-EXECUTIVE COMMITTEES
15. The obtaining of particulars of persons interested in land under s.16 of the Local Government (Miscellaneous Provisions Act 1976).	Executive	Directors within their areas of responsibility	-
16. The appointment of any individual:  (a) to any office other than an office in which they are employed by the authority;  (b) to any body other than: (i) the authority; (ii) a joint committee of two or more authorities; or  (c) to any committee or sub-committee of such a body.	Executive / non-Executive	Directors within their areas of responsibility	-

### Budget and Policy Framework

- 3.8 Full Council is responsible for considering proposals put to it by Cabinet on the policies and budgets that capture the authority's priorities and how it allocates its resources. Once a Budget or a policy within the Policy Framework is adopted by the Council, it is the responsibility of the Cabinet to implement it.
- 3.9 In determining the Policy Framework and the Revenue Budget, Capital Programme, the Treasury Management Policy and Council Tax levels, the Full Council must consider the detailed proposals of the Cabinet including the views of the relevant Overview and Scrutiny Committees.
- 3.10 In respect of each of these plans, policies and strategies, the Full Council may set limits within which the Cabinet may make variations (including Budget virement) without reference back to the Full Council.

### Budget

- 3.11 The Budget is the identification and allocation of financial resources by the Council to different services and functions, including:
- a) Revenue expenditure;
  - b) Contingency and reserve funds;
  - c) Council Tax;
  - d) Borrowing requirements and limits;
  - e) Capital expenditure;

- f) Medium Term Financial Strategy; and
- g) Any limitations to, conditions on or rules governing, the management of budgets, virement between budgets, treatment of underspends, windfall income or reserves contained within the Finance and Procurement Rules.

## Policy Framework

3.12 The Council has agreed that the following list of plans and strategies will sit within the Policy Framework, some of which are required by law to be decided by Full Council, usually on the recommendation of Cabinet:

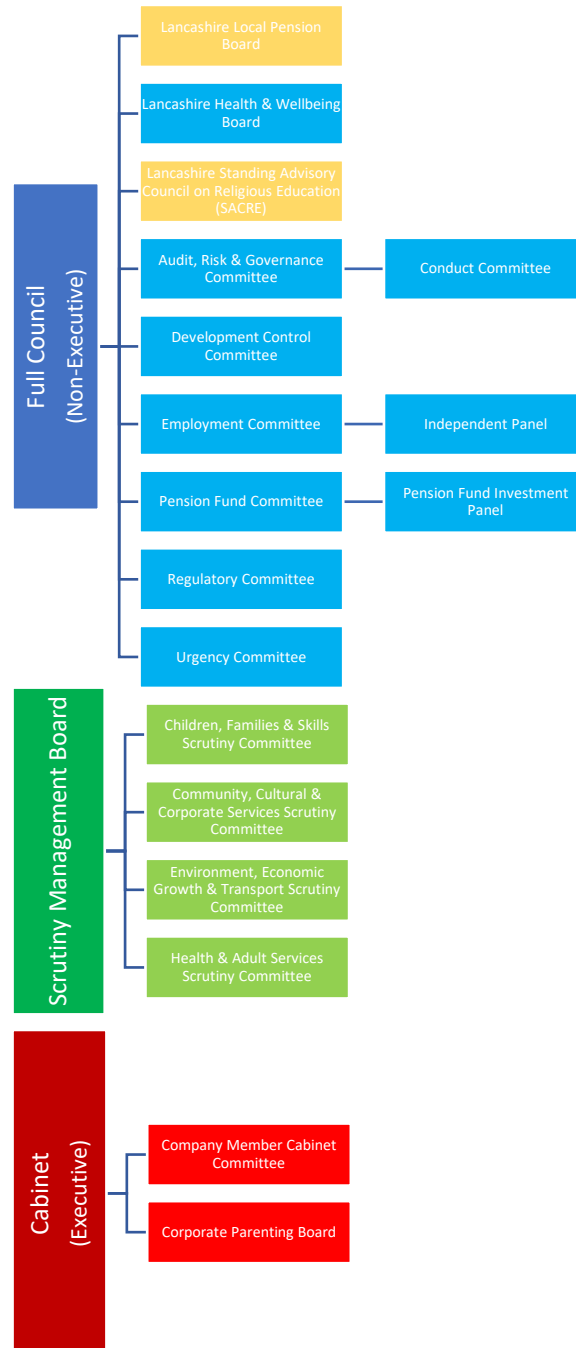
- a) [Corporate Strategy \(lancashire.gov.uk\)](http://lancashire.gov.uk);
- b) [Children and Young People's Plan \(lancashire.gov.uk\)](http://lancashire.gov.uk);
- c) [Crime and Disorder Reduction Strategy \(lancashire.gov.uk\)](http://lancashire.gov.uk);
- d) Development plans, documents and alterations contained in the [Minerals and Waste Development Framework \(lancashire.gov.uk\)](http://lancashire.gov.uk), including the following functions under the Planning and Compulsory Purchase Act 2004:
  - (i) Approving or modifying a Development Plan document for the purposes of submission to the Secretary of State for independent examination;
  - (ii) Approving the making of an agreement to prepare one or more joint Development Plan documents;
  - (iii) Approving the making of an agreement to establish a joint committee to be the local planning authority; and
  - (iv) Approving adding to the functions of a joint committee previously established and approve the making of a request to the Secretary of State for the revocation of an order constituting a joint committee;
- e) [Local Transport Plan \(lancashire.gov.uk\)](http://lancashire.gov.uk);
- f) Youth Justice Plan [[LINK](#)]; and
- g) [Pay Policy Statement \(lancashire.gov.uk\)](http://lancashire.gov.uk).

3.13 In considering for adoption plans and strategies for which the Council does not have the sole responsibility (such as the Minerals and Waste Development Framework), the Full Council shall bear in mind the responsibility and involvement of those other bodies.

## 4. COMMITTEES

### Committee Structure

4.1 The Council appoints various committees, sub-committees and boards to undertake a range of non-Executive functions. This diagram shows the overall committee structure of the Council:



4.2 By law, some Council functions cannot be undertaken by the Cabinet, and some of these functions are exercised by the following committees:

## **Audit, Risk and Governance Committee**

### **Purpose**

- a) The Audit, Risk and Governance Committee is a key element of the Council's corporate governance. It provides an independent and high-level focus on the risk management, audit, ethics, assurance and reporting arrangements that underpin good governance and financial standards.
- b) The primary purpose of the Committee is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. The committee's role in ensuring that there is sufficient assurance over governance risk and control gives greater confidence to all those charged with governance that those arrangements are effective.
- c) The Committee's members should therefore behave objectively and independently in their deliberations and decisions.
- d) The Committee is also required to fulfil other functions relevant to its overall responsibilities as required by the Council. In particular, the Committee oversees the Council's treasury management activity.

### **Composition**

- a) Meetings are open to the public, but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).
- b) The Committee shall comprise eight county councillors and at least one independent, non-voting co-opted member.
- c) The quorum of the Committee shall be three.

### **Terms of Reference**

#### **Governance**

- a) Review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
- b) Review and recommend the Code of Corporate Governance for adoption by the Council.
- c) Review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the Head of Internal Audit's opinion on the overall adequacy and effectiveness of the Council's governance framework, risk management and control.
- d) Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- e) Consider the Council's assurance framework and ensure that it adequately addresses the risks and priorities of the Council.

- f) Consider the Council's arrangements for discharging its duties in relation to promoting and maintaining high standards of conduct by members and co-opted members, in accordance with the Localism Act 2011.

### **Risk Management and Control**

- g) Monitor the effective development and operation of the risk management framework and processes across the Council.
- h) Monitor progress in addressing risk-related issues reported to the Committee.
- i) Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- j) Review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- k) Monitor and approve the counter-fraud strategy, actions and resources.

### **Internal Audit**

- l) Approve the Internal Audit Charter.
- m) Approve the risk-based Internal Audit Plan, including the Internal Audit Service's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- n) Approve significant interim changes to the risk-based Internal Audit Plan and resource requirements.
- o) Make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
- p) Consider reports from the Head of Internal Audit on the Internal Audit Service's performance during the year, including the performance of external providers of internal audit services. These will include:
  - (i) Updates on the work of the Internal Audit Service, including key findings, issues of concern and action in hand as a result of internal audit work.
  - (ii) Regular reports on the results of the quality assurance and improvement programme.
  - (iii) Reports on instances where the Internal Audit Service does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
- q) Consider the Head of Internal Audit's annual report including:
  - (i) The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the quality assurance and improvement programme that supports the statement.



- (ii) The opinion on the overall adequacy and effectiveness of the Council's governance framework, risk management and control together with the summary of the work supporting the opinion, which will assist the Committee in reviewing the Annual Governance Statement.
- (iii) Consider summaries of specific internal audit reports as requested.
- (iv) Receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.
- (v) Contribute to the quality assurance and improvement programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- (vi) Support the development of effective communication with the Head of Internal Audit.
- (vii) Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

### **External Audit**

- r) Consider appointment of the Council's External Auditor proposed by the appointing person under the Local Audit (Appointing Person) Regulations 2015 and assess whether there are any valid reasons for the Council to object.
- s) Approve the letters of representation required by the External Auditor and consider the External Auditor's annual letter, audit opinion, relevant reports and the report to those charged with governance.
- t) Consider specific reports as agreed with the External Auditor.
- u) Comment on the scope and depth of external audit work and to ensure it gives value for money.
- v) Commission additional work from the External Auditor as necessary.

### **Financial Reporting**

- w) Review and approve the Annual Statement of Accounts of the Council and the Lancashire County Pension Fund. Specifically, it will consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit work that need to be brought to the attention of the Council.
- x) Consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

### **Accountability Arrangements**

- y) Report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their

governance, risk management and internal control frameworks; financial reporting arrangements; and internal and external audit functions.

- z) Prepare a report annually on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

### **Treasury Management**

- aa) Oversee and scrutinise the Council's treasury management function, receiving regular advice and reports on treasury management activity.
- bb) Consider and recommend the Treasury Management Strategy for Council's approval.
- cc) Consider and recommend changes to the Borrowing and Investment Strategy for Council's approval.
- dd) Consider and recommend the prudential indicators for Council's approval.
- ee) Consider and recommend the treasury management indicators for Council's approval.

### **Conduct Committee**

#### **Purpose**

- a) The purpose of the Conduct Committee is to determine whether a councillor or co-opted member has failed to comply with the Council's Code of Conduct and if so, to determine what action, if any, to take.
- b) The Committee also considers the granting of dispensations to members or co-opted members allowing them to participate in discussions at a meeting or vote in relation to any matter in which they have a disclosable pecuniary interest.

#### **Composition**

- a) The Committee shall consist of five county councillors.
- b) The quorum of the Committee shall be three.
- c) The Committee shall meet as and when required by the Monitoring Officer to undertake its functions set out in these terms of reference.
- d) Meetings are normally open to the public, but they may be excluded where information of an exempt or confidential nature is being discussed or from meetings dealing with those matters set out below – see Access to Information Rules [\[LINK\]](#).

#### **Terms of Reference**

- a) To determine whether a councillor or co-opted member has failed to comply with the Council's Code of Member Conduct.
- b) Where it finds that a failure to comply with the Code of Member Conduct has occurred, to determine what action if any to take.

- c) Before a decision under (a) or (b) is taken, to have regard to the views of an Independent Person appointed by Full Council in accordance with the Localism Act 2011, who shall attend meetings of the Committee for that purpose as an observer.
- d) To consider whether to grant a dispensation to a member or co-opted member relieving the member or co-opted member from either or both of the restrictions in section 31(4) of the Localism Act 2011 by allowing them to participate in any discussion at a meeting or vote in relation to any matter in which they have a disclosable pecuniary interest.
- e) At the request of the Employment Committee, to consider a recommendation to dismiss the Head of the Paid Service, the Monitoring Officer or Chief Finance Officer and to submit views on the proposed dismissal to the Employment Committee which will then reported to Full Council for determination.

## **Development Control Committee**

### **Purpose**

- a) The Development Control Committee deals with applications for planning permission for mineral extraction and waste management developments and for development proposed by the County Council.

### **Composition**

- a) The Committee shall comprise twelve county councillors who are not in the Cabinet.
- b) The quorum of the Committee shall be three.
- c) Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).
- d) All committee members must:
  - (i) Have undertaken mandatory training on the relevant law and procedures which relate to the Committee's work; and
  - (ii) Undertake further mandatory training on an ongoing basis whilst they continue to be committee members.
- e) The decision on whether training is mandatory will lie with the Monitoring Officer. All Members will be informed in advance if training is mandatory.
- f) Councillors, officers and members of the public must abide by the Protocol of Good Practice on Development Control Matters (lancashire.gov.uk) [\[LINK\]](#).

### **Terms of Reference**

- a) To determine applications for planning permission, under Part III, section 62 and section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992 where one or more of the following apply:
  - (i) An objection to the application has been received;

- (ii) The application is supported by an Environmental Statement;
  - (iii) A refusal is recommended by officers;
  - (iv) There is a conflict of interest with the functions of the relevant Director;
  - (v) The application has been submitted by, or benefits, a councillor or officer of the County Council.
- b) To exercise the functions in the Town and Country Planning Act 1990 under section 70A (to decline to determine planning permission), section 73 (to vary conditions of Planning Permissions), section 94 (Completion Notices), section 97 (Revocation and Modification Orders), section 102 (Discontinuance Orders) and section 106 (Agreements Regulating Development).
  - c) To exercise the functions relating to the making of determinations of planning applications under section 92 (outline planning permission) of the Town and Country Planning Act 1990.
  - d) To determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active phase I or II sites, or mineral permissions relating to mining sites, are to be subject, under the Planning and Compensation Act 1991 and the Environment Act 1995.
  - e) To exercise powers to enter into agreements for the execution of highway works under section 278 of the Highways Act 1980 in relation to development the subject of an application before the Committee for determination.
  - f) To exercise the function under section 34 of the Wildlife and Countryside Act 1981 (Limestone Pavement Orders).
  - g) To exercise powers under sections 198 and 199 of the Town and Country Planning Act 1990 (Tree Preservation Orders).
  - h) To exercise powers in relation to replacement trees under sections 206, 207 and 213 of the Town and Country Planning Act 1990, and powers to grant consents under Tree Preservation Orders and to give directions as to the replanting of land under paragraphs 7 and 8 of the Schedule to the Trees Regulations 1999.
  - i) To exercise powers to determine applications for Hazardous Substances Consent and related powers under sections 9 and 10 of the Planning (Hazardous Substances) Act 1990.
  - j) To make any appointments to outside bodies to which the Council is entitled to have representation in connection with the discharge of any of the Committee's functions.
  - k) To authorise by Order the stopping up or diversion of footpaths or bridleways under sections 257 and 261 of the Town and Country Planning Act 1990.
  - l) To extinguish by Order public rights of way over land held for planning purposes under section 258 of the Town and Country Planning Act 1990.
  - m) To establish sub-committees to undertake any part of the Committee's functions.

## **Employment Committee**

### **Purpose**

- a) The Employment Committee deals with the appointment and dismissal of the Chief Executive and Executive Directors, the terms and conditions of employment across the authority, certain trade union issues and the draft annual Pay Policy Statement.

### **Composition**

- a) The Committee shall comprise eight county councillors, chaired by the Leader and including an appropriate Cabinet Member or Lead Member depending upon the specific issue being dealt with.
- b) The quorum of the Committee shall be three, including at least one Cabinet Member.
- c) Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).

### **Terms of Reference**

#### **Section A – Appointment and Dismissal of "Senior Officers" and Other Statutory Officers**

- a) Subject to paragraphs (e) and (f) below, the Committee shall be responsible for the appointment and dismissal (including dismissal by reason of redundancy) of the Chief Executive (Head of the Paid Service), Executive Directors, the Monitoring Officer and the Chief Finance Officer (Section 151 Officer), collectively referred to as "Senior Officers".
- b) The Committee shall also be responsible for the appointment of Directors who shall hold the following statutory responsibilities:
  - (i) Children's Services;
  - (ii) Adult Services; and
  - (iii) Public Health.
- c) In the case of appointments, subject to paragraphs (e) and (f) below, the Committee may, where appropriate, agree to make a permanent appointment of an existing member of staff by way of redeployment or agree to a temporary appointment for a fixed term of not normally more than 12 months.
- d) Where an appointment is not made in accordance with paragraph (c), the Committee shall:
  - (i) Draw up a job description and person specification;
  - (ii) Determine the arrangements for recruitment to the post including, where the Committee considers it appropriate, the appointment of recruitment consultants and advertising; and
  - (iii) Make arrangements to interview such applicants for the post as the Committee may determine.

- e) Where the Committee is appointing or dismissing the Chief Executive, the Monitoring Officer or Chief Financial Officer, the Full Council must approve the appointment or dismissal before an offer of appointment is made or notice of dismissal is given, subject to paragraph (f) below.
- f) In the case of paragraphs (a) and (b) above, no offer of appointment (including by way of an appointment pursuant to paragraph (c)) and, in the case of paragraph (a), no notice of dismissal shall be made until the proposed action (including the name and any other particulars the Committee considers relevant) has been notified to every Cabinet Member and that either:
  - (i) Within the period specified in the notification no objection has been made by the Leader on behalf of the Cabinet to the proposed action; or
  - (ii) The Committee making the decision is satisfied that any objection made is not material or is not well founded; or
  - (iii) The Leader has, within the period specified in the notification, notified the Committee that neither they nor any Cabinet Member has any objections.

### **Conditions of Service**

- g) The Committee shall exercise all necessary functions required by the JNC Conditions of Service including the exercise of any discretions or determining any issue in relation to those Conditions of Service.
- h) The appraisal of Senior Officers and other statutory officers listed at paragraph (b) shall be carried out by the Chief Executive.

### **Disciplinary Action**

- i) The Committee may take any disciplinary action (including suspension) against the Chief Executive, the Monitoring Officer or Chief Finance Officer short of dismissal.
- j) The Committee may approve the suspension of the Chief Executive, the Monitoring Officer and the Chief Financial Officer for an initial period of up to two months to enable an investigation to be undertaken to help determine what disciplinary action, if any, is appropriate. The Committee may extend the period of suspension if it considers that to be necessary. Any suspension of the Chief Executive, the Monitoring Officer and the Chief Financial Officer shall be on full pay.
- k) If an exceptional situation arises whereby allegations of misconduct by the Chief Executive, the Monitoring Officer and the Chief Financial Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the Council, then the power to suspend may be exercised by the Chair of the Committee (subject to a decision to suspend being ratified by the Employment Committee within 7 days of the decision).
- l) A proposal to dismiss the Chief Executive, the Monitoring Officer or the Chief Financial Officer must be taken by the Full Council having taken into account:
  - (i) Any views submitted under paragraph (f) above;
  - (ii) Any advice, views or recommendations of an Independent Panel appointed by the Council under section 102(4) of the Local Government Act 1972 for the

purposes of advising the Council on matters relating to the dismissal of the named officers;

- (iii) The conclusions of any investigation into the proposed dismissal; and
- (iv) Any representations from the relevant officer.
- m) A decision to suspend an Executive Director shall be taken by the Chief Executive.
- n) Subject to paragraphs (i), (j) and (k), any disciplinary action in relation to a Senior Officer will be dealt with by the Committee in accordance with the appropriate Council's Disciplinary Procedure.
- o) Subject to paragraphs (i), (j) and (k), the Committee is authorised to take any disciplinary action in respect of a Senior Officer short of dismissal with no requirement to consult Cabinet Members in accordance with paragraph (f) above or to seek approval from the Full Council.
- p) Any appeal against action short of dismissal will be considered by an Appeals Committee established by the Full Council comprising five members of the Council who have not had any prior involvement in the case including at least one Cabinet Member. The role of the Appeals Committee will be to review the case and the decision taken by the Employment Committee and either confirm the action taken or to award no sanction or a lesser sanction. The decision of the Appeals Committee will be final.
- q) In the event that the Committee's decision is to propose to dismiss the Chief Executive, Monitoring Officer or Chief Financial Officer the appeal stage will be fulfilled by the Full Council when they consider that proposal in accordance with paragraph (e).

### **Capability and Dismissal Procedures**

- r) Any issue regarding the capability of a Senior Officer shall be dealt with by the Committee in accordance with the Council's Disciplinary and Capability Procedures.
- s) Any issue which is not appropriately dealt with under the Disciplinary or Capability Procedures, but which may result in the dismissal of the Senior Officer, will be dealt with by the Committee.

### **Appointment, Dismissal and Disciplinary Action**

- t) Subject to paragraphs (a)-(s) above, the functions of appointment, dismissal, and taking disciplinary action against any other employee must be discharged by the Chief Executive or by an officer(s) of the Council nominated by them and in accordance with such procedures as may be determined by the Committee as referred to at paragraph (y) below.
- u) Subject to paragraphs (a)-(s) above, the Chief Executive and other Senior Officers may appoint, dismiss (including dismissal by reason of redundancy) and discipline all Directors in accordance with the Council's procedures. Appointments and dismissals can only proceed after all Cabinet Members have been notified by Democratic Services of the proposed appointment or dismissal. Agreed corporate processes must be followed in respect of all redundancy payments.

## **Section B – All Other Staff**

### **Terms and Conditions of Employment**

- a) Determine the terms and conditions on which employees of the Council hold office including (but not limited to):
  - (i) The Council's pay and grading structure.
  - (ii) Any fees, allowances or payments made to employees, including any relating to termination of employment.
  - (iii) Any policies, procedures and practices relating to employment including recruitment and selection.\*
  - (iv) Any collective agreements relating to the above.
  - (v) Policy in relation to the release of pension benefits (Local Government Pension Scheme and Teachers' Pension Scheme) where employer discretion/consent is required.

\* Any minor changes to these policies, procedures and practices to reflect legislative changes and improve working practices may be approved under the Scheme of Delegation to Officers.

- b) Consider, at the request of a recognised trade union, any disagreement regarding the matters referred to at paragraph (a) above (excluding issues relating to individual employees). In referring any such matter, the trade union(s) concerned shall be entitled to make oral representations to the Committee to such extent as the Committee considers appropriate.
- c) Determine the facilities to be provided to trade union representatives.
- d) Recommend to Full Council for approval an Annual Pay Policy Statement as required by section 38 of the Localism Act 2011 for each financial year having regard to any guidance issued or approved by the Secretary of State.
- e) Monitor the operation of the Statement of Ethical Standards for employees and the Register of Interests for employees.

## **Section C – Lancashire Renewables Limited**

### **Terms and Conditions of Employment**

- a) The Committee shall be responsible for determining the terms and conditions of service on which all employees of Lancashire Renewables Limited ("the Company") are engaged and approving the Company's proposals in respect of the same. This shall include, but not be limited to the following:
  - (i) Approving the Company's pay and grading structure.
  - (ii) Approving the payment of any bonuses and the performance objectives on which the payment of bonuses will be based.
  - (iii) Ensuring that all employees of the Company are paid a minimum of the living wage.



- (iv) Approving the Company's employment policies, procedures and practices.
  - (v) Determining the Company's pension arrangements, including all matters concerning admission to the Local Government Pension Scheme.
- b) In discharging its obligations, the Committee shall ensure that, so far as is possible, the principles of equality are maintained vis-à-vis the terms and conditions of employees of the Council in comparable positions.

#### **Section D – Lancashire Coroners**

- a) The Committee shall be responsible for determining the pay, and terms and conditions of employment of the Senior Coroners, Area Coroners and Assistant Coroners.

#### **Section E – Local Pensions Partnership Ltd (LPPL)**

##### **Remuneration Policy**

- a) To approve the Remuneration Policy of the LPPL directors and staff, other than for LPPL Non-Executive Directors.

##### **Changes to Directors' Remuneration Policy**

- b) To approve the payment of any fees, remuneration or other sums to or in respect of the services of any director or vary any such fees or remuneration other than in accordance with an agreed remuneration policy approved by both the Council and the London Pension Fund Authority. For the avoidance of doubt this will not apply to the payment or reimbursement of reasonable expenses properly incurred by any statutory director in the course of carrying out their duties in relation to LPPL nor to any payment under any indemnity by LPPL to which the statutory director is entitled under the Articles or under any relevant law.

##### **Proposed Redundancies of any Group Employees**

- c) To approve any proposed programme of redundancies within LPPL or rationalisation of a group of employees

##### **Proposed Re-Location of any LPPL Employees**

- d) To approve any proposed programme of relocation of a group of employees outside Lancashire who were previously employees of the Council.

##### **Chief Executive**

- e) To approve the appointment or removal of the Chief Executive of LPPL or any subsidiary company.

##### **Independent Panel**

##### **Composition**

- a) The Panel shall comprise at least two Independent Persons.

## Terms of Reference

- a) At the request of the Employment Committee to consider a recommendation to dismiss the Head of the Paid Service, the Monitoring Officer or Chief Finance Officer and to submit views on the proposed dismissal to the Employment Committee which will then report to Full Council for determination.

## Pension Fund Committee

### Purpose

- a) The role of the Pension Fund Committee is to:
  - (i) Fulfil the role of Scheme Manager, as set out in regulations, of the Lancashire County Pension Fund ("the Fund" or "LCPF").
  - (ii) Establish policies in relation to investment management, which shall include meeting with the Investment Panel to consider future Investment policy for the Fund.
  - (iii) Monitor and review investment activity and the performance of the Fund.
  - (iv) Present an annual report to the Full Council on the state of the Fund and on the investment activities during the preceding year.

### Composition

- a) The Committee shall comprise twelve county councillors and seven voting co-opted members representing the following organisations:
  - (i) One representing the Further and Higher Education sector in Lancashire;
  - (ii) One from Blackburn with Darwen Borough Council;
  - (iii) One from Blackpool Council;
  - (iv) Two representing Trade Unions; and
  - (v) Two representing the Lancashire Borough and City Councils.
- b) The Committee shall meet at least quarterly, or otherwise as necessary, with members of the Investment Panel in attendance.
- c) The quorum of the Committee shall be three.
- d) Meetings of the Committee shall be open to the public, but the public may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).

## Terms of Reference

- a) To exercise Lancashire County Council's responsibility for the management of the Fund, including the administration of benefits and strategic management of Fund assets and liabilities.

- b) To determine which pension related functions and responsibilities should be exercised under a Scheme of Delegation to the Head of the Pension Fund, the Chief Finance Officer and the Monitoring Officer.
- c) To review governance arrangements and the efficient and effective use of external advisors to ensure good decision-making.
- d) To appoint a minimum of two suitable persons to an Investment Panel through a sub-committee convened for that purpose.
- e) To establish sub-committees and panels as necessary to undertake any part of the Committee's functions.
- f) To receive an annual report from the Lancashire Local Pension Board on the nature and effect of its activities.

**Policies** (other than Investment, Administration and Funding – see below):

- g) To approve the following key policy documents:
  - (i) 3 Year Strategic Plan for the Fund;
  - (ii) Investment Strategy Statement;
  - (iii) Governance Compliance Statement;
  - (iv) Pension Fund Annual Report;
  - (v) Communication Policy;
  - (vi) Internal Dispute Resolution Procedure;
  - (vii) Death Grant Policy;
  - (viii) Bulk Transfer Payment Policy;
  - (ix) Commutation Policy (small pensions);
  - (x) Transfer Policy;
  - (xi) Abatement Policy; and
  - (xii) Any other discretionary policies as required under Local Government Pension Scheme regulations.

**Investment**

- h) To determine the Strategic Asset Allocation Policy, giving due recognition to the options made available by Local Pensions Partnership Investments Ltd (LPPI).
- i) To monitor the performance of the Fund's investments and ensure that best practice is being adopted and value for money is being delivered.
- j) To submit an annual report to the Full Council on the performance and state of the Fund and on the investment activities during the year.

- k) To approve and review on a regular basis an overall Investment Strategy and subsidiary Strategies for such asset classes as the Investment Panel consider appropriate.
- l) To have overall responsibility for investment policy.

### **Administration**

- m) To approve the Annual Administration Report.
- n) To approve the Pensions Administration Strategy Statement.
- o) To monitor the performance of the pensions administration function.
- p) To authorise the payment of any statutory pensions, gratuities, grants, etc, under the provisions of the Superannuation and Pensions Acts and Regulations and any Local Acts.
- q) To approve applications for early payment of preserved pension benefits on compassionate grounds.
- r) To approve payments under the County of Lancashire Act 1984.
- s) To determine the actual injury allowance payable on each individual qualifying case of injury or disease, both retrospective and for the future.
- t) To review annually the actual amounts of injury allowances payable under the Local Government Superannuation Regulations, as amended, to employees who have sustained injuries or contracted diseases, resulting from anything they were required to do in carrying out their work. and to make any changes appropriate to reflect changes in the relevant financial circumstances of the payee.

### **Funding**

- u) To approve the Funding Strategy Statement which shall include the Fund's policy in respect of:
  - (i) The Funding Target;
  - (ii) The collection of employee contributions;
  - (iii) The collection of employer contributions;
  - (iv) The collection of additional employer contributions;
  - (v) Admissions and terminations; and
  - (vi) Employer risk.
- v) To approve Scheme Funding Advice.
- w) To review ongoing funding updates for potential cash contribution implications.

### **Procurement**

- x) To approve the procurement process, tender award criteria and evaluation methodology in advance of any tender being invited for the appointment of external support, including:
  - (i) An external corporate governance adviser;
  - (ii) An external Fund custodian;
  - (iii) External performance measurement advisers;
  - (iv) The Fund Actuary; and
  - (v) The Fund's Additional Voluntary Contribution (AVC) Provider.

### **Training**

- y) To approve the annual training plan for members of the Pension Fund Committee and actively participate in training opportunities.

### **Pension Fund Committee – Scheme of Delegation Arrangements**

#### **Matters Reserved to Full Council**

- a) Changes to the Articles or any share rights impacting on any pre-approval matter(s).
- b) Approval to alter any of the provisions of the LPPL Articles (including the articles of the LPPL subsidiary companies) or alter any of the rights attaching to the Shares (including where any such alterations directly or indirectly impact on a Reserved Matter) unless such amendment is of a purely administrative nature.
- c) Approval to reduce or cancel any share capital of LPPL, purchase its own shares, hold any shares in treasury, allot or agree to allot, whether actually or contingently, any of the share capital of LPPL or any security of LPPL convertible into share capital, grant any options or other rights to subscribe for or to convert any security into shares of LPPL or alter the classification of any part of the share capital of LPPL save as the power to do so without prior Shareholder approval is specifically provided for in the Agreement .
- d) To approve the formation of any holding company of LPPL.
- e) To approve a change of status of LPPL from a limited company to a public limited company or from a company limited by shares to any other form of legal entity.

#### **Matters Reserved to the Employment Committee**

- f) To approve the remuneration policy of the LPPL directors and staff, other than for LPPL Non-Executive Directors
- g) To approve the payment of any fees, remuneration or other sums to or in respect of the services of any director or vary any such fees or remuneration other than in accordance with an agreed remuneration policy approved by both the Council and LPFA. For the avoidance of doubt this will not apply to the payment or reimbursement of reasonable expenses properly incurred by any statutory director in the course of carrying out their duties in relation to LPPL nor to any payment under any indemnity

by LPPL to which the statutory director is entitled under the Articles or under any relevant law.

- h) To approve any proposed programme of redundancies within LPPL or rationalisation of a group of employees
- i) To approve any proposed programme of relocation of a group of employees outside Lancashire who were previously employees of the Council.
- j) To approve the appointment or removal of the Chief Executive of LPPL or any subsidiary company.

#### **Matters Reserved to Officers**

- k) The following functions have been delegated to the Head of Pension Fund, the Monitoring Officer, and the Chief Finance Officer as indicated below:
  - (i) The Head of Pension Fund, the Monitoring Officer, and the Chief Finance Officer may allocate or re-allocate responsibility for exercising powers (delegated to them by Full Council or the Pension Fund Committee) to other officers on their behalf in the interests of effective corporate management as they think fit.
  - (ii) Records of all such authorisations must be retained in the online Scheme of Delegation database. The officer(s) to whom a power has been re-allocated cannot further delegate that power to another officer.
  - (iii) Any decisions taken under the Scheme of Delegation must be recorded in the central decision recording system.

#### **Matters Reserved to the Monitoring Officer**

- l) To enter or vary any agreement to do any of the things reserved to the Pension Fund Committee and to officers under the Scheme of Delegation arrangements.
- m) To give any guarantee, suretyship, or indemnity outside the ordinary course of business to secure the liabilities of any person or assume the obligations of any person.
- n) To commence, settle or defend any claim, proceedings or other litigation brought by or against LPPL, except in relation to debt collection (not exceeding £2.2m) in the ordinary course of the Business.

#### **Matters Reserved to the Chief Finance Officer**

- o) As the officer designated under section 151 of the Local Government Act 1972 to be responsible for the proper administration of the financial affairs of the County Council, for this purpose including the Lancashire County Pension Fund:
  - (i) To maintain all necessary accounts and records in relation to the Pension Fund save as otherwise discharged in accordance with arrangements determined by the Pension Fund Committee.
  - (ii) Save as provided for in the Shareholders Agreement, to approve an increase in the amount of any Shareholder Loans or the variation of the terms of any Shareholder Loans.

- (iii) To approve the repurchase, repayment, redemption or cancellation of any Shareholder Loan other than in accordance with the terms of any Loan Agreement, Loan Notes or the terms of the Shareholders Agreement.
- (iv) To enter into any agreement with a Shareholder for the provision of additional funds or financial support from that Shareholder which differ from the terms on which the other Shareholder is providing equivalent finance or support.

### **Matters Reserved to the Head of Pension Fund**

- p) As the officer responsible for the management of the Lancashire County Pension Fund:
  - (i) To set the appropriate funding target for the Fund.
  - (ii) To place any monies not allocated to investments on short term deposit in accordance with arrangements approved by the Pension Fund Committee.
  - (iii) In consultation with the Investment Panel, to monitor and review the performance of investments made by LPPL and to report to each meeting of the Pension Fund Committee on the exercise of this delegation.
  - (iv) To arrange and authorise the provision of appropriate and necessary training for members of the Pension Fund Committee including the attendance at conferences and other similar pension fund related events by members of the Pension Fund Committee.
  - (v) To accept for admission into the Lancashire County Pension Fund employees of authorities and bodies as prescribed in Regulations including transferee and community admissions which are considered as 'exceptional circumstances', subject to an approved Admission Agreement, and subject to any necessary indemnities as appropriate.
  - (vi) To prepare and submit the following to Pension Fund Committee:
    - A 3 Year Strategic Plan for the Fund;
    - An Investment Strategy Statement (to include policy on the management of cash balances);
    - A Governance Compliance Statement;
    - The Pension Fund Annual Report;
    - A Funding Strategy Statement to include the Fund's policy in respect of the Funding Target, the collection of employee contributions, the collection of employer contributions, the collection of additional employer contributions, admissions and terminations; and employer risk;
    - The Pensions Administration Strategy Statement;
    - The Communication Policy;
    - An Internal Dispute Resolution Procedure;
    - The Death Grant Policy;
    - The Bulk Transfer Payment Policy;
    - A Commutation Policy (small pensions);
    - The Transfer Policy;
    - The Abatement Policy; and
    - Any other discretionary policies as required under LGPS regulations.

- (vii) To carry out the administrative functions of the administering authority relating to the Local Government Pension Scheme.
- (viii) To approve the payment of death grants in accordance with the agreed Death Grant Policy.
- (ix) To appoint any required external support (subject to the role of the Pension Fund Committee and the Investment Panel), their terms of office and remit.
- (x) To deal with stage 2 appeals under the Internal Dispute Resolution Procedure.
- (xi) To authorise the payment of any statutory pensions, gratuities, grants, etc. under the provisions of the Superannuation and Pensions Acts and Regulations and any Local Acts.
- (xii) To approve applications for early payment of preserved pension benefits on compassionate grounds.
- (xiii) To approve payments under the County of Lancashire Act 1984
- (xiv) To determine the actual injury allowance payable on each individual qualifying case of injury or disease, both retrospective and for the future.
- (xv) To review annually the actual amounts of injury allowances payable under the Local Government Superannuation Regulations, as amended, to employees who have sustained injuries or contracted diseases, as a result of anything they were required to do in carrying out their work and to make any changes appropriate to reflect changes in the relevant financial circumstances of the payee.
- (xvi) To provide support to the Local Pension Board to enable it to fulfil its role and responsibilities as defined by sections 5 (1) and (2) of the Public Service Pensions Act 2013.
- (xvii) To approve the following:
  - (xviii) The appointment or removal of the external auditors of LPPL.
  - (xix) The alteration of LPPL's accounting reference date.
  - (xx) Any significant change to any of LPPL's accounting or reporting practices.
  - (xxi) The creation of any Encumbrance over the whole or part of the undertaking or assets of LPPL.
  - (xxii) Any item or series of items of capital expenditure including finance leases but excluding operating leases of more than £5m.
  - (xxiii) The entering into or variation of any operating lease either as lessor or lessee, of any plant, property or equipment of a duration exceeding 10 years or involving aggregate premium and annual rental payments in excess of £5m.
  - (xxiv) The factor or discount any book debts of LPPL.
  - (xxv) The making of any agreement or reach any settlement with any revenue authorities or any other taxing authority, or make any claim, disclaimer, election



or consent of a material nature for tax purposes in relation to LPPL, its business, assets or undertaking.

(xxvi) Any change to the bankers of LPPL.

(xxvii) Any change to the registered office of LPPL.

## **Pension Fund Investment Panel**

### **Purpose**

- a) The Pension Fund Investment Panel ("the Panel") provides expert professional advice to the Pension Fund Committee in relation to investment strategy. The Panel also supports the Head of Pension Fund with the specialist advice required by the Lancashire County Pension Fund ("the Fund").
- b) The Panel does not exercise any delegated powers but instead will provide advice to the Head of the Fund who will either exercise their delegated powers or make recommendations to the Pension Fund Committee taking account of advice and views from the Panel.

### **Composition**

- a) The membership of the Panel shall comprise the Head of the Pension Fund (as Chair) and no fewer than two Independent Investment Advisers appointed in accordance with arrangements determined by the Pension Fund Committee.
- b) The Panel may operate through sub-groups to undertake specific tasks but will formulate recommendations to the Head of the Pension Fund and/or the Pension Fund Committee through meetings of the full Panel.
- c) The Panel may secure specialist advice within allocated budgets.
- d) The Panel will meet at least quarterly, or otherwise as necessary.
- e) At least one member of the Panel will attend the LPPL Investor's Forum on a six-monthly basis.

### **Terms of Reference**

- a) Review the Fund's long term investment strategy and where necessary make recommendations to the Pension Fund Committee.
- b) Advise on strategic and/or tactical asset allocations proposed by the Local Pensions Partnership Ltd (LPPL).
- c) Restrict and control the range of asset allocations used by LPPL as set out in the Statement of Investment Principles.
- d) Consider appropriate risk management strategies to include the matching of pension liabilities with suitable investments, possibly involving derivatives, and where necessary make recommendations to the Pension Fund Committee.

- e) Consider foreign exchange hedging strategies relating to the equity and/or other asset allocations and where necessary make recommendations to the Pension Fund Committee.
- f) Monitor and review the investment activity; and
- g) Review and report on the performance of the Fund and where necessary make recommendations to the Pension Fund Committee.

## **Regulatory Committee**

### **Purpose**

- a) The Regulatory Committee deals with claims relating to public rights of way and various licensing and registration functions (except registration functions relating to Social Services).

### **Composition**

- a) The Committee shall comprise twelve county councillors.
- b) The quorum of the Committee shall be three.
- c) Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).
- d) All committee members must:
  - (i) Have undertaken mandatory training on the relevant law and procedures which relate to the Committee's work; and
  - (ii) Undertake further mandatory training on an ongoing basis whilst they continue to be committee members.
- e) The decision on whether training is mandatory will lie with the Monitoring Officer. Members will be informed in advance if training is mandatory.

### **Terms of Reference**

#### **Public Rights of Way**

- a) To determine applications under section 53 of the Wildlife and Countryside Act 1981 and to decide whether to make and promote to confirmation Orders thereunder.
- b) To exercise the following functions, duties and powers of the Council under the Highways Act 1980:
  - (i) To authorise creation of footpaths, bridleways or restricted byways by agreement under section 25;
  - (ii) To decide whether to make and promote to confirmation Orders for the creation of footpaths, bridleways and restricted byways under section 26;

- (iii) To decide whether to make and promote to confirmation Orders for the extinguishment of footpaths, bridleways and restricted byways in accordance with section 118; with the exception of those which are delegated to the Head of Service for Planning and Environment;
- (iv) To decide whether to make and promote to confirmation rail crossing extinguishment orders under section 118A;
- (v) To decide whether to make and promote to confirmation special extinguishment orders for the purpose of preventing or reducing crime or of protecting school pupils or staff under section 118B;
- (vi) To decide whether to make and promote to confirmation public path extinguishment orders (section 118ZA) and special extinguishment orders (section 118C);
- (vii) To decide whether to make and promote to confirmation Orders for the diversion of footpaths, bridleways and restricted byways in accordance with section 119; with the exception of those which are delegated to the Head of Service for Planning and Environment;
- (viii) To decide whether to make and promote to confirmation rail crossing diversion orders under section 119A;
- (ix) To decide whether to make and promote to confirmation special diversion orders for the purpose of preventing or reducing crime or of protecting school pupils or staff under section 119B;
- (x) To decide whether to make and promote to confirmation Sites of Special Scientific Interest (SSSI) diversion orders under section 119D;
- (xi) To decide whether to make and promote to confirmation public path diversion orders (section 119ZA) and a special diversion order (section 119C(4)).
- c) To decide whether to make orders and promote to confirmation to extinguish certain public rights of way under section 32 of the Acquisition of Land Act 1981.
- d) To decide whether to make orders and promote to confirmation orders to designate a footpath as a cycle track under section 3 of the Cycle Tracks Act 1984.

#### **Other Licensing Registration and Regulatory Functions**

- e) To make appointments to outside bodies to which the Council is entitled to have representation in connection with the discharge of any of the Committee's functions.
- f) To establish sub-committees to undertake any part of the Committee's functions.

#### **Common Land and Town and Village Greens**

- g) To decide whether to exercise the Council's powers under the Commons Registration Act 1965 to alter the Register in respect of applications.
- h) To make recommendations to the Cabinet on matters under the Commons Registration Act 1965 as amended and Regulations thereunder where responsibility lies with the Cabinet.

- i) To make decisions on applications and proposals as determining authority under Part 1 of the Commons Act 2006 save for those under regulation 43 of the Regulations thereunder.
- j) To decide whether to apply to the Secretary of State as owner for de-registration of Common Land or Town or Village Green under section 16 of the Commons Act 2006.
- k) To decide whether to take steps and what steps to take to protect unclaimed common land or town or village greens against unlawful interference and whether to institute proceedings under section 45 of the Commons Act 2006.
- l) To decide whether to apply to the Court for orders against unlawful works on common land under section 41 of the Commons Act 2006.

## **Urgency Committee**

### **Purpose**

- a) The Urgency Committee deals with any matter requiring a decision of the Full Council, which cannot await its next meeting.

### **Composition**

- a) The Committee shall comprise twelve county councillors of whom no more than two shall be Cabinet Members.
- b) Meetings are open to the public, but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).
- c) The quorum of the Committee shall be three.

### **Terms of Reference**

- a) Except those matters which cannot be delegated under section 101 of the Local Government Act 1972, to deal with any matter requiring a decision by the Full Council which cannot await its next meeting, including any matters which have been delegated to the Committee by the Full Council.

## **Standing Advisory Council for Religious Education (SACRE)**

### **Purpose**

- a) The law states that religious education (RE) must be taught in all schools. However, RE is not part of the National Curriculum, it is a local responsibility.
- b) Every Local Education Authority (LEA) is required by section 390 of the Education Act 1996 to have a SACRE.

### **Composition**

- a) SACRE is required to comprise four groups in order to bring a wide range of interests and talents to its work and to reflect local communities:
  - (i) Group A: faiths and beliefs representative of the local communities, including Christian denominations other than Church of England;
  - (ii) Group B: representatives of the Church of England;
  - (iii) Group C: representatives of the teaching profession;
  - (iv) Group D: representatives from the LEA, including councillors and RE advisors.
- b) Full Council is responsible for appointing all members of SACRE.
- c) In addition, the LEA must:
  - (i) Establish an occasional body called an Agreed Syllabus Conference (ASC) to produce and recommend to the LEA an agreed syllabus for RE for adoption by the Council. This may have common membership with the SACRE but is a separate entity and must therefore be separately convened;
  - (ii) Institute a review of its agreed syllabus within five years of the last review, and subsequently every five years after the completion of each further review;
  - (iii) Appoint committee members represented on the ASC;
  - (iv) Ensure that the composition of Group A on a SACRE and Committee A on an ASC is broadly representative of the proportionate strengths of the denominations and religions in the area. The statutory provisions recognise that there will be occasions when the interest of efficiency overrides the requirement for directly proportionate representation; and
  - (v) Take all reasonable steps when appointing a person to be a member of a group on a SACRE or a committee of an ASC to represent any religion, denomination or association, to ensure the person appointed is representative of the religion, denomination or associations in question.

### **Terms of Reference**

- a) To provide advice to the LEA on all aspects of its provision for RE in its schools (not including Voluntary Aided Schools), including methods of teaching, the choice of materials, and the provision of training for teachers.
- b) To advise the LEA on its agreed syllabus for RE and require it to review it.
- c) To provide advice to the LEA on collective worship in its schools (not including Voluntary Aided or Voluntary Controlled Schools).
- d) To consider requests from head teachers to hold collective worship that is not of a broadly Christian character.
- e) To consider complaints assigned to it by the LEA concerning collective worship or RE.

- f) To publish an annual report on its proceedings and those of its representative groups, to specify any matters on which the SACRE has given advice to the LEA and the reasons for offering the advice.

## **Lancashire Health and Wellbeing Board**

### **Purpose**

- a) To achieve the best possible health and wellbeing outcomes and reduce health inequalities in Lancashire.
- b) The Health and Wellbeing Board members recognise shared values as the foundation of a strong partnership and through trust, openness, equality and fairness will ensure a strong and sustainable partnership that delivers improved health and wellbeing outcomes and reduce health inequalities in Lancashire:
  - (i) Trust – to have confidence in the integrity and ability of all partner organisations working collaboratively through the Health and Wellbeing Board.
  - (ii) Openness – demonstrating transparency and openness between partners in how decisions are made and in sharing activities, plans and ambitions.
  - (iii) Equality – each partner organisation/sector has an equal standing within the Health and Wellbeing Board.
  - (iv) Fairness – commitment throughout the Health and Wellbeing Board that the behaviour and actions of partners is equitable, impartial and objective.

### **Composition**

- a) The Lancashire Health and Wellbeing Board shall comprise the following:
  - (i) Cabinet Member for Health and Wellbeing (Chair)
  - (ii) Executive Leader or their nominated representative\*
  - (iii) Lead Member for Health
  - (iv) Executive Director of Adult Services\*
  - (v) Executive Director of Education and Children's Services\*
  - (vi) Director of Public Health\*
  - (vii) One member (Chair, CEO or Executive Director) nominated by NHS Lancashire and South Cumbria Integrated Care Board\*
  - (viii) Three District councillors (one from each of the sub areas of Lancashire) nominated by the Lancashire Leaders Group
  - (ix) One District Council Chief Executive nominated by the Lancashire Chief Executives Group
  - (x) Chair of Healthwatch or their nominated representative\*

- (xi) A representative from the voluntary, community, faith and social enterprise sector.

\* Members marked with an asterisk are statutory members who must be on the Board to meet the requirements of the Health and Social Care Act 2012.

- b) The quorum at a meeting of the Board shall be a quarter of the whole number of voting members of the Board with at least one Cabinet Member being present.
- c) All Board members to have one vote each.
- d) The Board may invite any other representatives to meetings of the Board as it deems appropriate. Such representatives will not be formal members of the Board and they shall not have a vote but may participate in the debate with the consent of the Chair.
- e) The Health and Wellbeing Board is a committee of the County Council and unless specified below, meeting arrangements are subject to the Council's Procedural Standing Orders.
- f) The Board will appoint the Vice Chair annually from amongst the voting membership.
- g) The Board will meet at least four times a year. Additional meetings may be arranged by resolution of the Board or with the agreement of the Chair.
- h) Meetings will be at County Hall, Preston, unless otherwise agreed by the Board. Decisions will be made by consensus where possible, or when appropriate by a majority vote.
- i) In the event of a tied vote, the Chair has a second or casting vote.
- j) Substitutes for Board members are permitted with written notification being given to the Clerk by the relevant nominating body in advance of the meeting.
- k) Meetings of the Board are open to the public, but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).
- l) The Board cannot discharge the functions of any of the Partners.

### **Terms of Reference**

- a) To achieve the purposes outlined above, the Health and Wellbeing Board will deliver the following key functions:
  - (i) Enable shared understanding – to lead the development of a Joint Strategic Needs Assessment and ensure that it is informing the development of plans and priorities of the Board and its partners.
  - (ii) Develop a Health and Wellbeing Strategy – to agree a Health and Wellbeing Strategy and work in partnership with the system partners to support the delivery of this Strategy.
  - (iii) Provide System Leadership – to lead and direct the health and wellbeing system to ensure we continuously improve services and make the best use of resources that deliver better outcomes for people.

- (iv) Seek Assurance – through monitoring and evaluation of the health and wellbeing strategy and where necessary provide appropriate and effective challenge.
- (v) Accountability – to be able to demonstrate and evidence that the decisions of the Board, and their subsequent outcomes, are clearly focused on improving the health and wellbeing and reducing health inequalities in Lancashire.
- (vi) Commissioning – to enable collaboration between commissioners, joint commissioning and pooled budgets, where this provides better integrated service delivery and outcomes.
- (vii) Engagement – to listen to and understand the needs of local people; to ensure there is effective dialogue and engagement with our communities, and joint working between the County Council, district councils, local NHS and with other key strategic partnerships via Safeguarding Boards, Children and Young People Partnerships, Community Safety Partnerships etc.
- (viii) Integration – to promote integration and partnership working between the NHS, local government and the wider public, private, voluntary, community and faith sector.

## **Lancashire Local Pension Board**

### **Purpose**

- a) To assist the Council as Administering Authority in its role as Pension Fund Scheme Manager (as delegated to the Pension Fund Committee):
  - (i) to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS;
  - (ii) to secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and
  - (iii) in such other matters as the LGPS regulations may specify.
- b) To secure the effective and efficient governance and administration of the LGPS for the Lancashire County Pension Fund; and
- c) Provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.

### **Composition**

- a) The Board shall consist of nine members and be constituted as follows:
  - (i) One independent member selected by the Pension Fund Committee who shall not be a member of the Lancashire County Pension Fund and who shall be appointed as Chair of the Board.
  - (ii) Four employer representatives, of whom:



- Two shall be nominated by Lancashire County Council. Where these are councillors or officers, they shall meet the requirements of the relevant regulations in relation to avoidance of conflict with the County Council's role as Administering Authority;
  - One shall be nominated by the Unitary, City, and Borough Councils and the Police and Fire bodies which are employers within the Lancashire County Pension Fund;
  - One shall be nominated following consultation with the other employers within the Fund; and
  - Four shall be scheme member representatives drawn from the membership of the Fund.
- b) Members in the above categories will only be appointed to the Board by the Full Council if they meet the knowledge and understanding requirements set out in the relevant regulations and guidance, and as set out below.
- c) Employers within the Fund shall be notified of any relevant vacancies arising under categories (1)(ii) above. Any nominations shall be submitted to the Head of the Pension Fund.
- d) A vacancy arising under category (a)(ii) shall be brought to the attention of relevant employer and member representative bodies to enable the vacancy to be advertised as widely as possible. This will include details of the vacancy being published on websites as appropriate. Scheme members shall submit expressions of interest to the Head of the Pension Fund.
- e) All nominations and expressions of interest submitted under (a)(ii) will go through an initial sifting process by the Head of the Pension Fund in consultation with the Chair of the Lancashire Local Pension Board. Nominations and expressions of interest will be considered against the role profile and having regard to equal opportunities legislation. In the event that more than one suitable candidate is identified, there will be a formal interview process involving the Chair and two other members of the Board. The interview process will test the ability of the individual to meet the requirements of the role and any recommended appointment would be made on merit.
- f) Once a suitable representative has been identified they will be formally appointed to the Board by the Full Council.
- g) The independent member selected and appointed by the County Council as the Administering Authority will only be made following an openly advertised competition for the role. Interviews will be arranged and conducted as necessary by the Head of the Pension Fund who shall make a recommendation to the Pension Fund Committee for consideration who will then refer the matter to the Full Council for a decision as appropriate.

### **Term of Office and Removal of Board Members**

- a) The independent chair of the Board shall be appointed by the Full Council for an initial two years with an option for the appointment to be extended for an additional two years.

- b) Other members of the Board will serve for a maximum of eight years, subject to the approval of the Full Council. Other than as a result of retirement at the expiry of this period, the term of office of a member of the Board will come to an end:
- (i) For an employer representative who is a councillor if they:
    - Cease to hold office as a councillor;
    - Are appointed to serve on the Pension Fund Committee;
    - Are replaced in accordance with the change of membership procedure adopted by the County Council; or
    - Are removed by a resolution of the Full Council.
  - (ii) For employer representatives who are not councillors when they cease to be employed by the employing body where they were employed on appointment.
  - (iii) For a scheme member or employer representative if they are appointed to a role with responsibility for the management or administration of the Fund.
  - (iv) For scheme member representatives if they cease to be a member of the Fund.
  - (v) Where there is a conflict of interest which cannot be managed in accordance with the Conflict of Interests Policy.
  - (vi) Where an individual fails to attend meetings, undertake training or otherwise comply with the requirements of being a member of the Pension Board.
- c) Each Board member should endeavour and is expected to attend all Board meetings during the year. Given the nature of the Board as a supervisory body and the need for appropriate knowledge and skills and the clear avoidance of conflicts of interest substitute members are not permitted.
- d) Other than by ceasing to be eligible as set out above, a Board member (including the independent member) may only be removed from office during a term of appointment by the consent of the Full Council.

### **Code of Conduct and Conflict of Interests Policy for Board Members, Officers and Advisors**

- a) The role of the Pension Board requires the highest standards of conduct and therefore the “seven principles of public life” will be applied to all Board members and embodied in their Code of Conduct as approved by the Board and published on the Local Pension Fund Website.

### **Knowledge and Understanding**

- a) Board members must be conversant with:
  - (i) The legislation and associated guidance of the Local Government Pension Scheme; and

- (ii) Any document recording policy about the administration of the Local Government Pension Scheme which is for the time being adopted by the Fund.
- b) Board members must have knowledge and understanding of:
  - (i) The law relating to pensions; and
  - (ii) Any other matters which are prescribed in regulations.
- c) It is for individual Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Pension Board. In line with this requirement, Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. A record of the training which Board members have undertaken will be presented to the Board on an annual basis.
- d) Board members will undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses.
- e) Board members will comply with the Training Policy approved by the Pension Fund Committee.

### **Role of the Chair**

- a) To ensure that the Board delivers its purpose as set out in these Terms of Reference.
- b) To ensure that Board meetings are productive and effective and that all members of the Board have an opportunity to contribute to discussions.
- c) To seek to ensure that the Board reach consensus when making decisions and to put decisions to a vote when it cannot be reached.
- d) To facilitate the Annual Review of the effectiveness of the operation of the Board over the previous year and draft a report on the findings for inclusion in the Annual Report of the Fund.

### **Quorum**

- a) For the Board to be quorate the Chair and at least two employer representatives and two scheme member representatives must be present.
- b) In the event that the Board is inquorate, the meeting may continue but any decisions will be non-binding until they can be ratified by the Board.

### **Decision Making**

- a) Employer/scheme member representatives on the Board will have an individual voting right but it is expected the Board will, as far as possible, reach a consensus.
- b) Under regulation 106(7) of the Local Government Pension Scheme Regulations 2013, the Chair is explicitly excluded from having the right to vote.
- c) Written resolution procedure – Should the Board need to take a decision between scheduled meetings then all Employer/Scheme Member representatives on the Board shall be consulted by email on the proposal and asked to indicate whether they support the recommendation or not. The Chair will receive a copy of the written

resolution for their information. The decision of the Board will then be based on a simple majority of the responses received and will be reported to the subsequent Board meeting.

### **Board Meetings – Notice, Minutes and Reporting**

- a) The Monitoring Officer shall give notice to all Board members of every meeting of the Board and shall ensure that papers are published on the Lancashire County Pension Fund Website at least five working days prior to each meeting.
- b) The Monitoring Officer shall ensure that a formal record of Board proceedings is maintained. Subsequent to each meeting the Chair will be asked to approve the minutes for publication and circulation to all members of the Board.
- c) The Board in considering items of business at its Ordinary Meetings shall in relation to each item consider whether it wishes to make a recommendation to the Pension Fund Committee with the response of the Committee being reported to the subsequent Board meeting.
- d) The Pension Board shall produce an Annual Report on the nature and effect of its activities for consideration by the Pension Fund Committee. The contents of this Annual Report will be subject to consideration and agreement at a meeting of the Board, but should include:
  - (i) Details of the attendance of members at Board meetings.
  - (ii) Details of the training and development activities provided for members of the Board and attendance at such activities.
  - (iii) Details of any specific recommendations made by the Board to the Pension Fund Committee and the response of the Committee to those recommendations.
  - (iv) Details of the costs incurred in the operation of the Board.
  - (v) A statement by the Chair on the findings of the Annual Review of the effectiveness of the Board.
- e) If approved by the Pension Fund Committee, the Annual Report of the Board will be incorporated into the Annual Report of the Fund and submitted to the Full Council for approval.
- f) If considered appropriate, the Board may establish sub-groups to look in detail at specific issues and report back to the Board.

### **Publication of Pension Board Information**

- a) Scheme members and other interested parties will want to know that the Fund is being efficiently and effectively managed. They will also want to be confident that the Board is properly constituted, trained and competent in order to comply with scheme regulations, the governance and administration of the scheme and requirements of the Pension Regulator.
- b) The Board will ensure that up to date information is posted on the Lancashire County Pension Fund website showing:

- (i) The names, contact details and other relevant information about Board members.
  - (ii) The responsibilities of the Pension Board as a whole.
  - (iii) The full Terms of Reference of the Pension Board.
  - (iv) Any specific roles and responsibilities of individual Board members.
- c) The Pension Fund Committee will also consider requests for additional information to be published or made available to individual scheme members to encourage scheme member engagement and promote a culture of openness and transparency.

### **Budget**

- a) The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board shall be met from the Lancashire County Pension Fund.
- b) The Pension Fund Committee shall approve an annual budget for the Board which will be managed by and at the discretion of the Head of Pension Fund.

### **Reimbursement of Travel and Subsistence Expenses and Remuneration**

- a) All Board members shall, on the production of relevant receipts be reimbursed for travel and subsistence expenses they have actually and necessarily incurred in the conduct of their duties as a member of the Board, including attendance at relevant training and development activities.
- b) Board members shall be reimbursed a mileage allowance for use of their own car at the rate proscribed by HM Revenues and Customs from time to time as adopted by Lancashire County Council.
- c) Where members of the Board are in employment their employer will be able to reclaim from the Lancashire County Pension Fund a sum equivalent to salary, employers' national insurance contributions and employers' pension contributions, in respect of time spent by the individual in fulfilling their duties as a member of the Board, including attendance at relevant training and development activities. Where any applicable sums and contributions are claimed by an employer, costs must have been incurred by the employer and evidence must be provided with any claim.
- d) Board members may be able to reclaim from the Lancashire County Pension Fund a sum in financial loss commensurate to time spent by the individual in fulfilling their duties as a member of the Board, including attendance at relevant training and development activities, except where such sums are recoverable under any other paragraph of these terms of reference. Where any applicable sums are claimed by an individual, evidence must be provided with the claim. The Head of Pension Fund will have absolute discretion to determine the final sum reimbursed based on what is deemed sufficiently evidenced, reasonable and proportionate, to be assessed on a case-by-case basis.
- e) In accordance with the decision taken by the Executive Director of Resources on behalf of the Urgency Committee of Full Council on 26 June 2023, the Chair of the Board shall receive a fixed annual allowance of £10,000 (in addition to travel and subsistence expenses) to be inflated in April each year by the Consumer Price Index for the previous September.

## **Advisers to the Board**

- a) The Board may be supported in its role and responsibilities through the appointment of advisers, in addition to the County Council's officers and the Fund's various advisers and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisers to the Board and on such terms as it shall see fit to help better perform its duties.
- b) The Board shall ensure that the performance of any advisers so appointed is reviewed on a regular basis.

## **Reporting Breaches**

- a) Any breach brought to the attention of the Board, whether potential or actual, shall be dealt with in accordance with the procedure set out in a separate policy.

## **Terms of Reference**

- a) To ensure the effective and efficient governance and administration of the Local Government Pension Scheme for the Lancashire County Pension Fund (the Fund).
- b) To provide the Pension Fund Committee with such information as it requires to ensure that any member of the Board or person to be appointed to the Board does not have a conflict of interest.
- c) To review and scrutinise governance processes and procedures to ensure that the Fund is managed and administered effectively and efficiently and complies with the Code of Practice on Public Service Pension Schemes: Governance and Administration issued by the Pension Regulator.
- d) To meet sufficiently regularly to discharge its duties and responsibilities effectively, but not less than four times in any year.
- e) To review the key policy documents for the Fund to ensure they are fit for purpose.
- f) To assist the Pension Fund Committee with such other matters as the scheme regulations may specify. This includes assisting with the oversight of and commenting on:
  - (i) The development of improved customer services;
  - (ii) The monitoring of administration and governance against key performance targets and indicators;
  - (iii) The effectiveness of processes for the appointment of advisors and suppliers to the County Council;
  - (iv) A review of the Lancashire County Pension Fund Risk Register as it relates to the Scheme Manager function of the Authority;
  - (v) The development of improved management, administration and governance structures and policies;
  - (vi) A review of the outcome of actuarial reporting and valuations; and

(vii) Any other area within the core function (i.e. ensuring effective and efficient governance of the Scheme) that the Board deems appropriate.

- g) To make such recommendations to the Pension Fund Committee and/or Full Council as it considers appropriate in relation to any matter that the Board considers may improve the performance of the Fund.
- h) To submit to the Pension Fund Committee in March each year a proposed annual work plan for the forthcoming financial year.
- i) To carry out any activities relating to the efficient governance and administration of the Fund which the Pension Fund Committee or the Full Council may request the Board to undertake.

**Note**

Administering Authority	Is the Full Council of Lancashire County Council as set out in Part I of Schedule 3 of the Local Government Pension Scheme Regulations 2013
Scheme Manager	Is the Pension Fund Committee (Full Council having delegated powers to the Committee as set out in the County Council's Constitution).
Pension Board or Board	Is the Local Pension Board for the Lancashire County Council as Administering Authority for the Lancashire County Pension Fund as required under the Public Service Pensions Act 2013
Chair	The individual responsible for chairing meetings of the Lancashire Local Pension Board and guiding its debates.
LGPS or Scheme	Means the Local Government Pension Scheme as constituted by the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions, Savings and amendment) Regulations 2014 and The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009
Fund	Means the Lancashire County Pension Fund

## 5. EXECUTIVE

- 5.1 The functions of a local authority are divided into two broad categories: Executive and non-Executive. The Council and its committees decide non-Executive matters as described in Parts 3 and 4 of the Constitution. All other decisions are made by the Executive.

### **Executive Leader**

- 5.2 Lancashire County Council operates a Leader and Cabinet model of Executive arrangements. This means that the Full Council will elect an Executive Leader from among the members of the Council. The Executive will consist of the Leader and at least two but not more than nine other members appointed by the Leader, one of whom must be appointed Deputy Leader. The Chair and Vice Chair of the Council may not be members of the Executive.
- 5.3 The Leader will hold office until the day of the Annual Meeting following the next election after their appointment and remains a member of the Council until that date unless:
- a) They resign from the office; or
  - b) They are disqualified from being a county councillor; or
  - c) They are removed as Executive Leader by resolution of the Full Council.
- 5.4 In the event of the Leader being unable to discharge their duties due to absence, the Deputy Leader shall act in their place until the Leader is able to resume their duties, or the Full Council appoints a new Leader.
- 5.5 References to 'the Executive' means the Leader and Cabinet. Executive functions are exercised by the Leader, or they may delegate the authority to exercise those functions or part of those functions to:
- a) The Cabinet as a whole;
  - b) A Cabinet committee;
  - c) An individual Cabinet Member;
  - d) An officer;
  - e) A Division Member to the extent that the function is exercisable in relation to their division;
  - f) An area committee;
  - g) Joint arrangements; or
  - h) Another local authority.
- 5.6 The extent of any delegation by the Leader must be recorded in the Scheme of Delegation to Cabinet and Cabinet Members or the Scheme of Delegation to Officers, as appropriate, and any amendments to the Schemes must be reported to the Full Council at its next Ordinary Meeting.



## **Cabinet**

### **Role**

- 5.7 The Cabinet is responsible for ensuring the carrying out, within the Budget and Policy Framework set by the Full Council, of the functions of the Council in delivering services to the community. Some functions however are required by law to be carried out by the Full Council, a Council committee or a specific officer and cannot be carried out by the Cabinet.
- 5.8 When Key Decisions are to be made by the Cabinet, notice will be published at least 28 clear days before the date of the decision. However, it is not always possible to anticipate all Key Decisions in advance, and special arrangements apply in the Procedural Standing Orders where a matter is urgent and the decision needs to be taken without the 28 days' notice being given.

### **Key Decisions**

- 5.9 A Key Decision means an Executive decision which is likely:
- a) To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function which the decision relates; or
  - b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council.

The threshold for "significant" in (a) above is £2.2 million.

### **Meetings**

- 5.10 The Cabinet generally meets at least once a month and shall hold such other meetings as the Leader may consider necessary. Its proceedings are governed by Section C of the Procedural Standing Orders (Cabinet and Cabinet Committees) [\[LINK\]](#).
- 5.11 Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Rules [\[LINK\]](#).

### **Scheme of Delegation to Cabinet**

- 5.12 The following functions and decisions are reserved to Cabinet:
- a) Collectively approve Executive (Key and non-Key) decisions.
  - b) Make financial commitments within the Budgetary and Policy Framework set by the Full Council and discharge the functions of the Council in delivering services to the community, including the provision of the necessary resource and support services.
  - c) Prepare draft proposals for the Policy Framework documents as set out in the functions of the Full Council, and in so doing consult with interested parties and the appropriate Overview and Scrutiny Committees.
  - d) On an annual basis, draw up of proposals for the Council's Revenue Budget, Capital Programme and Council Tax levels, and in so doing shall consult with interested parties and the appropriate Overview and Scrutiny Committees, for consideration and determination by the Full Council.

- e) Make additions and amendments to the approved Revenue Budget and Capital Programme at any time provided that a source of finance has been identified and that the revenue consequences can be contained within existing budgetary provision, in line with the provisions set out in the Financial Rules.
- f) Refer to the Full Council for determination all matters which, although normally reserved for the Cabinet to decide, are not in accordance with the Budget and Policy Framework adopted by the Full Council, except matters of urgency which shall be dealt with in accordance with Procedural Standing Order C22 [\[LINK\]](#).
- g) Undertake a continuing review of the Council's broad policy objectives and priorities over the whole range of its functions and to secure a continuous review and evaluation of the effectiveness of services in accordance with value for money principles, calling upon any Overview and Scrutiny Committee to assist in that process as it considers appropriate.
- h) Approve and amend policies, where there is a significant impact on communities or the resources of the council, in accordance with the definition of a Key Decision as set out in paragraph 5.9. Policies relating to operational matters can be approved by officers in accordance with the Scheme of Delegation to Officers.
- i) Take decisions on the withdrawal or modification of public services, where these have a significant impact on communities or the resources of the Council.
- j) Approve and revise major strategies, schemes, plans, projects, placements and other new initiatives where these have a significant impact on communities or the resources of the Council.
- k) Approve schemes and the making of orders which have resulted in the receipt of significant objections or adverse comments arising from local consultation procedures or the giving of Public Notices of the proposals.
- l) Report to the Full Council at each scheduled meeting on the proceedings of the Cabinet. The report shall include a summary of all Key Decisions taken by the Cabinet collectively, individual Cabinet Members, Cabinet committees and officers.
- m) Report to the Full Council on any matters which the Full Council or an Overview and Scrutiny Committee requests.
- n) Deal with matters relating to civil protection/emergency planning arising from the Council's powers and duties under the appropriate legislation.
- o) Provide formal responses to any White Paper, Green Paper or other consultations for example nationally significant infrastructure planning likely to lead to significant policy changes or impacts upon services or the interests of the County Council.
- p) Consider Bills introduced into Parliament and Acts passed that significantly affect the interests of the Council and pursue any changes in the law which it feels are appropriate.
- q) Make decisions in relation to significant new powers or duties arising from new legislation.
- r) Make appointments to the outside organisations, committees, companies and panels whose functions relate to those exercised by the Cabinet.

- s) Discharge any function under a Local Act other than a function specified or referred to in Regulation 2 or Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and other than any other function where the power relates to the granting of a consent, licence, permission, registration or similar function.
- t) Make arrangements for the determination of any appeal arising from any decision other than of the Cabinet or Cabinet Member where a right of appeal arises by virtue of any policy or statutory provision.
- u) Approve the creation of new schemes for the discretionary funding of groups that further social, environmental or cultural objectives, such as voluntary and community organisations, faith groups and social enterprises.
- v) Consider and respond to petitions in accordance with the Council's Petitions Scheme.
- w) Make decisions to alter fees, charges, and allowances above the rate of inflation;
- x) Approve the discharge of functions by an officer or by another local authority;
- y) Liaise with the appropriate Executive Director or Director on a regular basis to ensure that there is no conflict over the exercise of delegated powers.

5.13 Officers shall take all decisions within their remit that have not been reserved, as set out above, to the Cabinet. Such decisions shall be taken in accordance with the Scheme of Delegation to Officers [\[LINK\]](#).

### **Cabinet Members**

5.14 Only county councillors may be appointed to the Cabinet. There may be no co-opted members and no deputies or substitutes for Cabinet Members. Neither the Chair nor Vice Chair of the Council may be appointed to the Cabinet. Cabinet Members (including the Leader) may not be members of an Overview and Scrutiny Committee or of its task groups or working groups.

5.15 Cabinet Members shall hold office until:

- a) They resign from office; or
- b) They are suspended from being county councillor under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- c) They are no longer county councillors; or
- d) They are removed from office by the Leader who must give written notice of any removal to the Proper Officer.

5.16 All Cabinet Members have specific areas of responsibility delegated to them by the Leader, as set out in the Scheme of Delegation to Cabinet Members.

5.17 The Leader has determined that all Executive (Key and non-Key) decisions, as set out in the Scheme of Delegation to Cabinet Members below, will be considered and approved by Cabinet collectively. Where a decision is urgent and cannot await the next Cabinet meeting, the decision shall be taken by the Leader (or in their absence the Deputy Leader) and the

relevant Cabinet Member, and shall be reported to the next available Cabinet meeting. All urgent decisions shall be taken in accordance with Procedural Standing Orders, Financial Rules and Procurement Rules.

### **Champions**

- 5.18 The Cabinet has appointed county councillors who are not Cabinet Members to serve as champions for the following matters:
- a) **Champion for Older People:** To assist the Leader and appropriate Cabinet Members by advising on service issues across service areas which support and encourage active, independent and healthy lives for older people.
  - b) **Champion for Young People:** To assist the Leader and appropriate Cabinet Members on efforts across service areas to provide high quality employment opportunities and apprenticeships for young people, and to encourage external organisations to do likewise.
  - c) **Champion for Parishes:** To assist the Leader and appropriate Cabinet Members by advising on ways to sustain and improve effective working relationships between the Council and parish and town councils in Lancashire.
  - d) **Champion for Disabled People:** To assist the Leader and appropriate Cabinet Members by advising on service issues which support and encourage active, independent and healthy lives for disabled people and to raise the profile of disabled people and their needs in the development of policy across the Council.
  - e) **Champion for Armed Forces and Veterans:** To assist the Leader and appropriate Cabinet Members to work with the armed forces, and organisations that support ex-servicemen and women to work even more closely together and to ensure that veterans and their families get the support they deserve.
  - f) **Champion for Mental Health:** To assist the Leader and appropriate Cabinet Members to raise awareness, to reduce the associated stigma and to support officers and partners across the county to improve prevention, engagement and treatment for mental health.

### **Lead Members**

- 5.19 The Leader has appointed the following Lead Members to support the work of individual Cabinet Members:
- a) Lead Member for Cultural Services and Skills;
  - b) Lead Member for Economic Growth and Environment;
  - c) Lead Member for Finance and Resources;
  - d) Lead Member for Health; and
  - e) Lead Member for Highways and Active Travel.
- 5.20 Whilst Lead Members will not be able to take any decisions they will:
- a) Lead on specific areas to be determined by the Cabinet Member;

- b) Focus on information gathering and understanding key policy/service delivery areas;
- c) Assist with the development of options and policies for consideration by the Cabinet Member;
- d) Brief and make recommendations to Cabinet Members and others on the relevant issues that affect the decision making; and
- e) Represent or deputise for the Cabinet Member as necessary.

5.21 Lead Members may not be members of an Overview and Scrutiny Committee or of its task groups or working groups.

### **Scheme of Delegation to Cabinet Members**

5.22 The function of determining Executive portfolios sits with the Leader and can be varied from time to time at the discretion of the Leader. Cabinet Members have been allocated the following areas of responsibility by the Leader. Ordinarily decisions in these areas of responsibility will be taken by the Cabinet collectively or by officers under the Scheme of Delegation to Officers. Any urgent decisions which cannot await the next Cabinet meeting shall be approved by the Leader (or in their absence, the Deputy Leader) and the relevant Cabinet Member.

5.23 No decision relating to services for Children and Young People as set out at section 18 of the Children Act 2004 may be taken without consultation of the Cabinet Member designated as the statutory Lead Member for Children's Services.

5.24

<b>Councillor Name</b>	<b>Portfolio</b>	<b>Responsibilities</b>
P Williamson	Executive Leader	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Legal</li> <li>• Corporate Strategy Performance</li> <li>• External Relations</li> <li>• Corporate Communications</li> </ul>
A Vincent	Deputy Leader and Cabinet Member for Resources, HR and Property	<ul style="list-style-type: none"> <li>• Asset and Facilities Management Property, Land and Buildings</li> <li>• Finance, Procurement and Treasury Management</li> <li>• External Funding</li> <li>• Business Continuity, Emergency Preparedness, Health &amp; Safety and Resilience</li> <li>• Human Resources</li> <li>• Partnerships and Companies Member Support</li> <li>• Appointments to Outside Bodies</li> </ul>
P Buckley	Cabinet Member for Community and Cultural Services	<ul style="list-style-type: none"> <li>• Cultural Services including Libraries, Museums and Archives Community Safety and Domestic Abuse</li> <li>• Equalities, Community Cohesion, Counter Terrorism and Prevent Refugee Integration and Welfare Rights</li> <li>• Customer Access and Digital Services Registrations and Coroners Services</li> <li>• Voluntary, Community and Faith Sector Parish and Town Councils</li> </ul>
S Turner	Cabinet Member for Environment and Climate Change	<ul style="list-style-type: none"> <li>• Climate Change</li> <li>• Nature Recovery, Biodiversity and Environment Strategies Local Air Quality Management</li> </ul>

		<ul style="list-style-type: none"> <li>• Waste Management and Recycling Flood Risk Management</li> <li>• Rural affairs</li> <li>• County Council Countryside Sites and Areas of Outstanding Natural Beauty Public Rights of Way</li> <li>• Planning, Archaeology and Development Control</li> </ul>
A Riggott	Cabinet Member for Economic Development and Growth	<ul style="list-style-type: none"> <li>• Economic Development and Growth Levelling Up and Regional Affairs</li> <li>• Strategic Investment, Major Projects and Infrastructure Economic Partnerships</li> <li>• Place-Making and Regeneration</li> <li>• Business Support and Collaboration Tourism and the Visitor Economy</li> </ul>
R Swarbrick	Cabinet Member for Highways and Transport	<ul style="list-style-type: none"> <li>• Highways Asset Management</li> <li>• Roads, Bridges/Structures, Street Lighting and Highway Drainage Network Management, Traffic Control Systems and Parking</li> <li>• Road and Traffic Safety Policy Public Transport Policy</li> <li>• Local Transport Planning Active Travel</li> <li>• School Transport</li> </ul>
C Towneley	Cabinet Member for Children and Families	<ul style="list-style-type: none"> <li>• Statutory Lead Member for Children's Services across children's social care and education services.</li> <li>• Children's Social Care</li> <li>• Safeguarding Children and Young People Fostering and Adoption Services</li> <li>• Corporate Parenting</li> <li>• Young People's Services and Engagement Youth Justice Services</li> <li>• Early Years and Childcare Provision</li> </ul>
J Rear	Cabinet Member for Education and Skills	<ul style="list-style-type: none"> <li>• Pupil Place Planning</li> <li>• Special Educational Needs and Disability School Performance</li> <li>• School Governor Support</li> <li>• Schools Condition and Capital Programme</li> <li>• Further, Higher, Technical and Adult Education Lifetime Skills and Apprenticeships</li> </ul>
M Green	Cabinet Member for Health and Wellbeing	<ul style="list-style-type: none"> <li>• Public Health</li> <li>• Health and Wellbeing Strategy</li> <li>• Health and Social Care Joint Strategic Needs Assessment</li> <li>• The Lancashire Health and Wellbeing Board</li> <li>• Trading Standards and Scientific Services Healthwatch</li> <li>• Start for Life and Family Hubs</li> </ul>
G Gooch	Cabinet Member for Adult Social Care	<ul style="list-style-type: none"> <li>• Adult Social Care</li> <li>• Working with NHS and other partners</li> <li>• Safeguarding Adults and Quality Assurance Find, Develop and Commission Care</li> <li>• Care Market Sustainability, Supply and Quality</li> <li>• Care Services Delivery including In-house and Independent Provision</li> </ul>

5.25 The Cabinet has established the following committees:

### **Company Member Cabinet Committee**

#### **Purpose**

- a) To undertake the functions of the Cabinet in relation to the Council's role as member or shareholder in Lancashire County Council's wholly or partly owned companies, including:
  - (i) To ensure that the duties of the responsibilities of the County Council are appropriately discharged; and
  - (ii) To manage the overall relationship with those companies.

#### **Composition**

- b) The Committee shall comprise five county councillors – two Cabinet Members, two co-opted members determined by the Council's administration and one co-opted member determined by the largest opposition group. No members of the Committee can serve as directors on any partly owned or wholly owned company of which the Council is a member or shareholder.
- c) The quorum for shall be two voting county councillors at the time of the meeting. For the avoidance of doubt, only the two Cabinet Members appointed have the right to vote.

#### **Terms of Reference**

- d) Exercise Executive decision making functions in relation to all member or shareholder matters relating to companies in which the County Council has an interest.
- e) Receive Annual Reports and Annual Accounts from such companies.
- f) Provide an articulation of what success looks like in terms of achieving social outcomes and/or a return on investment in each of the companies.
- g) Engage as appropriate with the strategic business planning process of the companies.
- h) Evaluate the effectiveness of the company boards and the delivery of the company performance against strategic objectives and the business plan.
- i) Provide financial oversight of the companies.
- j) Approve any borrowing or loans undertaken by the companies in line with the Council's decision-making criteria.
- k) Provide the necessary oversight from a company member/shareholder's perspective that the governance arrangements, policies and boundaries that the Council has established are being adhered to.
- l) Provide a holistic review of risk to the Council offered by the companies.
- m) Approve the establishment or disestablishment of any companies or their subsidiaries.
- n) Periodically review whether each entity provides the most effective vehicle to deliver the outcomes required and whether there are viable alternative models which might offer a

more effective means of delivering priorities.

- o) Review and monitor (as appropriate) company member/shareholder/management agreements.
- p) Require as appropriate the attendance of the Chair, Chief Executive, Managing Director or other relevant representative of any of the companies at any meeting where the affairs of that company are considered.

## **Corporate Parenting Board**

### **Purpose**

- a) The Corporate Parenting Board is an advisory body. It has two main functions:
  - (i) To support and make recommendations to the Cabinet Member for Children and Families and Cabinet Member for Education and Skills on matters related to corporate parenting.
  - (ii) To advise, guide and provide leadership to the County Council on issues relating to looked after children, care leavers and its corporate parenting responsibility.
- b) To meet this purpose, the Corporate Parenting Board has the following aims and objectives:
  - (i) To make sure that the whole Council and relevant partner agencies commit to excellent standards of corporate parenting.
  - (ii) To set high expectations and stable relationships for all children in care and care leavers.
  - (iii) To seek improved long-term outcomes for children in care, care leavers and their families – for their happiness, well-being, educational success, pathway into adulthood and future prospects.
  - (iv) To make sure that the voice of the child and young person in care and leaving care influences both policy and the services that they receive, and that young people are engaged with any action intended to develop and improve services or to recruit key staff members.
  - (v) To oversee and monitor the key performance indicators for the placement and housing provisions, health, well-being and education of looked after children and care leavers.
  - (vi) To consider the outcomes of regulatory visits and inspection reports on provision for children in care and care leavers and to receive regular reports on the work of the adoption and fostering services; the education of children in care; the provision for children and young people leaving care, housing and education, employment and training for care leavers; and work with those in the Secure Estate.
  - (vii) To ensure that relevant key plans, strategies and associated resources identify and make explicit the contribution that they make to targets agreed for improvement.



- (viii) To celebrate the achievements of looked after children, their carers and care leavers.
- (ix) To develop an informed view of Council provision and services through a programme of well-planned visits and feedback from Board members.
- (x) To ensure that children looked after by the local authority are offered the protection of the UN Convention on the Rights of the Child, 2 September 1990.
- (xi) To establish and maintain specific task groups as necessary to make recommendations to it.
- (xii) To oversee the Council's adoption and implementation of the Care Leavers Covenant 'whole Council approach'.

### **Composition**

- c) All members of the Board and the Chair of the Board shall be appointed by the Leader who shall determine their period of office.
- d) The Board shall comprise at least the following members, but the Leader may appoint additional members at their discretion:
  - (i) One or more members of the largest political group;
  - (ii) Opposition groups member nominee(s);
  - (iii) Family/carer representatives; and
  - (iv) Children and young people in care and care leavers representing young people from across the county.
- e) All Board members will be entitled to vote and the Chair will have a second or casting vote.
- f) The Leader can make changes to the above appointments at any time. No Cabinet Members will serve on the Board.
- g) The Board may co-opt representatives, without voting rights, from significant services involved in corporate parenting, including:
  - (i) Health provision – including CAMHS;
  - (ii) Children and Family Wellbeing Service;
  - (iii) Schools;
  - (iv) Colleges;
  - (v) Police;
  - (vi) Youth Justice;
  - (vii) Private sector provision;
  - (viii) Voluntary sector provision;

- (ix) Safeguarding Board;
  - (x) Department for Work and Pensions;
  - (xi) Housing Authorities; and
  - (xii) The Council's Executive Management Team.
- h) The Board can make changes to the co-opted representation at any time.
- i) The Lead Officer and/or Director of Children's Social Care will also attend all meetings to advise and support the Board.

### **Terms of Reference**

- j) The Board does not have decision-making powers and is not a formal committee of the County Council.
- k) The Board will meet every two months or as otherwise agreed. The frequency of meetings can be changed by resolution of the Board or by the Chair in consultation with the Lead Officer.
- l) The Board's Terms of Reference will be reviewed annually at the first Board meeting following the Annual Meeting of Full Council.
- m) The Board will receive advice and reports from the following:
- (i) The Headteacher for Children Looked After, School Improvement;
  - (ii) Lancashire's Children in Care Council (CiCC);
  - (iii) Children and Young People's Champions representing the elected members of Lancashire County Council and representing the Children and Young People's Strategic Partnership; and
  - (iv) Children's Rights Service.

## 6. OVERVIEW AND SCRUTINY

- 6.1 The Council has established the following Overview and Scrutiny Committees to:
- Discharge the functions conferred by section 21 of the Local Government Act 2000;
  - Discharge the scrutiny functions under the Health and Social Care Acts 2001 and 2012, the National Health Service Act 2006, and any relevant Regulations made thereunder and any subsequent legislation;
  - Discharge the relevant functions under the Local Government and Public Involvement in Health Act 2007 and the Police and Justice Act 2006;
  - Review and scrutinise the exercise of flood risk management functions which may affect the local authority's area under section 9FH of the Local Government Act 2000;
  - Perform the role of Crime and Disorder Committee under section 19 of the Police and Justice Act 2006, to review and scrutinise decisions made or other action taken in connection with the discharge by the authority of its crime and disorder functions, including the work of the Community Safety Partnership Board; and
  - Review and scrutinise education functions under the Education Act 1996, as amended or replaced from time to time.
- 6.2 All councillors except Cabinet Members may be members of an Overview and Scrutiny Committee, task group, working group or panel. However, no member may be involved in scrutinising a decision in which they have been directly involved.

Committee	Responsibility	Membership	Meeting Frequency
Scrutiny Management Board	The overall management, coordination and monitoring of Overview and Scrutiny, to ensure the general effectiveness and development of the County Council's Overview and Scrutiny Committees for the benefit of the people of Lancashire.	Ten county councillors, including the four Chairs of the other Overview and Scrutiny Committees	Quarterly
Health and Adult Services Scrutiny Committee	To review and scrutinise any matter relating to the planning, provision and operation of the health service in the area, and to review and scrutinise county council Adult Services and Public Health. Statutory responsibility for scrutiny of NHS proposals for a substantial development or variation relating to both adults and children's health in Lancashire.	Ten county councillors, plus 12 non-voting co-opted members nominated by the 12 district councils	Every six weeks

Committee	Responsibility	Membership	Meeting Frequency
Children, Families and Skills Scrutiny Committee	To review and scrutinise the County Council's children's services functions and other matters affecting children, young people and families. To satisfy the statutory responsibilities related to education functions of a Children's Services Authority.	Fourteen county councillors, five voting co-opted members (comprising three church representatives and two parent governor representatives) who shall have voting rights in relation to any education functions which are the responsibility of the Cabinet, and two non-voting co-opted members representing the Youth Council	Every six weeks
Environment, Economic Growth, and Transport Scrutiny Committee	To review and scrutinise the work of the County Council and external organisations on matters relating to the environment and climate change, economic development and growth, and highways and transport.	Ten county councillors	Every six weeks
Community, Cultural, and Corporate Services Scrutiny Committee	To review and scrutinise the work of the County Council and external organisations on matters relating to community safety and cohesion, and county council support services.	Ten county councillors	Every six weeks

### Scrutiny Management Board

Terms of Reference:

- a) To consider matters relating to the general effectiveness and development of Overview and Scrutiny in the authority, including training for councillors and co-opted members.
- b) To coordinate and agree the work programmes of all Overview and Scrutiny Committees, including consideration of any requests made by committee members and co-opted members, and to refer any forthcoming decisions or issues to the relevant Overview and Scrutiny Committee as appropriate.
- c) To regularly liaise with Cabinet Members on Overview and Scrutiny matters, policy development, and potential areas of interest to ensure the work of Overview and Scrutiny supports the County Council's corporate priorities.
- d) To monitor actions and responses to the recommendations of Overview and Scrutiny Committees.
- e) To report and make recommendations to the Full Council on the Overview and Scrutiny Committees' working arrangements, including an Overview and Scrutiny Annual Report at the Annual Meeting.

- f) To consider requests from the other Overview and Scrutiny Committees on the establishment of task groups, and to establish task groups, working groups, and panels as necessary.
- g) To establish joint working arrangements with district councils and other neighbouring authorities, including discretionary and mandatory joint committees to exercise the statutory function of joint health scrutiny committees under the National Health Service Act 2006.
- h) To recommend the Full Council to co-opt persons with appropriate expertise to an Overview and Scrutiny Committee, without voting rights.
- i) To review and scrutinise proposals made by the Cabinet in relation to the County Council's Budget.
- j) To consider requests for the call-in of Executive decisions for review in accordance with the Procedural Standing Orders (Overview and Scrutiny).
- k) To request a report by the Cabinet to Full Council where a decision which was not treated as being a Key Decision has been made, and an Overview and Scrutiny Committee is of the opinion that the decision should have been treated as a Key Decision.
- l) To oversee wider member training and development arrangements and opportunities and make recommendations to the relevant Cabinet Member.
- m) To review decisions made, or other action taken, in connection with the discharge of any functions which are undertaken by the Cabinet collectively or, in the case of urgent decisions which cannot await a Cabinet meeting, by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Members, or Cabinet committees.
- n) To make reports or recommendations to the Full Council, the Cabinet, the Leader, Deputy Leader, or other Cabinet Members as necessary, or Cabinet committees with respect to the discharge of any functions which are undertaken by them or in respect of any functions which are not the responsibility of the Cabinet.
- o) To hold general policy reviews and to assist in the development of future policies and strategies (whether requested by the Full Council or the Cabinet, individual Cabinet Members, Cabinet committees, or decided by the Overview and Scrutiny Committee itself) and, after consulting with any appropriate interested parties, to make recommendations to the Cabinet, individual Cabinet Members, Cabinet committees, Full Council, or external organisations as appropriate.
- p) To require any councillor, an Executive Director, or a senior officer nominated by them to attend any meeting of the Board to answer questions and discuss issues.
- q) To invite to any meeting of the Board and permit to participate in discussion and debate, but not to vote, any person not a councillor or any external body whom the Board considers would assist it in carrying out its functions.

### **Health and Adult Services Scrutiny Committee**

Areas of responsibility:

- a) Adult Services

- b) Public Health
- c) Functions in relation to the Scrutiny of NHS services as set out in the National Health Service Act 2012

In relation to the above areas of work, the committee's functions are as follows:

- a) To review decisions made, or other action taken, in connection with the discharge of any functions which are undertaken by the Cabinet collectively or, in the case of urgent decisions which cannot await a Cabinet meeting, by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Members, or Cabinet committees.
- b) To make reports or recommendations to the Full Council, the Cabinet, the Leader, Deputy Leader, or other Cabinet Members as necessary, or Cabinet committees with respect to the discharge of any functions which are undertaken by them or in respect of any functions which are not the responsibility of the Cabinet.
- c) To hold general policy reviews and to assist in the development of future policies and strategies (whether requested by the Full Council or the Cabinet, individual Cabinet Members, Cabinet committees, or decided by the Overview and Scrutiny Committee itself) and, after consulting with any appropriate interested parties, to make recommendations to the Cabinet, individual Cabinet Members, Cabinet committees, Full Council, or external organisations as appropriate.
- d) To request the Scrutiny Management Board to establish task groups, working groups and panels, as necessary.
- e) To request the Scrutiny Management Board to establish, as necessary, joint working arrangements with district councils and other neighbouring authorities.
- f) To invite to any meeting of the committee and permit to participate in discussion and debate, but not to vote, any person not a County Councillor or any external body whom the committee considers would assist it in carrying out its functions.
- g) To require any councillor, an Executive Director, or a senior officer nominated by them to attend any meeting of the committee to answer questions and discuss issues.
- h) To draw up a forward programme of health scrutiny in consultation with other local authorities, NHS partners, the Local Healthwatch and other key stakeholders
- i) To scrutinise matters relating to Public Health and Adult Services delivered by the County Council, the National Health Service (NHS), and other relevant partners (as set out in the portfolios for Health and Wellbeing, and Adult Social Care).
- j) To act as consultee as required by the relevant regulations with regards to matters on which local NHS bodies must consult the Authority, such as a substantial development of local health services or substantial variation in the provision of those services
- k) To review and scrutinise general matters relating to the planning, provision and operation of the health service in the area.
- l) In reviewing any matter relating to the planning, provision, and operation of the health service in the area, to invite interested parties to comment on the matter and take account of relevant information available, particularly that provided by the Local Healthwatch.

- m) To acknowledge within 20 working days referrals on relevant matters from the Local Healthwatch or Local Healthwatch contractor, and to keep the referrer informed of any action taken in relation to the matter.
- n) To require responsible persons as defined in The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 to provide information and to attend before the committee to answer questions.
- o) To require NHS bodies to respond in writing to any reports or recommendations made by the committee within 28 days of the request.
- p) To establish and make arrangements for a Health Steering Group, the main purpose of which to be to manage the workload of the full committee more effectively in the light of the increasing number of changes to health services.

### **Children, Families and Skills Scrutiny Committee**

Areas of responsibility:

- a) Children's Social Care
- b) Children's Services
- c) Education and skills

In relation to the above areas of work, the committee's functions are as follows:

- a) To review decisions made, or other action taken, in connection with the discharge of any functions which are undertaken by the Cabinet collectively or, in the case of urgent decisions which cannot await a Cabinet meeting, by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Members, or Cabinet committees.
- b) To make reports or recommendations to the Full Council, the Cabinet, the Leader, Deputy Leader, or other Cabinet Members as necessary, or Cabinet committees with respect to the discharge of any functions which are undertaken by them or in respect of any functions which are not the responsibility of the Cabinet.
- c) To hold general policy reviews and to assist in the development of future policies and strategies (whether requested by the Full Council or the Cabinet, individual Cabinet Members, Cabinet committees, or decided by the Overview and Scrutiny Committee itself) and, after consulting with any appropriate interested parties, to make recommendations to the Cabinet, individual Cabinet Members, Cabinet committees, Full Council, or external organisations as appropriate.
- d) To request the Scrutiny Management Board to establish task groups, working groups and panels, as necessary.
- e) To request the Scrutiny Management Board to establish joint working arrangements with district councils and other neighbouring authorities, as necessary.
- f) To require any councillor, an Executive Director, or a senior officer nominated by them to attend any meeting of the committee to answer questions and discuss issues.

- g) To invite to any meeting of the committee and permit to participate in discussion and debate, but not to vote, any person not a County Councillor or any external body whom the committee considers would assist it in carrying out its functions.
- h) To draw up a forward programme of work in consultation with key stakeholders.
- i) To fulfil all the statutory functions of an Overview and Scrutiny Committee as they relate to education functions of a Children's Services Authority.

### **Environment, Economic Growth, and Transport Scrutiny Committee**

Areas of responsibility:

- a) Climate change
- b) Environment
- c) Highways and transport
- d) Economic development and growth

In relation to the above areas of work, the committee's functions are as follows:

- a) To review decisions made, or other action taken, in connection with the discharge of any functions which are undertaken by the Cabinet collectively or, in the case of urgent decisions which cannot await a Cabinet meeting, by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Members, or Cabinet committees.
- b) To make reports or recommendations to the Full Council, the Cabinet, the Leader, Deputy Leader, or other Cabinet Members as necessary, or Cabinet committees with respect to the discharge of any functions which are undertaken by them or in respect of any functions which are not the responsibility of the Cabinet.
- c) To hold general policy reviews and to assist in the development of future policies and strategies (whether requested by the Full Council or the Cabinet, individual Cabinet Members, Cabinet committees, or decided by the Overview and Scrutiny Committee itself) and, after consulting with any appropriate interested parties, to make recommendations to the Cabinet, individual Cabinet Members, Cabinet committees, Full Council, or external organisations as appropriate.
- d) To request the Scrutiny Management Board to establish task groups, working groups and panels, as necessary.
- e) To request the Scrutiny Management Board to establish joint working arrangements with district councils and other neighbouring authorities, as necessary.
- f) To require any councillor, an Executive Director, or a senior officer nominated by them to attend any meeting of the committee to answer questions and discuss issues.
- g) To invite to any meeting of the committee and permit to participate in discussion and debate, but not to vote, any person not a County Councillor or any external body whom the committee considers would assist it in carrying out its functions.
- h) To draw up a forward programme of work in consultation with key stakeholders.



- i) To review and scrutinise activities undertaken by authorities of flood risk management functions or coastal erosion risk management functions which may affect Lancashire.

### **Community, Cultural, and Corporate Services Scrutiny Committee**

#### Areas of responsibility

- a) Cultural Services
- b) Community Services
- c) Crime and Disorder (Community Safety Partnership – statutory function)
- d) Corporate Services, including Communications, Digital Services, Customer Access Services, Facilities Management, Asset Management, Procurement and Democratic Services.

In relation to the above areas of work, the committee's functions are as follows:

- a) To review decisions made, or other action taken, in connection with the discharge of any functions which are undertaken by the Cabinet collectively or, in the case of urgent decisions which cannot await a Cabinet meeting, by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Members, or Cabinet committees.
- b) To make reports or recommendations to the Full Council, the Cabinet, the Leader, Deputy Leader, or other Cabinet Members as necessary, or Cabinet committees with respect to the discharge of any functions which are undertaken by them or in respect of any functions which are not the responsibility of the Cabinet.
- c) To hold general policy reviews and to assist in the development of future policies and strategies (whether requested by the Full Council or the Cabinet, individual Cabinet Members, Cabinet committees, or decided by the Overview and Scrutiny Committee itself) and, after consulting with any appropriate interested parties, to make recommendations to the Cabinet, individual Cabinet Members, Cabinet committees, Full Council, or external organisations as appropriate.
- d) To request the Scrutiny Management Board to establish task groups, working groups and panels, as necessary.
- e) To request the Scrutiny Management Board to establish joint working arrangements with district councils and other neighbouring authorities, as necessary.
- f) To require any councillor, an Executive Director, or a senior officer nominated by them to attend any meeting of the committee to answer questions and discuss issues.
- g) To invite to any meeting of the committee and permit to participate in discussion and debate, but not to vote, any person not a County Councillor or any external body whom the committee considers would assist it in carrying out its functions.
- h) To draw up a forward programme of work in consultation with key stakeholders.
- i) To review and scrutinise issues, services or activities carried out by external organisations including public bodies, Parish and Town Councils, the voluntary and private sectors, partnerships, and traded services which affect Lancashire or its residents.

- j) To review and scrutinise the operation of the Crime and Disorder Reduction Partnership in Lancashire in accordance with the Police and Justice Act 2006 and make reports and recommendations to the responsible bodies, as appropriate.
- k) To co-opt additional members in accordance with the Police and Justice Act 2006 if required, and to determine whether those co-opted members should be voting or non-voting.

### **Cabinet Scrutiny Protocol**

Effective scrutiny relies not just on the work of Overview and Scrutiny Committee members, but also on positive and constructive engagement with the Cabinet.

The objectives of this protocol are:

- a) To promote a strong organisational culture of mutual respect, trust, and openness between the Cabinet and Scrutiny members with a view to ensuring service improvements.
- b) To enable Cabinet Members and Overview and Scrutiny Committee members to fully understand their roles and responsibilities in relation to the Overview and Scrutiny function and its powers.
- c) To set out principles of engagement between Cabinet Members and Overview and Scrutiny Committee members including procedures to mitigate any differences of opinion and manage disagreement and debate.

The following principles of engagement highlight Overview and Scrutiny's powers and sets out the expectations required of all parties in delivering an effective Overview and Scrutiny function.

Cabinet Members should:

- a) Attend Scrutiny meetings when required, including special meetings (call-in) and work programming sessions, to answer questions and discuss issues where required to do so (or, in their absence, the relevant Lead Member should attend).
- b) Provide information including performance, financial and risk information where required to do so.
- c) Recognise Scrutiny's independent and non-partisan role.
- d) Ensure the Cabinet's priorities are communicated to Scrutiny to inform work planning to ensure that it is adding value.
- e) Keep Scrutiny Chairs, Deputy Chairs and support officers informed of the outlines of major decisions as they are being developed, to allow for discussion of Scrutiny's potential involvement in policy and strategy development.
- f) Provide a clear written response to Scrutiny recommendations within two months of receipt.

Overview and Scrutiny Committee members, including co-opted members, should:

- a) Engage with and support the Scrutiny function and its priorities.

- b) Take responsibility for their role by acting independently and in a non-partisan capacity.
- c) Provide an environment conducive to effective scrutiny by setting and maintaining a strong culture of mutual respect.
- d) Hold the Cabinet to account on decisions or other action taken.
- e) Not view the call-in process as a party-political tool or as a substitute for early involvement in the decision-making process.
- f) Work proactively to identify any potential contentious issues and plan how to manage them.
- g) Amplify the voices and concerns of the people of Lancashire.
- h) Assist in the development of work programmes in consultation with Cabinet Members and officers.
- i) Provide constructive challenge and not a de facto opposition to the Cabinet.
- j) Share key findings, drafts of Scrutiny reports and recommendations with Cabinet Members and officers to ensure no surprises.

To support the wider aim of promoting a strong organisational culture with scrutiny and good governance, the oversight of compliance will be managed in the following ways:

- a) Any councillor becoming aware of non-compliance with protocol and Scrutiny's powers should bring the matter to the attention of the Council's Statutory Scrutiny Officer and Monitoring Officer for consideration and action.
- b) Where disagreement or breakdown in relations occurs between Scrutiny and the Cabinet, the Overview and Scrutiny Committee should refer the matter to the Chief Executive, Monitoring Officer and the Statutory Scrutiny Officer, together with the relevant Scrutiny Chair, Cabinet Member and the Executive Leader to reach an agreement.

## 7. JOINT ARRANGEMENTS

### **Central Lancashire Strategic Planning Joint Advisory Committee**

- 7.1 The **Central Lancashire Strategic Planning Joint Advisory Committee** (JAC) is made up of members from Chorley, Preston and South Ribble Councils. They are responsible for scrutinising and deciding on the Local Plan, considering proposals, debating key issues, and endorsing or challenging elements of the plan at their discretion.

### **Forest of Bowland Area of Outstanding Natural Beauty Joint Advisory Committee**

- 7.2 The Forest of Bowland Area of Outstanding Natural Beauty (AONB) Joint Advisory Committee is a meeting of all interested partners and stakeholders who hold an interest in the Forest of Bowland AONB and the development of the area and management of the natural habit. The Committee meeting is open to public attendance and generally meets twice a year.

### **Joint Advisory Committee for Strategic Planning**

- 7.3 The Joint Advisory Committee (JAC) makes recommendations to the constituent authorities regarding matters concerning the Minerals and Waste Local Plan.

### **Police and Crime Panel for Lancashire**

- 7.4 The Police and Crime Panel (PCP) will have the power to scrutinise Police and Crime Commissioner (PCC) activities, including the ability to review the Police and Crime Plan and annual report, request PCC papers and call PCCs and Chief Constable to public hearings. The PCP can also veto decisions on the local precept and the appointment of a new Chief Constable.

### **Local Pensions Partnership Ltd (LPPL)**

- 7.5 LPPL was formed in partnership between the County Council and the London Pension Funds Authority (LPFA) to carry out certain pension functions such as investment activity and administration on behalf of the two partner authorities.
- 7.6 The relationship between the County Council and LPFA is governed by various agreements, one of which (the Shareholders Agreement dated 8 April 2016) reserves certain key matters for the determination of the County Council and LPFA rather than LPPL (the "Reserved Matters"). References to delegated powers relating to LPPL address the Reserved Matters. Unless stipulated, any reference to the "Agreement" is a reference to the Shareholders Agreement dated 8 April 2016.
- 7.7 Pension administration services are provided by the administration arm of LPPL, which is called Local Pensions Partnership Administration Limited, with investment services being undertaken by the investment arm, Local Pensions Partnership Investments Limited.
- 7.8 LPPL's responsibilities include:

### **Incorporation or Winding Up of Subsidiaries**

- a) To approve, with the exception to the formation of vehicles which are necessary for any transactional, operational or tax efficiency reasons in the sole opinion of the Board:
- (i) Any incorporation of any new subsidiary of LPPL or any of its Group Companies;

- (ii) Any liquidation or winding up of LLP or any of its Group Companies;
- (iii) Any acquisition of any shares in any company, whether through subscription or transfer, such that the company concerned becomes a subsidiary of LPPL or any Group Company.

#### **Merger/Acquisition of any Business Undertaking**

- b) To approve the amalgamation or merger with any company, association, partnership or legal entity or the acquisition of any business undertaking of any other person.

#### **Financial and Business**

- c) To approve any Strategic Plan for LPPL or make any material changes to any strategic plan after its approval.
- d) To approve any extension of the activities of LPPL outside the scope of the business or to close any business operation.
- e) To receive the annual accounts of LPPL.
- f) To approve the establishment, provision, or amendment of any pension scheme for LPPL.
- g) To give or take any loans, borrowing or credit (other than normal trade credit in the ordinary course of business) exceeding £1m or cause the aggregate indebtedness of LPPL to exceed £5m.

#### **Shares, Shareholder Loans and Constitutional**

- h) To pay or declare any dividend (other than as expressly provided for in the Shareholder Agreement) or other distribution to the shareholders or redeem or buy any shares or otherwise reorganise the share capital of LPPL.
- i) To admit any person whether by subscription or transfer as a member of LPPL save as provided for in the Shareholder Agreement.
- j) To approve any change to the name of LPPL.

#### **Control, Management, Directors, and Employees**

- k) To approve the remuneration policy of LPPL non-executive directors.
- l) To approve the appointment or removal of any statutory director of LPPL otherwise than in accordance with the Shareholder Agreement and the Articles of LPPL.
- m) To enter or vary any agreement for the provision of consultancy, management or other services by any person which will, or is likely to result in, LPPL being managed otherwise than by its directors or controlled otherwise than by its shareholders.
- n) To approve the move of the central management and control of LPPL or LPPL's tax residence outside the UK.

#### **Contract with Related Parties**

- o) To enter into or vary any contracts or arrangements with any of the shareholders or directors or any person with whom any shareholder or director is connected (whether as director, consultant, shareholder or otherwise) save as anticipated in the various agreements between the County Council, LPFA and LPPL entered into on 8 April 2016.
- p) To approve the commencement or the taking of steps to commence any insolvency proceedings under any law relating to insolvency anywhere in the world unless LPPL is at the relevant time unable to pay its debts as they fall due or the value of its assets is less than its liabilities, including its contingent and prospective liabilities and the directors reasonably consider (taking into account their fiduciary duties) that it ought to be wound up or it ought to enter into administration.
- q) To enter into any partnership, joint venture or profit-sharing arrangement with any person or create any share option scheme.
- r) To enter into or make any material variation to any agreement not in the ordinary course of the Business and/or which is not on an arm's length basis.
- s) To approve the sale, lease (as lessor), licence (as licensor), transfer or otherwise dispose of any of its material assets.
- t) To enter into any contract which cannot be terminated within 48 months and under which the liability for such termination could exceed £1 million.

### **Pan-Lancashire Channel Panel**

- 7.9 Channel provides a mechanism for ensuring that individuals identified as vulnerable to being drawn into any form of terrorism are referred to and assessed by a multi-agency panel which decides on the most appropriate support. It complements other existing multi-agency risk management processes such as the Early Help Assessment, Multi Agency Public Protection Arrangements (MAPPA), Safeguarding Adults procedures and Children in Need.
- 7.10 Section 36 of the Counter Terrorism and Security Act 2015 places a duty on local authorities to ensure that Channel Panels are in place for their areas. The Panel's terms of reference reflect the statutory Channel Duty Guidance "Protecting vulnerable people from being drawn into terrorism".
- 7.11 The Channel Duty Guidance identifies a multi-agency approach to protect vulnerable people by:
- a) Identifying individuals at risk;
  - b) Assessing the nature and extent of that risk; and
  - c) Developing the most appropriate support plan for the individuals concerned.
- 7.12 Full details of the Channel and Prevent duty arrangements can be found on the website: [5.33 Radicalisation \(proceduresonline.com\)](https://www.proceduresonline.com/5.33-Radicalisation).

### **Children's Safeguarding Assurance Partnership**

- 7.13 The Children's Safeguarding Assurance Partnership (CSAP) is a statutory multi-agency partnership established in accordance with the Children and Social Work Act 2017 and Working Together to Safeguard Children statutory guidance. It provides arrangements under which the safeguarding partners and relevant agencies across the Blackburn with Darwen,

Blackpool and Lancashire region work together to coordinate their services, identify and respond to the needs of children, commission and publish local safeguarding practice reviews and provide scrutiny to ensure the effectiveness of the arrangements.

- 7.14 The three safeguarding partners in relation to the pan-Lancashire region are defined under the Children Act 2004 (as amended by the Children and Social Work Act 2017) as:
- a) The local authorities (Blackburn with Darwen Borough, Blackpool and Lancashire County Councils);
  - b) The Integrated Care Board for an area any part of which falls within the local authority area;
  - c) The Chief Officer of Police for an area any part of which falls within the local authority area (Lancashire Constabulary).
- 7.15 The purpose of the CSAP is to safeguard and promote the welfare of children in Lancashire. This is done by coordinating the work of those people and all organisations working in the county ensuring that what they do is effective. The CSAP is not an operational body. Its role is to ensure the coordination and effectiveness of the services provided to children, young people and their families by member organisations.
- 7.16 Full details of the CSAP can be found on its website: [Children's Safeguarding Assurance Partnership \(safeguardingpartnership.org.uk\)](http://safeguardingpartnership.org.uk).

### **Lancashire Safeguarding Adults Board**

- 7.17 The Lancashire Safeguarding Adults Board (LSAB) is a multi-agency partnership, which provides strategic leadership for adult safeguarding across Lancashire. It has an independent Chair and its remit is to agree objectives, set priorities and co-ordinate the strategic development of adult safeguarding.
- 7.18 The overarching purpose of LSAB is to help and safeguard adults with care and support needs. It does this by:
- a) Assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and supporting statutory guidance;
  - b) Providing strategic leadership and secure assurance of safeguarding quality and performance activity across the county, that enquiries are appropriate and person centred;
  - c) Working closely with multi-agency partners and parallel strategic boards to provide strategic vision across the county and set clear and achievable aims and priorities;
  - d) Ensuring that partners and agencies share a common understanding of what constitutes abuse and are able to recognise risk factors and what situations should be alerted and reported; and
  - e) Ensuring that the LSAB has strategic links to promote early intervention to prevent harm and supports the creation of vigilant services and communities.
- 7.19 Safeguarding leads from agencies across the health economy, local authorities, police, fire & rescue, community safety partnerships, probation, faith, voluntary and community sectors all support the activities of the LSAB.

7.20 The LSAB has three core duties:

- a) To develop and publish a strategic plan setting out how it will meet its objectives, what each member will do to implement the strategy and, in developing the plan, consult the local Healthwatch organisation and the community;
- b) To commission safeguarding adults reviews (SARs) for any cases that meet the criteria for these and implement the findings; and
- c) To publish an annual report detailing how effective its work has been, as well as report the findings of any SARs and reference any ongoing reviews.

7.21 Full details of the LSAB can be found on its website: [Lancashire Safeguarding Adults Board \(lancshiresafeguarding.org.uk\)](http://lancshiresafeguarding.org.uk).



## 8. COUNCILLORS

### 8.1 Composition and eligibility:

- a) The Council comprises 84 Members who are elected as county councillors by the voters of each of the 82 electoral divisions in Lancashire.
- b) There are rules about eligibility which must be met before a person can stand for election. Information can be found on the Local Government Association website: [Be a Councillor – Lancashire County Council \(local.gov.uk\)](#) or by writing to the Monitoring Officer at County Hall, Preston, PR1 0LD

### 8.2 Elections and Term of Office:

- a) Elections to the Council are normally held on the first Thursday in May every four years.
- b) County councillors' terms of office will start on the fourth day after being elected and will finish on the fourth day after the date of the next election.
- c) A by-election will be held to fill a vacancy which occurs between elections, unless the vacancy occurs within the six months before the day of the next election.

### **Role**

### 8.3 All county councillors will:

- a) Collectively through the Full Council approve the Constitution, the Budget, Council Tax levels, Policy Framework, elect the Executive Leader, appoint statutory officers, and carry out a number of strategic and corporate management functions;
- b) Be involved in decision-making by participating in Council committees;
- c) Represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
- d) Deal with local issues and act as an advocate for constituents in resolving particular concerns or grievances;
- e) Balance different interests identified within the electoral division and represent the electoral division as a whole; and
- f) Be available to represent the Council on other bodies;
- g) Maintain the highest standards of conduct and ethics and observe the Code of Member Conduct and the other codes and protocols adopted by the Council;
- h) Share responsibility with officers of the Council to act as effective and caring corporate parents for looked after children; and
- i) Undergo an enhanced criminal record (DBS) check if required under the Protocol for Enhanced Disclosure and Barring Service Checks for Members [\[LINK\]](#).

## **Chair of the Council**

- 8.4 The Chair and Vice Chair will be elected by the Full Council annually. The duties and responsibilities of the Chair are in addition to their role as a county councillor.
- 8.5 When acting in the role of Chair, to have the following duties and responsibilities:
- a) To preside impartially over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of county councillors and the interests of the community;
  - b) To promote and support the good governance of the Council and its activities to the public;
  - c) To attend such civic and ceremonial functions as the Council and they determine appropriate;
  - d) To be politically impartial and uphold the democratic values of the Council;
  - e) To undertake the duties and functions set out in the Standing Orders in relation to meetings and decisions; and
  - f) To offer support and advice to members of the Council.

## **Rights and Duties**

- 8.6 County councillors have rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- 8.7 County councillors must not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
- 8.8 For these purposes, “confidential” and “exempt” information are defined in the Access to Information Rules [\[LINK\]](#).

## **Conduct**

- 8.9 County councillors and voting co-opted members must at all times maintain the highest standards of conduct and ethics and observe:
- a) The Code of Member Conduct [\[LINK\]](#);
  - b) The Protocol on Language and Behaviour [\[LINK\]](#);
  - c) The Protocol of Good Practice on Development Control Matters [\[LINK\]](#);
  - d) Protocol on the Disclosure of Confidential Information [\[LINK\]](#); and
  - e) The Protocol on County Councillor/Officer Relations [\[LINK\]](#).
- 8.10 County councillors and voting co-opted members must have regard to [the Seven Principles of Public Life \(the Nolan Principles\) \(gov.uk\)](#).

## **Allowances**

8.11 County councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme.

### **Register of Interests**

8.12 The Council maintains a register of financial and other interests of county councillors in accordance with section 81 of the Local Government Act 2000.

8.13 The register is open to inspection at the offices of the Chief Executive, (Democratic Services), County Hall, Preston, PR1 0LD. Details of individual councillor declarations are available on each councillor's webpage: [Council - Your Councillors \(lancashire.gov.uk\)](http://lancashire.gov.uk).

### **Code of Member Conduct**

8.14 The Code of Member Conduct is intended to promote high standards of behaviour amongst elected and co-opted members of Lancashire County Council.

8.15 The Code is underpinned by the Seven Principles of Public Life (the Nolan Principles), which should be adhered to when interpreting the meaning of the Code. Accordingly, when acting in your capacity as a member or co-opted member you should behave with:

- a) **Selflessness** – You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- b) **Integrity** – You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- c) **Objectivity** – When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- d) **Accountability** – You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- e) **Openness** – You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- f) **Honesty** – You must declare any private interests that relate to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.
- g) **Leadership** – You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

8.16 In addition:

- a) You must always treat people with respect, including the organisations and public you engage with and those you work alongside.

- b) You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly (including for political purposes) and you must have regard to the Recommended Code of Practice for Local Authority Publicity made under the Local Government Act 1986.
- c) You must behave in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the authority's resources and the protocol on the use of social media.
- d) You must take account of relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

### **Bullying, Harassment and Discrimination**

8.17 As a councillor, you should not bully or harass any person; you should promote equalities and not discriminate unlawfully against any person.

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

8.19 In discrimination law there are three types of harassment:

- a) Harassment related to 'protected characteristics', i.e. Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation;
- b) Sexual harassment; and
- c) Less favourable treatment as a result of harassment.

8.20 To be harassment, the unwanted behaviour must have either:

- a) Violated the person's dignity; or
- b) Created an intimidating, hostile, degrading, humiliating or offensive environment for the person.

8.21 It can be harassment if the behaviour:

- a) Has one of these effects even it was not intended; or
- b) Intended to have one of these effects even if it did not have that effect.

8.22 By law, whether someone's behaviour counts as harassment depends on:

- a) The circumstances of the situation;
- b) How the person receiving the unwanted behaviour views it; and
- c) If the person receiving the behaviour is 'reasonable' to view it as they do.

8.23 For more information, see the ACAS website: [Harassment \(acas.org.uk\)](https://www.acas.org.uk).

### **Registering and Declaring Disclosable Interests**

- 8.24 You must, within 28 days of your election or appointment to office as a member or co-opted member, notify the Council's Monitoring Officer in writing of any disclosable interests you have. Disclosable interests may be pecuniary or non-pecuniary.
- 8.25 You must notify the Council's Monitoring Officer in writing within 28 days of becoming aware of any changes to a disclosable interest previously notified or of any new disclosable interest not previously notified.
- 8.26 If a disclosable interest, has not been entered onto the Council's register, then you must disclose the interest to any meeting of the Council at which you are present, where you have a disclosable interest and where the matter is not a 'sensitive interest' (see paragraph 24 below).
- 8.27 Following disclosure of a disclosable interest not on the Council's register or the subject of pending notification, you must notify the Monitoring Officer in writing of the interest within 28 days beginning with the date of disclosure.
- 8.28 You must disclose any disclosable interest at the beginning of any meeting or decision-making session at which a matter relevant to your interest is considered.
- 8.29 Unless dispensation has been granted by the Conduct Committee, you may not participate in any discussion of, vote on, remain in the room for, or discharge any Executive or non-Executive function related to any matter in which you have a disclosable pecuniary interest.
- 8.30 Section 34 of the Localism Act 2011 creates a number of criminal offences relating to the disclosure of pecuniary interests. It is a criminal offence if, without reasonable excuse, you:
- a) Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of your election or appointment as a member or co-opted member of the Council; or
  - b) Fail to disclose the interest at a meeting which you attend, where the interest relates to a matter to be considered, and where the interest has not been entered in the Register of Interests; or
  - c) In the case of an interest falling under (b), do not notify the Monitoring Officer within 28 days of the disclosure; or
  - d) Participate in any discussion or vote at a meeting where you have disclosed, or ought to have disclosed, a pecuniary interest<sup>1</sup>; or
  - e) As an Executive member, have a disclosable pecuniary interest in a decision which you would otherwise take and have taken any steps in relation to the matter to which the interest relates other than to enable the decision to be taken by another Executive member; or
  - f) Knowingly or recklessly provide information that is false or misleading in relation to any of the above matters.

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<sup>1</sup> Note – dispensations apply to certain pecuniary interests which allow a member or co-opted member to participate in a discussion and vote (see paragraph 16). The Council's Monitoring Officer will advise where any such dispensation applies.

8.31 A person who is guilty of such an offence is liable upon conviction to a fine (up to Level 5 – unlimited) and the person may also be disqualified from being or becoming a Member or Co-opted Member of the Council for up to five years.

### Pecuniary Interests

8.32 Disclosable pecuniary interest means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: a) Under which goods or services are to be provided or works are to be executed; and b) Which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge): a) The landlord is the relevant authority; and b) The tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: a) That body (to M's knowledge) has a place of business or land in the area of the relevant authority; and b) Either: (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

### Non-Pecuniary Interests

8.33 Disclosable non-pecuniary interest means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest	Description
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Outside Bodies	Any position of general control or management, or membership of any body, except where you have been nominated to that body by the County Council.
Gifts and Hospitality	Any person or body from whom you have received a gift or hospitality with an estimated value above £50 (see paragraphs 8.42 to 8.49)

### **Declaring Non-Pecuniary and Other Interests**

8.34 Where a matter (other than a disclosable pecuniary interest) arises at a meeting which affects:

- a) Your own financial interest or wellbeing;
- b) A financial interest or wellbeing of a relative or close associate; or
- c) A financial interest or wellbeing of a body included under non-pecuniary interests,

you must disclose the interest.

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

8.36 You must also have due regard to the Protocol for Dual Hatted Members [\[LINK\]](#) and the Guidance for Council-Appointed Directors [\[LINK\]](#). In cases of uncertainty, you should seek advice from the Monitoring Officer.

### **Register of Interests**

8.37 Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the Council's website.

### **Sensitive Interests**

8.38 Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

### **Non-Participation in Case of Pecuniary Interest**

8.39 Where you have a disclosable pecuniary interest in any business of your authority:

- a) You may not participate in any discussion or any vote on the matter and you must leave the room where the meeting is held while any discussion or voting takes place.
- b) If the interest is not registered, you must disclose the interest to the meeting.
- c) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer in writing of the interest within 28 days, for inclusion in the register of interests.

- 8.40 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a pecuniary interest that relates to the functions of your authority in respect of:
- a) Housing, where you are a tenant of a local authority provided that those functions do not relate particularly to your tenancy or lease;
  - b) School meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
  - c) Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
  - d) An allowance, payment or indemnity given to members;
  - e) Any ceremonial honour given to members; and
  - f) Setting Council Tax or a precept under the Local Government Finance Act 1992.
- 8.41 Where, as an Executive member, you may discharge a function alone, and you become aware of a pecuniary interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer in writing of the interest and must not take any steps or further steps in the matter or seek improperly to influence a decision about the matter.
- 8.42 Dispensations may additionally be granted by the Conduct Committee. A member seeking a dispensation should apply, in the first instance, to the Monitoring Officer.

### **Gifts and Hospitality**

- 8.43 Members and co-opted members must (within 28 days of receiving it) notify the Council's Monitoring Officer in writing of any gifts or hospitality received under paragraph 1.131 above, the value of which is estimated at being over £50.
- 8.44 "Hospitality" is defined as accommodation, food or drink, or entertainment which is provided free of charge or at a discounted rate. The requirement applies where the gifts or hospitality is received in your capacity as a member, rather than from friends or family, and is received from any person or body other than the authority.
- 8.45 Your notification must also give the identity of the donor of the gift or hospitality.
- 8.46 You should also make a notification of an accumulation of smaller gifts or hospitality valued at £50 or less received over a period of 12 months which, when added together, are valued above £50.
- 8.47 If you are uncertain of the value of a gift or hospitality you should declare it. You must also notify the Monitoring Officer of offers of gifts or hospitality which have been offered but refused.
- 8.48 A failure to notify the Monitoring Officer of any gifts and/or hospitality over the value of £50 is a breach of the Council's Code of Member Conduct.
- 8.49 Any gifts or hospitality notified to the Monitoring Officer will be included on the Council's register of gifts and hospitalities, a copy of which is available for public inspection and published on the Council's website: [Council – Gifts and hospitalities \(lancashire.gov.uk\)](http://Council – Gifts and hospitalities (lancashire.gov.uk)).



8.50 However, where you consider that disclosure of the details of any gift or hospitality could lead to you, or a person connected with you, being subject to violence or intimidation the Monitoring Officer may agree to exclude from the Council's register such details as they consider appropriate and that information will not be included on the Council's register.

### **Complying with the Code of Conduct**

8.51 You must undertake Code of Conduct training provided by the County Council.

8.52 You must cooperate with any Code of Conduct investigation and/or determination.

8.53 You must not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.54 You must comply with any formal standards investigation and any sanction(s) imposed following a finding that you have breached the Code of Conduct.

### **Review**

8.55 The Council reviews this Code of Conduct each year and regularly seeks, where possible, the views of the public, community organisations and neighbouring authorities.

### **Explanation of the Terms used in this Section**

8.56 The Act means the Localism Act 2011.

Body in which the relevant person has a beneficial interest means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest.

Director includes a member of the committee of management of an industrial and provident society.

Land excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.

M means a member of a relevant authority.

Meeting means any meeting of the Council, the Cabinet, any of the Council's or Cabinet's committees, sub-committees, joint committees, joint sub-committees, or area committees.

Member includes a co-opted member.

Relevant authority means the authority of which M is a member.

Relevant period means the period of 12 months ending with the day on which M gives notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act.

Relevant person means M or any other person referred to in section 30(3)(b) of the Act.

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

## **Code of Member Conduct Complaints Procedure**

8.57 This protocol sets out the arrangements for dealing with complaints received under the Localism Act 2011 in relation to the Code of Member Conduct.

### **Making a complaint**

- a) If someone wishes to complain about the behaviour of a member of Lancashire County Council, they must make their complaint by e-mailing or writing to the Monitoring Officer. A form is available on the Council's website: [Complaints about a county councillor \(lancashire.gov.uk\)](http://lancashire.gov.uk).
- b) A complaint must give sufficient information about why the complainant considers there has been a failure to comply with the Code.
- c) A complaint will be acknowledged within 5 working days. The acknowledgement will tell the complainant what happens next, and may, where required, ask for more information.

### **Anonymous complaints**

- a) Complaints that contain a request for the complainant's identity to be withheld may be accepted, although the complainant's identity will only be withheld from the subject member in exceptional circumstances. If the Monitoring Officer does not consider it appropriate to withhold the complainant's identity, the complainant will be given the opportunity to withdraw their complaint before it proceeds to the next stage. Anonymous or any other complaints that reveal potential fraud or corruption will be referred to Internal Audit for consideration under the council's Whistleblowing Policy.

### **Public interest test**

- a) Code of Conduct complaints are subject to the public interest test. The Monitoring Officer shall consider each of the public interest factors below in reviewing a complaint.
- b) The following public interest factors are not exhaustive and not all may be relevant in every case. The weight attached to each of these factors may also vary in each case.
- c) The public interest factors are:
  - (i) The seriousness of the alleged breach;
  - (ii) Whether the subject member is alleged to have deliberately sought personal gain for themselves or another person at the public expense;
  - (iii) Whether the allegation is that the subject members has misused a position of trust or authority and caused harm to a person;
  - (iv) Whether the alleged breach appears to have been motivated by any form of discrimination against a protected characteristic (see the Protocol on Language and Behaviour);
  - (v) Whether there is evidence of previous, similar behaviour on the part of the subject member;

- (vi) Whether the alleged breach is such that it may damage public confidence in elected members;
- (vii) The resources that would be required to undertake an investigation, compared to the seriousness of the alleged breach and the likely sanction if the subject member was found to have breached the Code;
- (viii) Any admission of guilt, apology or other action already taken by the subject members to resolve or mitigate the complaint; and
- (ix) Whether the complaint appears to be malicious, vexatious, political motivated or trivial retaliation.

### **Initial assessment**

- a) The Monitoring Officer will consider the complaint, taking into account the Public Interest Test, and may decide to:
  - (i) Take no action;
  - (ii) Resolve the matter informally without investigation. Where possible, this will be done with the agreement of the complainant and the subject member, and may involve:
    - An apology being made;
    - Remedial action being taken;
    - A recommendation for training to be undertaken; or
    - Mediation.
  - (iii) Refer the matter to the relevant group leader as appropriate for informal action;
  - (iv) Arrange a formal investigation of the complaint; or
  - (v) Refer the matter to the police or other relevant regulatory agency.
- b) Where possible, the Monitoring Officer will seek to resolve complaints informally.
- c) The Monitoring Officer may consult with an Independent Person in reaching this decision, and may speak to the complainant, subject member and any other individual to help reach their decision.
- d) Once the Monitoring Officer has made a decision, they will inform the complainant and the subject member of that decision and the reasons for it. Where the subject member is a member of a political group on the Council, the decision will also be shared with the Group Leader and Group Whip.
- e) The Monitoring Officer's decision on a complaint is final. There is no right to have the decision reviewed.
- f) The Monitoring Officer will normally make their decision within 15 working days of receipt of the complaint.

### **Investigating a complaint**

- a) If the Monitoring Officer decides that a complaint should be formally investigated, they will undertake the investigation themselves, or nominate another person to act as the investigator. This may be another officer of the council or an external person, as the Monitoring Officer considers appropriate.

### **Independent Persons**

- a) The subject member will be provided with the contact details of one of the Council's Independent Persons at the start of an investigation. The Independent Person will act as a point of contact and liaison for the subject member through the process. The Independent Person will not act as the subject member's advocate or supporter.

### **Investigation process**

- a) In investigating the complaint, the Monitoring Officer or their representative may take whatever steps they consider necessary to establish the details of the alleged incident and event, including, but not limited to:
  - (i) Interviews;
  - (ii) Requests for statements;
  - (iii) Requests for supporting evidence;
  - (iv) Reviewing electronic communications, including web pages and social media; and
  - (v) Seeking witnesses.
- b) The complainant and subject member, as well as any other members or officers, are expected to fully participate in the investigation, including responding to requests for information, taking part in an interview if required, and supplying such supporting information and evidence as if required.
- c) The Monitoring Officer or their representative will conduct the investigation in a timely fashion. Although the length of an investigation will depend on the complexity of the matter being investigated, it is expected this would normally be completed within three months. The complainant and subject member will be regularly kept informed of progress.

### **Investigation report**

- a) The Monitoring Officer or their representative will prepare a written report at the end of their investigation to include the following:
  - (i) An outline of the allegation, including details of the relevant Code of Conduct provisions;
  - (ii) Summary of facts and evidence gathered; and
  - (iii) The Monitoring Officer's finding(s) as to whether there has been a failure to comply with the Code.
- b) A copy of the draft report will be shared with an Independent Person (who is not the same Independent Person who has acted as advisor to the subject member) for review and to provide an opportunity for comment. The Independent Person's comments will be recorded in writing.

### **Findings**

- a) The Monitoring Officer, after investigation, may find that there has been a breach of the Code or that there has been no breach of the Code.
- b) No breach of the Code:
  - (i) Where the Monitoring Officer finds that there is no breach of the Code, they will consider whether any other actions are required, for example to provide advice or guidance or to review council policies. If other actions are required, instruction will be sent to the relevant officer or member for them to undertake.
  - (ii) The Monitoring Officer will provide a copy of the report to the complainant, the subject member and, where the subject member is a member of a political group on the council, the decision will also be shared with the group Leader and group Whip.
  - (iii) There is no appeal against the decision of the Monitoring Officer.
- c) Breach of the Code:
  - (i) Where the Monitoring Officer concludes that there has been a breach of the Code, a meeting of the Conduct Committee will be called to consider the report.

### **Conduct Committee**

- a) Meetings of the Conduct Committee when conducting hearings will be subject to the normal rules for publication of agendas and access to information.
- b) The subject member will be invited to attend the meeting. They may be accompanied at the meeting by a colleague or representative.
- c) At the meeting, the Monitoring Officer will be invited to present their report, setting out their findings and reasons for them. The subject member (or their representative on their behalf) will be invited to address the committee. It is not the role of an Independent Person to accompany the subject member in this capacity.
- d) The committee may ask questions of the Monitoring Officer or subject member (or their representative).
- e) The Independent Person must be consulted and their views taken into account before any decision is made on an allegation which has been investigated. The Independent Person should be present at the hearing to present their views in person.
- f) The Conduct Committee will announce its decision at the end of the hearing. Within five working days, the Monitoring Officer will prepare a formal Decision Notice in consultation with the Chair of the committee and send a copy to the complainant, the subject member and, where the subject member is a member of a political group on the council, the decision will also be shared with the group Leader and group Whip.
- g) The Conduct Committee may find that there has been a breach of the Code or that there has been no breach of the Code. Where the committee decides that there has been a breach of the Code, the sanctions available to the committee are:
  - (i) To require a written apology by the subject member to any person to whom the committee considers an apology should be given.
  - (ii) To require an apology by the subject member to be made at Full Council, or at another committee as may be appropriate. Such an apology will be delivered at the beginning of the meeting and with no debate.

- (iii) To require the subject member to undertake training, as appropriate.
- h) The Decision Notice will be available for public inspection and posted on the county council's website.
- i) A summary of the Conduct Committee's decision will be reported at the next Ordinary meeting of the Full Council.
- j) The Conduct Committee's decision is final and there is no right of appeal against the committee's decision.

### **Annual report**

- a) A report will be presented to the Audit, Risk and Governance Committee annually to provide a summary of Code of Conduct complaints received in the last year. The annual summary of complaints will not contain any confidential information about the complainant(s) or subject member(s).

### **Definitions**

- a) The Code: Lancashire County Council's Code of Member Conduct.
- b) Complainant: the person making the complaint.
- c) Subject member: the council member whose behaviour the complaint is about
- d) Independent Person: a person who is not a member or officer of Lancashire County Council and who has been appointed in accordance with section 28 of the Localism Act 2011.
- e) Monitoring Officer: Lancashire County Council's Monitoring Officer as defined in the Constitution.
- f) Relevant group leader: where the group leader is not available or where it is not appropriate for them to deal with a matter under these arrangements (e.g. if they have a conflict of interest), the matter will be referred to the relevant deputy group leader instead.

### **Protocol on the Disclosure of Confidential Information**

- 8.58 Lancashire County Council seeks to make information it holds freely available to the public in fulfilling its responsibility for openness and accountability. In doing so, it must respect the rights of individuals. It is also in the public interest that its commercial interests are protected to the extent recognised by the Freedom of Information Act 2000.
- 8.59 This protocol sets out the arrangements agreed by the County Council for the treatment by councillors of confidential information.
- 8.60 Confidential information will be identified in one of the following ways:
  - a) Marked "not for publication" and include a statement that the report contains confidential or exempt information;

- b) Included in Part II of an agenda for a formal meeting of the County Council; or
- c) Received with a covering email, letter or other communication which indicates the document is confidential.

8.61 If you receive confidential information, you should assume that it is provided to you for your personal information and you should not disclose it to anyone unless one of the following applies:

- a) Information at 4(b) will be supplied to all other members attending the meeting in question and will be shared and discussed with them. It should not however, be shared with officers and councillors who are not involved in the meeting;
- b) You have the written consent of the person who provided you with the information or of the Chief Executive to the specific disclosure made;
- c) You have received legal advice that you are under a legal obligation to disclose that information to a person who has requested it. The Monitoring Officer will provide advice on this point if requested; or
- d) You may disclose the information if it is necessary for you to do so in order to obtain advice from a professional adviser, provided that adviser gives a binding obligation not to disclose the information themselves.

8.62 If none of the circumstances outlined in paragraph 5 apply, but you still wish to make a disclosure of confidential information, there are certain circumstances where it is lawful for you to do so. However, it is a requirement of this authority that before doing so, you seek advice from the Monitoring Officer.

### **Protocol on County Councillor/Officer Relations**

8.63 The purpose of this protocol is to provide guidance to members and officers about how they should interact with each other. This protocol cannot cover every eventuality and is not intended to be prescriptive. Its intention is to offer guidance on some of the issues which may commonly arise.

8.64 This protocol should be read in conjunction with the Code of Member Conduct and the Code of Conduct for Employees.

### **The Roles of Members and Officers**

8.65 County councillors who are elected as members of the Council, and professional officers who are its employees, have complementary roles in providing local governance, which is transparent and accountable. Effective partnership requires mutual respect and a proper understanding of the status and obligations of the individuals concerned.

8.66 County councillors are collectively accountable to the electorate for the conduct of the Council in performing its statutory duties and other local government functions. In some cases, they are responsible for discharging those functions through their membership of committees. Executive members who are appointed to the Cabinet are responsible for discharging defined Executive functions and for determining policy and providing political direction to the Council.

- 8.67 Officers are charged with the implementation of decisions taken by the Full Council, Cabinet and committees. Individual decision-making responsibilities of Cabinet Members are set out in the Scheme of Delegation to Cabinet Members. The Council exercises a monitoring role through meetings of the Full Council and a monitoring role is undertaken by Overview and Scrutiny Committees.
- 8.68 Officers serve the Council as a whole. They are required to carry out their duties objectively, free of any political bias. Relationships between all county councillors and officers should not be allowed to become so close, or appear to be so close, as to bring into question an officer's ability to deal impartially with all councillors as individuals and with all political groups. Councillors must accept that senior officers act independently in performing their functions and in no way seek to compromise their political neutrality. Officers must not assist county councillors in any research or support that is linked to their party-political activity.
- 8.69 The protocol applies, where appropriate, to voting co-opted members of the Council.

### **Key Principles**

- 8.70 The following key principles underpin the working relationship between county councillors and officers:
- a) Working relations between Members and officers must be based on mutual trust and respect;
  - b) Officers must remain politically neutral at all times and must not offer advice of a political nature;
  - c) Officers have a duty to support all member and provide them with the level of information they need to carry out their roles;
  - d) Officers will keep discussions with political groups and individual Members confidential unless the group or Members gives permission to discuss the matter with others;
  - e) Members should be kept informed of relevant matters within their ward and should normally be invited to attend public meetings and events organised by the Council in their ward;
  - f) Members have a right to access the information which they need to know in order to carry out their duties and responsibilities as a Member – see Access to Information Rules;
  - g) Members must understand and respect the competing pressures and workloads on officers' times;
  - h) Any request from officers to advise political group meetings must be made to the Chief Executive, or in their absence the appropriate Executive Director in conjunction with the Monitoring Officer; and
  - i) Members and officers will respect and adhere to their respective Codes of Conduct.

### **Officers**

- 8.71 Officers are accountable to their Director and Head of Service. Whilst officers should always seek to assist any county councillor, in doing so they must not exceed the powers which they have been authorised to exercise.



8.72 Officers should also refer to the Council's Scheme of Delegation to Officers, Code of Conduct for Employees and to the Constitution as a whole for clarification about the boundaries of their responsibility. Officers should support and offer advice to both the Executive and Overview and Scrutiny functions of the Council.

### **Relationships between Officers and County Councillors Performing Particular Roles**

8.73 Some county councillors have been appointed to responsibilities and duties which require a particular working relationship with certain officers. Specific guidance on these particular relationships is offered below.

a) Leader and Deputy Leader

The role of the Executive Leader is set out in the Constitution. The Leader and Deputy require regular briefings from the Chief Executive and other senior officers on Council business and policy.

b) Cabinet Members

Cabinet Members and the Cabinet collectively will be routinely consulted and briefed as part of the process of preparing reports for decision by individual Cabinet Members or Cabinet. Any advice given by officers must be considered by Cabinet Members and taken account of in reaching a decision in accordance with Standing Orders. The Code of Member Conduct also provides that any county councillor must have regard to any formal statutory reports from the Council's Chief Finance Officer and the Monitoring Officer when reaching decisions.

Cabinet Members, individually or collectively, will bear the responsibility for decisions taken following the advice given and duly recorded.

c) Chairs and Members of Committees

Chairs and Deputy Chairs of committees will be consulted and briefed routinely as part of the process of preparing agenda reports for committees. Any advice given by officers must be considered and taken account of by Chairs and members of committees in reaching a decision. Where officers are required to attend an Overview and Scrutiny Committee the approach should be through the appropriate Director in accordance with the terms of reference of the Overview and Scrutiny Committees.

d) Opposition Group Briefings

Nominated opposition group spokespersons are entitled to request and receive regular briefings on issues of Council business to be considered by the Full Council, Cabinet, Cabinet Members, or committees. The briefing should be provided by the appropriate Director or their nominated representative.

e) Independent (Non-Group) Councillors

County councillors who do not belong to a political group are entitled to seek and receive information on Council business on a similar basis.

### **Officer Relationships with Political Groups**

8.74 Officers will not normally provide advice or information to a political group. Similarly, officers should not normally be asked to brief political group meetings or discussions which involve

non-Council representatives. Exceptions to this principle should be cleared by the Chief Executive, or in their absence the appropriate Executive Director in conjunction with the Monitoring Officer.

### **County Councillors as Ward Members**

- 8.75 Whenever a public meeting or event is organised by the Council to consider a local issue, all the county councillors representing the electoral divisions affected will be invited to attend the meeting. Similarly, whenever the Council carries out any form of consultative exercise on a local issue, the county councillors for those electoral divisions are to be notified.
- 8.76 All county councillors have access to all public Cabinet, Full Council and committee agendas. The Council's intranet site provides facilities to identify the specific electoral divisions for items under consideration.

### **County Councillors' Access to Documents and Information**

- 8.77 County councillors can approach the appropriate Director, Head of Service or Democratic Services to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a county councillor. A request might be for general information about a particular aspect of a service's activities or a request for specific information on behalf of a constituent. If county councillors wish to visit officers they should, whenever possible, contact the appropriate Director or Head of Service to make the necessary arrangements.
- 8.78 County councillors have legal rights of access to documents and information held by the Council – see Access to Information Rules. However, these rights are not absolute and in some circumstances a county councillor may have to establish a 'need to know' to justify access. Data Protection and Human Rights considerations may also apply in particular circumstances. Part II reports are provided to county councillors on the basis that they are private and confidential and disclosure may be unlawful – see Protocol on the Disclosure of Confidential Information.
- 8.79 A county councillor of one political group does not have the right to inspect a document that forms part of the internal workings of another political group or any document or part of a document containing advice provided by a political adviser or assistant.

### **Confidential Information**

- 8.80 The requirements of confidentiality referred to in the Protocol on the Disclosure of Confidential Information must be strictly observed. Any material provided on a confidential basis must remain so unless permission to share that information is given by the appropriate person. Officers must also at all times consider data protection and any other statutory provision relating to confidentiality and confidential material.

### **Prohibition of Political Publicity**

- 8.81 In accordance with the Local Government Act 1986, material must not be published which in whole or in part appears to affect public support for a political party. Any information published is restricted to the provision of information relating to the functions of the Council only.
- 8.82 The Code of Recommended Practice on Local Authority Publicity (2011) also requires the Council to take extra care during periods of heightened sensitivity, such as in the pre-election period.

## **Correspondence**

- 8.83 Correspondence between an individual county councillor and an officer should not normally be copied by the officer to any other county councillor. Where it is felt necessary to copy the correspondence to another county councillor, this should be made clear to the county councillor who originated the enquiry. If the correspondence includes information relating to another county councillor then it will automatically be copied to the other county councillor concerned, without reference to the county councillor originating the enquiry.

## **Support to County Councillors and Political Groups**

- 8.84 The only basis on which the Council can lawfully provide support services such as stationery, typing, printing, photocopying, and transport to county councillors, is to assist them in discharging their role as county councillors. Such support services must therefore only be used for county council business. The services should not be used in connection with party political or campaigning activity.

### **"Think Councillor"**

- 8.85 "Think Councillor" is an initiative that encourages officers to think about county councillors in all areas of their work. It helps officers to be more aware of what county councillors do and how they can work with them.
- 8.86 There are six key principles of "Think Councillor" which officers must observe:
- a) Put the needs and expectations of county councillors at the heart of everything they do;
  - b) Keep councillors informed, particularly when a matter affects a specific electoral division;
  - c) Provide a high standard of service and show respect to county councillors at all times, and remain political neutral;
  - d) Support county councillors to carry out their roles;
  - e) Find out what county councillors need and respond to it; and
  - f) Work positively with county councillors to continually improve services for the people of Lancashire.
- 8.87 Executive Directors, Directors and Heads of Service are responsible for ensuring that the principles of "Think Councillor" are embedded within their service areas.

## **Media Relations**

- 8.88 The Communications Team is the main contact point for media enquiries and responses and offers advice to county councillors and officers on all media-related matters.
- 8.89 Press releases and other communications with the media must be politically balanced and not favour the views of any political group over another.
- 8.90 Where a press release refers to a particular electoral division and involves an issue of particular local interest, the local county councillor should whenever possible be invited to comment and be involved in any photo opportunity or other media event that is organised.

## **Guidance for Site Visits and Official Openings**

- 8.91 Democratic Services and the Communications Team can offer guidance to assist county councillors when attending site visits and official openings on behalf of the Council. Particular protocols may exist for certain operational establishments.

### **Monitoring and Evaluation of the Protocol**

- 8.92 Government guidance recommends that where a protocol of this nature exists, it should be included within a Council's Constitution. The Full Council has adopted and will keep under review the Protocol within the Constitution.

### **Advice on the Operation of the Protocol**

- 8.93 The protocol is intended to act as a guide for both county councillors and officers. Democratic Services will offer advice on the implementation and operation of the protocol. This does not replace existing statutory or Council procedures relating to complaints being made against officers or county councillors.

### **Members' Allowance Scheme**

- 8.94 Lancashire County Council's Members' Allowance Scheme is as follows.

#### **Background**

1. Lancashire County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme.
2. This Scheme shall have effect for the period 1 April 2024 to 31 March 2025 and subsequent years.
3. The Council is required to convene a panel of independent persons, the Independent Remuneration Panel, and have regard to its recommendations on the allowances that are paid.
4. Each year the Council has to publish details of its Scheme, and the amounts paid to each councillor under the Scheme. The record is open to inspection by any local government elector for the Council's area during normal working hours, and electors are entitled to make a copy of any part of the record.

#### **Scheme Definitions**

5. In this Scheme:
  - a) "Councillor" means an elected member of Lancashire County Council.
  - b) "Co-opted member" means a person other than a councillor who is appointed to serve on a Council committee, sub-committee or board.
  - c) "Year" means the twelve months commencing 1st April.
  - d) "Meetings" means a meeting of the Full Council or a body of members formally established by the Full Council, the Leader of the County Council, the Cabinet or a Council committee.

- e) "Regulations" means the Local Authorities (Members' Allowances) (England) Regulations 2003.

### **Allowances General**

- 6. The main allowances which are provided for in this Scheme are as follows:
  - a) Basic Allowance
  - b) Special Responsibility Allowance
  - c) Dependants' Carer's Allowance
  - d) Travelling Allowances
- 7. The Allowances shall be increased annually in accordance with paragraphs 41 to 43 of this Scheme.
- 8. For the avoidance of doubt, attendance and subsistence allowances are not payable under this Scheme.

### **Basic Allowance**

- 9. Subject to paragraphs 28 to 33, a basic Annual Allowance shall be paid to every councillor.
- 10. The amount of the Basic Allowance is set out in Schedule 'A' of this Scheme.
- 11. This allowance is paid monthly and is intended to recognise the time commitment of all councillors including such inevitable calls on their time as meetings with Council officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of councillors' homes.

### **Special Responsibility Allowance**

- 12. Subject to paragraphs 28 to 33, each councillor or co-opted member who holds a special responsibility as defined within the Regulations and specified within this Scheme, will receive a Special Responsibility Allowance.
- 13. The amount of the Special Responsibility Allowance is set out in Schedule 'B' of this Scheme.
- 14. Special Responsibility Allowances are paid monthly.
- 15. There is no statutory limit on the number of Special Responsibility Allowances which may be paid to a councillor. However, the Council on the recommendation of its Independent Remuneration Panel has agreed that a councillor may not receive more than one Special Responsibility Allowance.
- 16. Where members of authority are divided into at least two political groups and a majority of members belong to the same political group (the controlling group), a Special Responsibility Allowance shall be paid to at least one person who is not a member of the controlling group and who has special responsibilities.

### **Dependants' Carer's Allowance**

17. Subject to paragraphs 18 and 19, a Dependants' Carer's Allowance may be claimed in respect of named children aged 16 or under or in respect of other named dependants where there is medical or social evidence that care is required.

18. Payment of Dependants' Carer's Allowance shall:

- a) Be based on actual receipted expenditure subject to a maximum hourly rate and a maximum annual allowance, as specified in Schedule 'A' of this Scheme;
- b) Not be made where a councillor already receives a carer's allowance from the Department for Works and Pensions;
- c) Not be payable where the carer is a parent or is a member of the household; and
- d) Not be payable unless the carer has been cleared by the Disclosure and Barring Service.

19. The Dependants' Carer's Allowance may be claimed where the actual expenditure has been incurred in connection with the Approved Duties as detailed in Schedule 'D' of this Scheme.

### **Co-opted Members' Allowance**

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

21. For the avoidance of doubt, the provisions of paragraphs 28 to 33 shall apply to co-opted members' allowances.

### **Travelling Allowances**

22. A councillor, including the Chair and Vice-Chair of the Council and co-opted members, shall be entitled to receive Travelling Allowances for journeys made within the county of Lancashire only. Travelling Allowances will only be paid for journeys made beyond Lancashire in exceptional circumstances, which shall be approved by the Cabinet Member with responsibility for Members' Allowances (see Schedule 'E' of this Scheme).

23. Subject to paragraph 22, a councillor, including the Chair and Vice-Chair of the Council and co-opted members, shall be entitled to receive Travelling Allowances at the rates specified in Schedule 'C' of this Scheme.

24. Appropriate receipts must be obtained and retained in respect of any claims made by a councillor or co-opted member for the reimbursement of public transport and taxi fares (see Schedule 'E' of this Scheme), car parking fees and other incidental expenses.

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

26. A councillor or co-opted member must produce their receipts if required by claim processing officers, as well as internal or external auditors.

27. Each councillor or co-opted member shall agree with the Monitoring Officer a fixed mileage for journeys between their home address and County Hall, Preston for the purpose of verifying travel expense claims. The schedule of agreed and approved

mileages will be updated following the Monitoring Officer being notified of a change of address.

### **Renunciation**

28. A councillor may, by notice in writing to the Chief Executive, elect to forego all or part of any allowance they may be entitled to under this Scheme. Such a notice can subsequently be withdrawn or amended non-retrospectively.

### **Adjustments to Entitlements in Year**

29. The provisions of this paragraph apply in relation to the entitlement of a councillor to allowances where, in the course of a year:

- a) The Scheme is amended;
- b) A person becomes, or ceases to be, a councillor;
- c) A councillor accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable; or
- d) A councillor is suspended or partially suspended from their responsibilities or duties as a member of the County Council.

30. If, during the year, the Scheme is amended and this results in a change to a councillor's entitlement to their Special Responsibility Allowance and/or Basic Allowance, the actual annual entitlement shall be based on:

- a) A proportion of the original annual allowance based on the number of days up to the date of amendment; plus
- b) A proportion of the revised annual allowance based on the number of days from the date of amendment.

31. When the term of office of a councillor either begins and/or ends during the course of a year, their entitlement to the Basic Allowance shall be based on the number of days in office during that year. Similar pro rata entitlements will apply in situations where the Basic Allowance is amended under paragraph 30.

32. Where, for a part of the year, a councillor has such special responsibilities as specified in this Scheme, their entitlement to a Special Responsibility Allowance shall be based on the number of days during that year that the councillor has held such special responsibilities, such entitlement being pro rata to a full year. Similar pro rata entitlement will apply in situations where Special Responsibility Allowances have been amended under paragraph 30.

33. Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of the County Council in accordance with Part III of the Local Government Act 2000 (or Regulations made under that Part), the part of the Basic, Special Responsibility, and Travel Allowances payable in respect of the period of suspension may be withheld by the Council.

### **Submission of Claims**

33. Separately, individual claims for Dependants' Carer's Allowances and Travel Allowances shall be made on a monthly basis and shall be submitted to Democratic Services on or before the fourth day of each month. This applies especially to year end claims (i.e. claims for allowances for duties performed up to and including 31 March each year). Claims submitted after 31 May for the preceding financial year will not be accepted.
34. Claims must be submitted via the electronic Members' Allowances System as soon as possible at the end of each month. Claims may be submitted by non-electronic means (by an agreed paper-based method) only in exceptional circumstances approved by the Monitoring Officer.
35. Claims must be submitted within two months of the period to which they relate or a payment will not be made unless it is approved by the Chief Executive and good cause having been shown by the member submitting the late claim.
36. Each claim shall provide details of the duties undertaken together with adequate supporting information in relation to claims for travel. Such information must include the place and time for both the start and finish of each claim.
37. Each claim shall be certified by the councillor or co-opted member that they have actually and necessarily incurred the expenditure claimed in the performance of Approved Duties (as defined in Schedule 'D' of this Scheme) and that they will not make any other claim in respect of that expenditure other than under this Scheme.

#### **Payment of Allowances**

38. Payments of the Basic Allowance and a Special Responsibility Allowance shall be made monthly on the last working day of each month.
39. Claims for Dependants' Carer's and Travel Allowances which are received by Democratic Services on or before the fourth day of each month shall be paid on the last working day of that month.
40. The monthly amount payable in respect of the Basic Allowance and a Special Responsibility Allowance shall be one-twelfth of the annual allowance(s) specified in this Scheme and subject to paragraphs 28 to 33.

#### **Scheme Amendments**

41. The amounts of the Basic Allowance, Special Responsibility Allowance, Dependant's Carer's Allowance and Council's Chair/Vice-Chair Allowance, as specified in Schedule 'A' of this Scheme, are subject to an annual increase on 1 April. This increase shall equate to the annual percentage increase in employees' pay under the National Joint Council for Local Government Services pay structure. Where an annual percentage increase is not agreed, the matter of an annual increase shall be referred to the Independent Remuneration Panel for consideration.
42. Overnight Accommodation and Travel Abroad Allowances shall be increased annually with effect from 1 April in every year in line with the Consumer Price Index published in November of the preceding year.
43. Motor car, motorcycle, and bicycle Travelling Allowances shall be revised annually with effect from 1 April in every year in accordance with the maximum allowance for Income Tax purposes as determined by HM Revenue and Customs.



## General Information

44. Schedule 'E' of this Scheme contains additional background information and supporting guidance to the Scheme, including:

- a) Contacts, Enquiries and Other General Matters
- b) Travel Allowances
- c) Taxation
- d) National Insurance
- e) Insurance Arrangements

## Schedule A - Allowances

### Basic Allowance

An annual Basic Allowance of £13,777\* is payable to each councillor.

### Special Responsibility Allowance

Based on an annual Special Responsibility Allowance total of £529,871\*, the actual individual allowances are detailed in Schedule 'B' of this Scheme. The amounts quoted in Schedule 'B' are in respect of a full year term of office.

### Dependants' Carer's Allowance

Payment of a Dependants' Carer's Allowance, as provided for in Paragraphs 16 to 18 of this Scheme, shall be based on actual receipted expenditure subject to a maximum hourly rate of £9.46\*. Total payments in any one year shall not exceed £1,987.

### Travelling Allowances

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

### Chair and Vice-Chair of the Council Allowances

An annual Allowance of £20,657\* is payable to the Chair of the County Council and the Vice-Chair shall receive an annual allowance of £10,329\*.

## Schedule B - Special Responsibility Allowances

Position			Amount (£)*	% of Leader
Leader			41,331	100.00
Deputy Leader			28,932	70.00
Cabinet Members		8@	22,732	55.00
Lead Members		5@	11,366	27.50
Champions		6@	7,233	17.50
Chairs	Overview and Scrutiny	4@	10,333	25.00
	Corporate Parenting Board		10,333	25.00

Position			Amount (£)*	% of Leader
	Development Control		10,333	25.00
	Pension Fund		10,333	25.00
	Regulatory		10,333	25.00
	Audit, Risk and Governance		10,333	25.00
	Lancs County Dev Ltd		5,167	12.50
Vice Chairs	Development Control		5,167	50.00 **
	Overview and Scrutiny	4@	4,857	47.00 **
	<i>** (This is the % of the amount paid to the Chairs of the relevant Committees)</i>			
Majority Group	Secretary		6,200	15.00
	Whip		6,200	15.00
Largest Opposition Group	Leader		22,732	55.00
	Deputy Leader		11,366	27.50
	Secretary		4,133	10.00
	Whip		4,133	10.00

(\*To be uplifted following confirmation of the pay award for 2024/25, with effect from 1 April 2024.)

## Schedule C – Travelling Allowances

### Travelling by Private Vehicle

The rate for travel by a councillor or co-opted member in their own private vehicle, or one belonging to a member of the family or otherwise provided for the councillor or co-opted member's use, for journeys made in accordance with paragraph 21 of this Scheme shall not exceed:

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

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

### Overnight Accommodation

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

In exceptional circumstances where it is not possible for the Council to make a direct booking on behalf of a councillor or co-opted member, the actual receipted cost of accommodation will be reimbursed to the councillor or co-opted member. Such

reimbursement will be subject to a maximum allowance per night of £179.70 for London and £156.47 elsewhere in the UK.

## **Travel Abroad**

For councillors or co-opted members travelling outside Great Britain on approved duties (including, for the purpose of this section, travelling in Northern Ireland), a flat daily rate of £86.78 will be provided to cover costs incurred on transport whilst actually abroad. Any unused portion of this allowance must be returned to the Council.

## **Schedule D – Approved Duties**

Appropriate allowances (Travel or Dependants' Carer's) may be claimed in accordance with the above details where such work has been undertaken in connection with one or more of the following 'Approved Duties':

1. The attendance in connection with the efficient conduct or discharge of duties for which a Special Responsibility Allowance is paid in accordance with this Scheme.
2. The attendance at a meeting of the Full Council or of any Council committee, sub-committee, task group, working group, steering group or board.
3. The attendance as the Council's appointed representative at meetings of outside bodies or joint working arrangements, including any committees or sub-committees of such a body where allowances cannot be claimed directly from the body concerned.
4. The attendance at any other meeting, the holding of which is authorised by the Council, or a committee or sub-committee of the Council, or a joint committee, or the Council and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that:
  - a) Where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
  - b) If the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
5. For the purposes of paragraphs 2 to 4, claims for travel can only be made in respect of attendance at meetings of a committee, sub-committee or other body of which the councillor claiming is a member or where the councillor is invited to attend by that body.
6. The attendance at a Cabinet meeting.
7. Meetings, official inspections and visits authorised by the Cabinet, a Cabinet Member (where a decision cannot await the next Cabinet meeting), a Council committee, sub-committee, task group, working group, steering group or board.
8. Conferences and seminars authorised by the Cabinet or where a decision cannot await the next Cabinet meeting by the Cabinet Member with responsibility for Members' Allowance.
9. Authorised training events.

10. Attendance by councillors appointed by the Council and who are not principal office holders on the Local Government Association (LGA) at LGA meetings.
11. Public meetings concerning a Council service.
12. Any authorised official or courtesy visit on behalf the Council.
13. Any of the following authorised Council events in Lancashire:
  - a) Opening ceremonies
  - b) Open days
  - c) Receptions
  - d) Displays
  - e) Concerts
  - f) Demonstrations and presentations
  - g) Competitions
14. Meetings with other representatives of local authorities, government departments and Members of Parliament.
15. Joint Negotiating Councils.
16. Political group meetings that are held immediately prior to a Full Council meeting for the purpose of discussing council business.
17. Attendance at the Royal Garden Party.
18. The performance of any duty in pursuance of any Procurement Rule under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened.
19. The performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
20. The performance of any duty in connection with arrangements made by the Council for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
21. The carrying out of any duties as Chair and Vice-Chair of the County Council.

Attendance at any of the following are not authorised as an 'Approved Duty':

1. All other political group meetings other than those specified in paragraph 16 of the 'Approved Duties' section shown above.
2. Meetings with officers and constituents.

3. Member surgeries.
4. Attendance by members of the Council at meetings of committees or sub-committees of which they are not members, in accordance with Standing Order D13 [LINK].
5. Meetings of any outside body where allowances are paid by the body concerned. This shall include meetings of the Local Government Association where a councillor is a principal office holder or has been appointed by the Association or Assembly to attend in a representative role. Such councillors should claim directly from the Local Government Association.
6. Lancashire Combined Fire Authority and associated meetings. Members of this authority should claim directly from the Fire Authority.
7. Meetings of any outside body where a councillor has been appointed by a political party.

## **Schedule E – Supporting Guidance**

### **Contacts, Enquiries and Other General Matters**

1. If councillors or co-opted members:

- a) Require help with the submission of claims for allowances or wish to question any payment made to them, please contact [membersallowances@lancashire.gov.uk](mailto:membersallowances@lancashire.gov.uk); or
- b) Wish to raise a point of principle or require clarification of the Members' Allowance Scheme, please contact the Democratic and Member Services Manager on 01772 534580.

2. Cases of Uncertainty

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

Any such matters should be raised with the Chief Executive by contacting the Democratic and Member Services Manager on 01772 534580.

3. Attendance Record

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

4. Record of Payments

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

## **Travelling Allowances - Additional Guidance and Provision**

### **5. General**

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

### **6. Travel by public transport**

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

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

Unused portions of rail tickets should be returned to the Purchase to Pay Officer.

### **7. Travel by Private Vehicle**

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

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

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

Councillors and co-opted members are responsible for ensuring that their motor insurance covers use of the vehicle on Council business.

### **8. Travel by Taxi**

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

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

### **9. Overnight Accommodation**

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

#### 10. Travel Abroad

A flat daily rate will be paid to councillors or co-opted members traveling outside Great Britain on 'approved duties'. This allowance is intended to cover costs incurred on transport whilst actually abroad. Any unused portion of this allowance (for example in respect of meals provided at no cost to the councillor or co-opted member) must be returned to the Council. Details of the rate are set out in Schedule 'C' of this Scheme.

### **Taxation**

#### 11. PAYE

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

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

Tel: 0300 200 3300

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

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

The Dependants' Carer's allowance is also subject to tax.

### **National Insurance**

#### 12. General Liability for National Insurance Contributions

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

As Basic Allowances and Special Responsibility Allowances are taxable, they are also liable for National Insurance contributions.

The Dependants' Carer's Allowance is also subject to National Insurance contributions.

National Insurance contributions are payable on the total of all monies earned by an individual that are subject to National Insurance (including allowances) in excess of the

Earnings Threshold. Contributions are payable at the standard rate up to an Upper Earnings Limit after which a reduced rate applies. These limits are subject to annual adjustment and are available on request.

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

### 13. Persons of Pensionable Age

No Class 1 National Insurance contribution will be payable by a person over pensionable age who is a retirement pensioner or who does not satisfy the contribution conditions for a retirement pension. In such circumstances, the councillor should apply to HMRC for a Certificate of Age Exemption (CF384). This certificate should then be forwarded to the County Council's Payroll Service.

Tel: 0300 200 3500

HM Revenue and Customs  
National Insurance Contributions Office  
Longbenton  
Newcastle Upon Tyne  
NE98 1ZZ

### 14. Married Women and Widows

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

### 15. Dual Employment etc.

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

However, in situations where the taxable emoluments received, either in total or in one particular employment, exceed the Upper Earnings Limit, councillors should contact HMRC in order to limit contributions payable (by use of Form CA2700) or obtain an appropriate refund of contributions paid.

Tel: 0300 200 3500

HM Revenue and Customs  
National Insurance Contributions Office  
Longbenton  
Newcastle Upon Tyne  
NE98 1ZZ

## **Insurance Arrangements**

### 16. Liability Insurance



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

## 17. Personal Accident Insurance

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

The benefits provided by this policy are as follows:

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

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

There is no upper age limit on the policy.

At the age of 75, the lump sum benefits for death and permanent total disablement are reduced. Benefits for permanent partial disablement and all temporary disablement cease to be payable at the age of 75.

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

## 18. Motor Vehicle Insurance

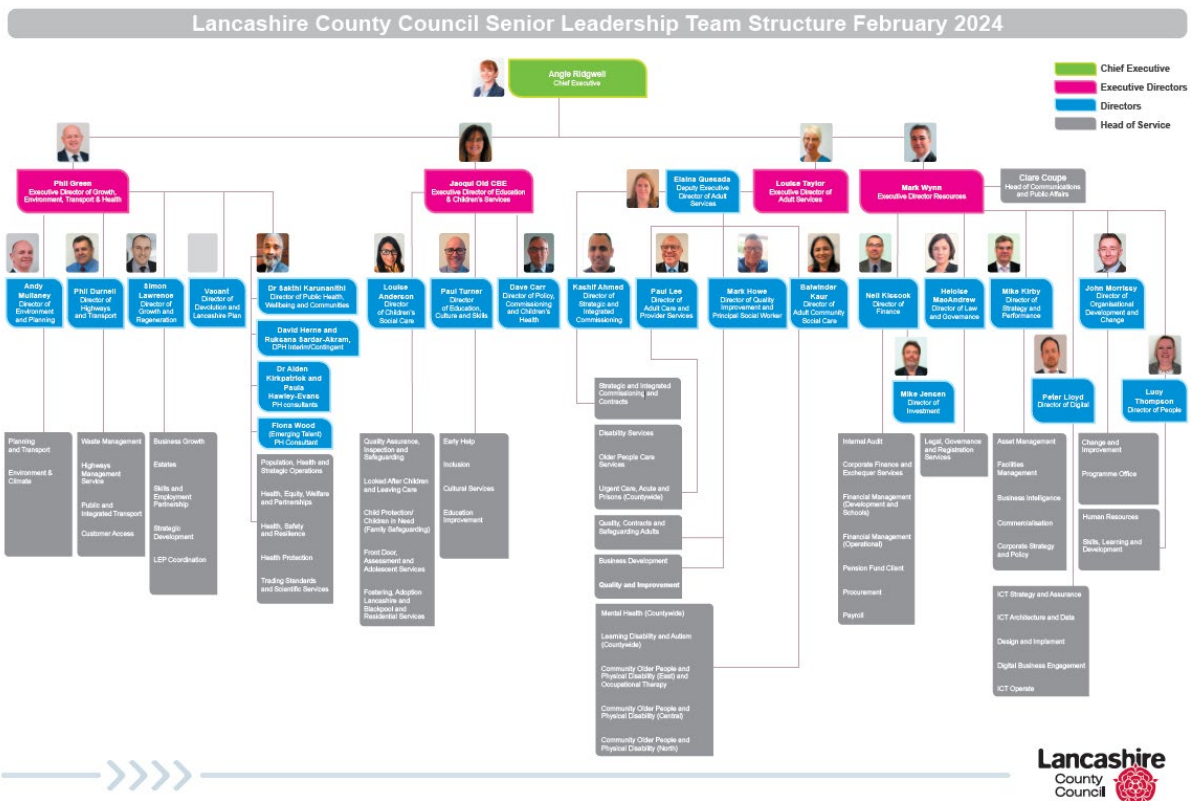
The use of motor vehicles is subject to compulsory insurance cover and where councillors and co-opted members use private motor vehicles on Council business, it is the responsibility of individual councillors and co-opted members to ensure that their own motor vehicle insurance policies provide appropriate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

## 9. OFFICERS

- 9.1 Council officers comprise administrative, professional, technical and operational employees whose role is to advise the whole of the Council on all aspects of its functions, to put into effect decisions which are taken, and to provide to the public the services for which the Council is responsible.

### Management Structure

- 9.2 Officers are grouped as set out below.



- 9.3 Certain officers are statutory appointees, in particular:

### Head of Paid Service

- 9.4 The Chief Executive is the Council's Head of Paid Service. The Head of the Paid Service reports to Full Council on the manner in which the discharge of the Council's functions is coordinated, the number and grade of officers required for the discharge of functions, and the organisation of officers.

- 9.5 The Head of the Paid Service cannot be the Chief Finance Officer or the Monitoring Officer.

### Monitoring Officer

- 9.6 The Director of Law and Governance is the Council's Monitoring Officer. The Monitoring Officer is responsible for ensuring that the decisions and actions of the Council are lawful and in accordance with the adopted policy frameworks.

- 9.7 The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, officers and the public.
- 9.8 After consulting with the Head of the Paid Service and the Chief Finance Officer, the Monitoring Officer will report to Full Council, or to the Executive in relation to an Executive function, if they consider that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- 9.9 The Monitoring Officer will not have a duty to prepare a report with regard to maladministration and injustice unless a Local Government and Social Care Ombudsman has conducted an investigation (as provided for in Part III of the Local Government Act 1974) in relation to that proposal, decision or omission.
- 9.10 When the report is completed, the Monitoring Officer will ensure that a copy is sent to each Council Member.
- 9.11 Within 21 days of receiving the report, it must be considered at a meeting of the Full Council or the Executive, as appropriate. The Council or the Executive must also ensure that no further action is taken in respect of the proposal or decision until the report has been considered.
- 9.12 As soon as practicable after Full Council or the Executive have considered the Monitoring Officer's report, it shall prepare a report (and arrange for a copy of that report to be circulated to all Council Members and the Monitoring Officer) that will include:
- 9.13 What action the Council or the Executive has taken, or proposes to take, in response to the report and when it proposes to take that action; and
- 9.14 The reasons for taking that action or the reasons for not taking any action.
- 9.15 The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Conduct Committee.
- 9.16 The Monitoring Officer will arrange for the conduct of investigations into Member Code of Conduct complaints and make reports or recommendations in respect of them to the Conduct Committee.
- 9.17 The Monitoring Officer will ensure that decisions of the Executive, together with the reasons for those decisions and relevant officer reports and background papers, are made publicly available as soon as possible.
- 9.18 The Monitoring Officer will advise whether decisions of the Executive are in accordance with the Budget and Policy Framework.
- 9.19 The Monitoring Officer will ensure appropriate governance is in place for Council-owned companies and joint ventures.
- 9.20 The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity, and Budget and Policy Framework issues to all councillors.

9.21 The Monitoring Officer will perform these duties personally. If the Monitoring Officer cannot carry out these duties owing to illness or absence, a member of staff who has been nominated as the Deputy Monitoring Officer will perform the required duties.

9.22 The Monitoring Officer cannot be the Chief Finance Officer or the Head of the Paid Service.

### **Chief Finance Officer**

9.23 The Executive Director of Resources is the Council's Chief Finance Officer (Section 151 Officer). The Chief Finance Officer is responsible for ensuring the proper administration of the Council's financial affairs and that actions and decisions are in accordance with the Council's budget.

9.24 After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to Full Council, or to the Executive in relation to an Executive function, and the Council's external auditor if they consider that any proposal, decision or course of action:

- a) Will involve incurring unlawful expenditure;
- b) Is unlawful and is likely to cause a loss or deficiency; or
- c) If the Council is about to enter an item of account unlawfully.
- d) The Chief Finance Officer shall send a copy of their report to:
- e) The current auditor of the Council's accounts; and
- f) Each Member of the Council.

9.25 Unlawful expenditure by Cabinet

- a) The Cabinet must consider the report of the Chief Finance Officer at a meeting, held on or within 21 days from the day that the copies of the report are sent, where it will decide whether it agrees or disagrees with the views contained in the report. The Cabinet must also decide what action will be taken.
- b) The course of conduct that is the subject of the report shall not be pursued during the "prohibition period". The "prohibition period" begins on the day that copies of the report are sent and ends on the first working day after the Cabinet has concluded its consideration of the report.
- c) If the Cabinet does pursue the course of conduct (i.e. makes a payment) that is the subject of the report during the "prohibition period", it shall be considered that the Cabinet did not have the power to make this payment.
- d) As soon as practicable after the Cabinet has considered the content of the Chief Finance Officer's report, it shall prepare a report which specifies:
  - (i) What action, if any the Cabinet has taken in response to the report;
  - (ii) What action, if any, the Cabinet proposes to take in response to the report and when they propose to take that action; and
  - (iii) The reasons for taking or not taking the action specified in the report.

- e) The Cabinet must, as soon as practicable, arrange for a copy of the report to be sent to:
  - (i) The person who has the duty to audit the council's accounts;
  - (ii) Each Member of the Council; and
  - (iii) The Council's Chief Finance Officer.

9.26 Unlawful expenditure by the Council, its committees, sub-committees, officers of the Council, or joint committees

- a) The Council must consider the report of the Chief Finance Officer at a meeting, held on or within 21 days from the day that the copies of the report are sent, where it will decide whether it agrees or disagrees with the views contained in the report. The Council must also decide what action will be taken.
- b) The course of conduct that is the subject of the report shall not be pursued during the "prohibition period". The "prohibition period" begins on the day that copies of the report are sent and ends on the first working day after the Council has concluded its consideration of the report.
- c) If the Council does pursue the course of conduct (i.e. makes a payment) that is the subject of the report during the "prohibition period", it shall be considered that the Council did not have the power to make this payment.
- d) The Chief Finance Officer will, as soon as reasonably practicable, notify its auditor of the date, time and place of the proposed meeting. As soon as is reasonably practicable after the meeting, the Chief Finance Officer will notify its auditor of any decision made at the meeting.

9.27 The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.

9.28 The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and Policy Framework issues to all councillors and will support and advise councillors and officers in their respective roles.

9.29 The Chief Finance Officer will provide financial information to the media, members of the public and the community.

9.30 The Chief Finance Officer cannot be the Monitoring Officer or the Head of the Paid Service.

**Resources**

9.31 The Council has a duty to provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are, in their opinion, sufficient to allow their duties to be performed.

**Proper Officers**

9.32 Proper Officers are appointed to carry out certain functions required by law. These are set out below.

9.33 SCHEDULE OF APPOINTMENTS

PURPOSE OF APPOINTMENT	
Any reference to the Clerk of a council which, by virtue of the Local Government Act 1972, is to be construed as a reference to the Proper Officer of the Council	Chief Executive
Any reference to the Treasurer of a council which, by virtue of the Local Government Act 1972, is to be construed as reference to the Proper Officer of the Council	Executive Director of Resources

#### LANDLORD AND TENANT ACT 1927

Section	Brief Details of Responsibility	Proper Officer
23	The Proper Officer to serve and receive notices on behalf of the Council	Director of Law and Governance

#### LANDLORD AND TENANT ACT 1954

Section	Brief Details of Responsibility	Proper Officer
66	The Proper Officer to serve and receive notices on behalf of the Council	Director of Law and Governance

#### PUBLIC HEALTH ACT 1936

Section	Brief Details of Responsibility	Proper Officer
84	Removal of filthy or verminous articles	Director of Public Health, Wellbeing and Communities
85(2)	Serving a notice requiring action to deal with verminous people and things	Director of Public Health, Wellbeing and Communities

#### PREVENTION OF DAMAGE BY PESTS ACT 1949

Section	Brief Details of Responsibility	Proper Officer
22	Authorised person to enter land in relation to the performance of functions under the Act	Director of Environment and Planning

#### REGISTRATION SERVICE ACT 1953 AND REGULATIONS 1968-1994

Section	Brief Details of Responsibility	Proper Officer
9(1) and (2)	Appointment of interim superintendent registrars and registrars	Director of Law and Governance
13(2)(h) and 3(b)	Powers under the local scheme of organisation	Director of Law and Governance
20	Proper officer for births, deaths and marriages	Director of Law and Governance

#### AGRICULTURE ACT 1970

Section	Brief Details of Responsibility	Proper Officer
67(3)	Appointment as Agricultural Analyst	Director of Public Health, Wellbeing and Communities

#### LOCAL AUTHORITY SOCIAL SERVICES ACT 1970

Section	Brief Details of Responsibility	Proper Officer
6(A1)	Director of Adult Social Services	Executive Director of Adult Services

#### LOCAL GOVERNMENT ACT 1972

Section	Brief Details of Responsibility	Proper Officer
83(1)	The officer to whom a person elected to the office of councillor shall deliver a declaration of acceptance of office on a form prescribed by rules made under s.42 of the Act	Chief Executive
83(3)(b)	The officer before whom a declaration of acceptance of office of Chair of Council or Vice Chair of Council may be made	Chief Executive
84	The officer to whom written notice of resignation of elected office shall be delivered	Chief Executive
86	To declare any vacancy in any office under the Section	Chief Executive
88(2)	The officer by whom a meeting of the Council for the election of the vacant office of Chair of the Council may be convened	Chief Executive
89(1)(b)	The officer to whom notice in writing of a casual vacancy occurring in the office of councillor may be given by two local government electors for the Borough	Chief Executive
96	The officer to whom general notices and recording of disclosures of interests under s.94 should be given	Director of Law and Governance
99 & Sch.12	To give notice and send summonses in respect of any Council meeting	Director of Law and Governance
100	To give public notice of any meeting to which the public are entitled to attend, provide copies of agenda and facilities for the press	Director of Law and Governance
100B(2)	The officer to exclude from committees, sub committees, Council or Executive meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	Director of Law and Governance
100B(7)(c)	The officer to supply to any newspaper copies of documents supplied to Members of committees, sub-committees, Council or Executive meetings in connection with an item for consideration	Director of Law and Governance
100C(2)	The officer to prepare a written summary of proceedings of committees, subcommittees, Council or the Executive from which the public were excluded	Director of Law and Governance
100D(1)(a)	The officer to prepare a list of background papers for reports considered by committees, sub-committees, Council or the Executive	Director of Law and Governance
100D(5)	The Officer to determine which documents constitute background papers and s.100H - ability to charge for the provision of such documents	Director of Law and Governance



100F(2)	The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Director of Law and Governance
100G	To maintain a register of the names and addresses of Members and membership of committees, lists of delegations and the like	Director of Law and Governance
115(2)	Person to whom all officers shall pay monies received by them and due to Council	Executive Director of Resources
123	The officer responsible for certifying or obtaining a certificate of 'Best Consideration' on the disposal of land and property.	Director of Growth and Regeneration
137(a)	Gives the Proper Officer power to require a voluntary organisation or similar body to supply information to them, where a local authority uses its powers under Section 137 to give financial assistance to that voluntary organisation or similar body above a relevant minimum	Executive Director of Resources
146(1)(a)	Statutory declarations and issue any certificate in relation to securities on change of name of authority or change of area	Executive Director of Resources
151	To be responsible for the administration of the financial affairs of the Council	Executive Director of Resources
All appointments 191, 204(3), 210(6) and (7), 223, 225(1), 228(3), 229(5), 233, 234, 236(9)-(10), 238, 248(2), Sch.12 para 4(2)(b) and 4(3) and Sch.14 Para 25(7)	Receipt of notices from Ordnance Survey in relation to boundaries, powers in respect of charities, authorising officers to attend court, receipt of documents to be deposited, certification of photographic copies, receipt of service, signing of notice order or other document required by law, certifying copies of byelaws and keeping the roll of freemen. Provisions in relation to summons for meetings and copy resolutions	Director of Law and Governance
Sch.29 Pt.I Para.4(1)(b)	Adaptation, modification and amendment of enactments	Director of Law and Governance
Sch.29 Para 41	Proper Officer for Births, Marriages and Deaths	Director of Law and Governance

#### LOCAL GOVERNMENT ACT 1974

Section	Brief Details of Responsibility	Proper Officer
30(5)	Provides that the Proper Officer must give public notice of the ombudsman's reports	Director of Law and Governance

#### LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Section	Brief Details of Responsibility	Proper Officer
16	Notices requiring details of interest in land	Directors



41(1)	The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings	Director of Law and Governance
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#### RENT ACT 1977

Section	Brief Details of Responsibility	Proper Officer
63	Appointment of rent officers under a scheme	Director of Law and Governance
Schedule 15, Part IV, para 7	Certification of provision of suitable alternative accommodation	Director of Law and Governance

#### HIGHWAYS ACT 1980

Section	Brief Details of Responsibility	Proper Officer
37(5)	Receipt of certificates approving dedication of highways to be maintainable at public expense and making certificates available for inspection	Director of Highways and Transport
59(1)	Certify that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight	Director of Environment and Planning
205(3)-(5)	Undertake duties as specified in the schedules in relation to private street works	Director of Highways and Transport
210(2)	Certify amendments to estimated costs and provisional apportionment of costs under the private street works code	Director of Highways and Transport
211(1), 212(4), 216(2)-(3)	Make final apportionment of costs as detailed in the schedules under the private street works code	Director of Highways and Transport
295(1)	Issue notice requiring removal of materials from non - maintainable streets in which works are due to take place	Director of Highways and Transport
321	Authenticate notices and other documents	Director of Environment and Transport
Sch.9 Para 4	Sign plans showing proposed prescribed improvement or building lines	Director of Highways and Transport

#### PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 (AS AMENDED BY THE HEALTH AND SOCIAL CARE ACT 2008 AND THE MILK AND DAIRIES (GENERAL) REGULATIONS 1959)

Section	Brief Details of Responsibility	Proper Officer
59	Authentication of documents	Director of Public Health, Wellbeing and Communities
61-62	Right to enter premises to ascertain whether there has been a contravention of a provision of the 1984 Act or a Part 2A order made pursuant to the 1984 Act	Director of Public Health, Wellbeing and Communities
	Requirement to appoint a suitably qualified person as the Council's Medical Advisor on	Director of Public Health, Wellbeing and Communities

	Environmental Health and Proper Officer for notifiable diseases	
74	To act for such of the functions relating to notification, investigations, prevention and control of notifiable diseases and food poisoning.	Director of Public Health, Wellbeing and Communities

#### WEIGHTS AND MEASURES ACT 1985

Section	Brief Details of Responsibility	Proper Officer
72(1)(a)	Chief Inspector of Weights and Measures	Director of Public Health, Wellbeing and Communities

#### LOCAL GOVERNMENT FINANCE ACT 1988

Section	Brief Details of Responsibility	Proper Officer
114, 115, and 115A and 115B	Responsibility for Chief Financial Officer Reports	Executive Director Resources
116	Notification to auditor of date, time and place of meeting to consider Section 114 report and of decision of such meeting	Executive Director Resources
139A	Provision of information to the Secretary of State in relation to the exercise of their powers under this Act as and when required	Executive Director Resources
Sch.4 (10)(1) Paragraphs 6 – 8 (10)(1) Paragraph 9	Where notice has to be served on the Council concerning: The acquisition of way leaves over Council-owned land The felling and lopping of trees, etc	Director of Law and Governance
Sch. 8, 36(8) Para 1, 36(8) Para 2	Where applications have to be made for consent to construct generating stations on Council-owned land; and where applications for consent have to be served on the local planning authority	Director of Law and Governance

#### CONTROL OF POLLUTION (AMENDMENT) ACT 1989

Section	Brief Details of Responsibility	Proper Officer
5A	Authorised officer to seize a vehicle or its contents in relation to the performance of functions under the Act	Director of Environment and Planning

#### LOCAL GOVERNMENT AND HOUSING ACT 1989

Section	Brief Details of Responsibility	Proper Officer
2(4), 3A, 15-17	Officer with whom the list of politically restricted posts shall be deposited; to grant exemptions from political restriction and matters relating to the establishment of political groups. Any responsibilities under the Local Government (committees and Political Groups) Regulations 1990	Director of Law and Governance
4	Designation as Head of Paid Service	Chief Executive

5(1)	Designation as Monitoring Officer	Director of Law and Governance
18	Receipt of notice in writing that a councillor wishes to forego any part of entitlement to an allowance	Director of Law and Governance

#### FOOD SAFETY ACT 1990

Section	Brief Details of Responsibility	Proper Officer
5	Authorised officer to act in matters arising under the Act	Director of Public Health, Wellbeing and Communities
27(1)	Appointment of Public Analyst	Director of Public Health, Wellbeing and Communities
49(3)	Any document which a food authority are authorised or required by or under this Act to give, make or issue may be signed on behalf of the authority (a) by the proper officer of the authority as respects documents relating to matters within their province; or (b) by any officer of the authority authorised by them in writing to sign documents of the particular kind, or, as the case may be, the particular document	Director of Public Health, Wellbeing and Communities

#### THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990

Regulation	Brief Details of Responsibility	Proper Officer
8(1), 8(5), 9(b), 10, 13(1), 14, 15 and 17	Notifications to and by the Proper Officer Give effect to the wishes of political groups in making appointments of members to committees	Director of Law and Governance

#### PLANNING (HAZARDOUS SUBSTANCES) ACT 1990

Section	Brief Details of Responsibility	Proper Officer
36A	Authorised person to enter land in connection with hazardous substances	Director of Environment and Planning

#### TOWN AND COUNTRY PLANNING ACT 1990

Section	Brief Details of Responsibility	Proper Officer
196A-B	Authorised person to enter and survey land in relation to development planning	Director of Environment and Planning
324	Authorised person to enter land in relation to the exercise of planning powers	Director of Environment and Planning

#### CIVIL EVIDENCE ACT 1995

Section	Brief Details of Responsibility	Proper Officer
9	To certify Council records for the purposes of admitting the document in evidence in civil proceedings	Director of Law and Governance

LOCAL GOVERNMENT (CONTRACTS) ACT 1997

Section	Brief Details of Responsibility	Proper Officer
	Certification of relevant powers to enter into contracts	Director of Law and Governance

CRIME AND DISORDER ACT 1998

Section	Brief Details of Responsibility	Proper Officer
12	To apply for the discharge or variation of a Child Safety Order	Executive Director of Education and Children's Services
17 and 37	To have regard to effect of the exercise of any function on the need to prevent crime and disorder and offending by children and young persons	Executive Director of Education and Children's Services

CRIME AND DISORDER ACT 1998, SECTION 115  
CRIME AND DISORDER (FORMULATION AND IMPLEMENTATION OF STRATEGY)  
REGULATIONS 2007

Regulation	Brief Details of Responsibility	Proper Officer
4(3)	Primary Designated Officer for information sharing	Director of Law and Governance

DATA PROTECTION ACT 1998

Section	Brief Details of Responsibility	Proper Officer
20	Duty to notify the Information Commission of any changes	Director of Law and Governance

POLLUTION PREVENTION AND CONTROL ACT 1999

Section	Brief Details of Responsibility	Proper Officer
Sch.1 Para 14(2)	Appointed person to exercise regulatory functions and powers under the Act	Director of Environment and Planning

LOCAL GOVERNMENT ACT 2000

Section	Brief Details of Responsibility	Proper Officer
3	Producing a written statement of Executive decisions made at meetings	Director of Law and Governance
5	Making a copy of written statements of Executive decisions and associated reports available for inspection by the public	Director of Law and Governance
6	Making available for inspection a list of background papers	Director of Law and Governance
11(2)	Exclusion of whole or part of any report to the Cabinet where meeting is likely not to be open to the public	Director of Law and Governance
11(7)(c)	Provision to the press of other documents supplied to members of the Cabinet in connection with the item discussed	Director of Law and Governance

81	Establish and maintain a Register of Interests	Director of Law and Governance
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LOCAL GOVERNMENT ACT 2000 SECTIONS 9G, 9GA AND 22  
LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
7	Exclusion of whole or part of any reports to the Cabinet or Cabinet Member where they relate only to items during which the meeting is likely not to be open to the public	Director of Law and Governance
10	Inform the relevant Scrutiny Committee Chair or the committee members by notice in writing of decisions to be made, where it has been impracticable to comply with the publicity requirements (in the "Key Decisions Plan") and make available for public inspection notices relating to this	Director of Law and Governance
12	Produce a written statement of Cabinet decisions made at meetings	Director of Law and Governance
13	Produce a written statement of decisions made by individual Cabinet Members	Director of Law and Governance
14	Make a copy of written statements of Cabinet and Cabinet Member and officer Executive decisions and associated reports available for inspection by the public	Director of Law and Governance
15 and 2	Make available for inspection a list of background papers	Director of Law and Governance
16(5)	Determine whether certain documents contain exempt information	Director of Law and Governance
16(7)	Determine whether certain documents contain advice provided by a political adviser or assistant	Director of Law and Governance
20	Determine whether documents contain confidential information, exempt information or the advice of a political adviser or assistant	Director of Law and Governance

LOCAL GOVERNMENT ACT 2000, SECTION 34  
LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS) REGULATIONS 2011

Regulation	Brief Details of Responsibility	Proper Officer
4-5	Publishing the verification number of local government electors for the purpose of petitions under the Local Government Act 2000	Director of Law and Governance

REGULATION OF INVESTIGATORY POWERS ACT 2000 SECTION 30  
REGULATION OF INVESTIGATORY POWERS (PRESCRIPTION OF OFFICES, RANKS AND POSITION) ORDER 2000  
REGULATION OF INVESTIGATORY POWERS (DIRECTED SURVEILLANCE AND COVERT HUMAN INTELLIGENCE SOURCES) ORDER 2010

Regulation	Brief Details of Responsibility	Proper Officer
2	Authorise the carrying out of directed surveillance of the conduct of a covert human intelligence source	Director of Law and Governance in accordance with Council's RIPA policy
21, 22, 27, 28 and 29	The Senior Responsible Officer for RIPA	Director of Law and Governance

REGULATION OF INVESTIGATORY POWERS ACT 2000, ss.22(2)(B) AND 25(2)  
THE REGULATION OF INVESTIGATORY POWERS (COMMUNICATIONS DATA) ORDER 2010

THE REGULATION OF INVESTIGATORY POWERS (COVERT SURVEILLANCE AND PROPERTY INTERFERENCE: CODE OF PRACTICE) ORDER 2010

THE REGULATION OF INVESTIGATORY POWERS (COVERT HUMAN INTELLIGENCE SOURCES: CODE OF PRACTICE) ORDER 2010

Regulation	Brief Details of Responsibility	Proper Officer
-	Designated Senior Responsible Officer for the use of surveillance and the acquisition and disclosure of communications data	Director of Law and Governance
Sch. 2 Part 2	Grant authorisation or give notice to obtain or disclose communications data for the purpose of preventing or detecting crime or of preventing disorder	Director of Law and Governance

FREEDOM OF INFORMATION ACT 2000

Section	Brief Details of Responsibility	Proper Officer
36	Person to confirm or deny whether the disclosure of information is likely to prejudice the effective conduct of public affairs	Director of Law and Governance

CRIMINAL JUSTICE AND POLICE ACT 2001

Section	Brief Details of Responsibility	Proper Officer
	Delegated power to authorise officers to enter premises and seize items where the Council has a power of seizure under this Act and to perform other related duties (return and security of seized items)	Director of Law and Governance

LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) REGULATIONS 2001

Regulation	Brief Details of Responsibility	Proper Officer
Sch.1 Part II paras 5 and 6	Functions in relation to notifying Executive appointments, dismissals, etc	Director of Law and Governance

LOCAL GOVERNMENT ACT 2003

Section	Brief Details of Responsibility	Proper Officer
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25	When the annual budget report is considered by Cabinet or by the Council, the Chief Financial Officer must make a report on the robustness of the estimates made in determining the budget requirement and on the adequacy of the proposed level of financial reserves	Executive Director of Resources
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#### CHILDREN ACT 2004

Section	Brief Details of Responsibility	Proper Officer
18	To carry out the role of the proper officer function of Director of Children's Services	Executive Director of Education and Children's Services

#### TRAFFIC MANAGEMENT ACT 2004

Section	Brief Details of Responsibility	Proper Officer
17	Appointment as Traffic Manager to perform such tasks as the authority considers will assist it to perform its network management duty	Director of Highways and Transport

#### MARRIAGES AND CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS 2005 (AS AMENDED)

Section	Brief Details of Responsibility	Proper Officer
	Proper Officer for the purposes of the Registration Act 1953, the Marriage Act 1949 (as amended by the Marriage Act 1994), the Civil Partnership Act 2004, the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 as amended and receive applications, set fees and offer discounts, where applicable	Director of Law and Governance

#### NATIONAL HEALTH SERVICE ACT 2006

Section	Brief Details of Responsibility	Proper Officer
73A	Appointment as Director of Public Health	Director of Public Health, Wellbeing and Communities

#### HEALTH ACT 2006

Section	Brief Details of Responsibility	Proper Officer
10(3)	Duty of an enforcement authority to enforce, as respects the premises, places and vehicles in relation to which it has enforcement functions, the provisions of this Chapter (smoke free premises) and regulations made under it	Director of Public Health, Wellbeing and Communities
10(5)	In this Chapter, "authorised officer", in relation to an enforcement authority, means any person (whether or not an officer of the	Authorised Officers



	authority) who is authorised by it in writing, either generally or specially, to act in matters arising under this Chapter	
10(7)	Refers to Schedule 2 which lists the powers of entry, etc.	Director of Public Health, Wellbeing and Communities
10(9)(1)	An authorised officer of an enforcement authority (see section 10) who has reason to believe that a person has committed an offence under section 6(5) or 7(2) on premises, or in a place or vehicle, in relation to which the authorised officer has functions may give them a penalty notice in respect of the offence	Authorised Officers

#### THE LOCAL ELECTIONS (PRINCIPAL AREAS) (ENGLAND AND WALES) RULES 2006

Rule	Brief Details of Responsibility	Proper Officer
Sch.2 Rule 50	Receipt from Returning Officer of the names and persons elected to the Council	Director of Law and Governance
Sch.2 Rule 54	Registration officer for the retention and destruction of documents following an election	Director of Law and Governance

#### CRIME AND DISORDER (FORMULATION AND IMPLEMENTATION OF STRATEGY) REGULATIONS 2007

Regulation	Brief Details of Responsibility	Proper Officer
4(3)	Nominated officer to facilitate the sharing of information under an information sharing protocol	Director of Law and Governance

#### WORKING TOGETHER TO SAFEGUARD CHILDREN: A GUIDE TO INTER-AGENCY WORKING TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN (DFE GUIDANCE, MARCH 2010)

	Brief Details of Responsibility	Proper Officer
	Local Authority Designated Officer (LADO)	Local Authority Designated Officer
	Caldicott Guardian	Head of Service – Learning Disability and Autism

#### THE HEALTH PROTECTION (NOTIFICATION) REGULATIONS 2010

Regulation	Brief Details of Responsibility	Proper Officer
2, 3 and 6	Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons	Director of Public Health, Wellbeing and Communities

#### LOCALISM ACT 2011

Section	Brief Details of Responsibility	Proper Officer
29	Establish, maintain and publish a Register of Interests	Director of Law and Governance



31	Receipt of notice of members' disclosable pecuniary interests and entering such interests in the authority's register	Director of Law and Governance
32	Consideration of whether a member's interest is a sensitive interest	Director of Law and Governance
33(1)	Receiving applications for dispensations	Director of Law and Governance
33(2)	Grant dispensations to members to speak only or to speak and vote on matters where they have a Disclosable Pecuniary Interest	Director of Law and Governance
Sch.2, Pt1, Para.9FB	Designation as Scrutiny Officer	Democratic and Member Services Manager

#### THE LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS) REGULATIONS 2011

Regulation	Brief Details of Responsibility	Proper Officer
7, 8, 11 and 13	Various steps relating to petitions	Director of Law and Governance

#### THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
2, 7, 10, 12, 13-16, 20	Functions relating to the recording and publication of information relating to Executive decisions, including exclusion of information from agenda and reports relating to private meeting matters	Director of Law and Governance
12-13	Grant dispensations in respect of conflicts of interest declared by an Executive member making a decision, or declared by an Executive member consulted by a member or officer taking such a decision	Director of Law and Governance
12-14	Recording of Executive decisions and by individual members and making documents available for inspection by members of the public	Director of Law and Governance

#### NHS BODIES AND LOCAL AUTHORITIES (PARTNERSHIP ARRANGEMENTS, CARE TRUSTS, PUBLIC HEALTH AND LOCAL HEALTHWATCH) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
22(4)	Designated as Responsible Person for ensuring compliance with the regulations	Director of Law and Governance
22(5)	Designated as Complaints Manager for managing the procedures for handling complaints	Director of Law and Governance

#### HEALTH AND SOCIAL CARE ACT 2012

Section	Brief Details of Responsibility	Proper Officer
32	Responsible person for ensuring that the Council complies with statutory requirements relating to complaints made to the Council	Director of Law and Governance

	about its public health functions and, where necessary, action is taken in light of the outcome of such complaints	
73A(1)(a)	The exercise by the authority of its functions under ss.2B, 111 or 249 or Sch.1 – health improvement duties to take steps to improve the health of the people in the area	Director of Public Health, Wellbeing and Communities
73A(1)(b)	The exercise by the authority of its functions by virtue of section 6C(1) or (3) – The exercise of the Secretary of State’s public health protection or health improvement functions that they delegate to local authorities, either by arrangement or under regulations – these include services mandated by regulations	Director of Public Health, Wellbeing and Communities
73A(1)(c)	Anything done by the authority in pursuance or arrangements under section 7A – Any public health activity undertaken by the local authority under arrangements with the Secretary of State	Director of Public Health, Wellbeing and Communities
73A(1)(d)	The exercise by the authority of any of its functions that relate to planning for, or responding to, emergencies involving a risk to public health	Director of Public Health, Wellbeing and Communities
73A(1)(e)	The functions of the authority under section 325 of the Criminal Justice Act 2003 - the local authority’s role in co-ordinating with the police, the probation service and the prison service to assess the risks posed by violent and sex offenders	Director of Public Health, Wellbeing and Communities
73A(1)(f)	Other public health functions that the Secretary of State may specify in regulations	Director of Public Health, Wellbeing and Communities

#### COUNTER-TERRORISM AND SECURITY ACT 2015

Section	Brief Details of Responsibility	Proper Officer
26	The officer responsible for ensuring that the Council, in the exercise of its functions, has due regard to the need to prevent people vulnerable from being drawn into terrorism	Director of Strategy and Performance

#### DATA PROTECTION ACT 2018

Section	Brief Details of Responsibility	Proper Officer
69, 70 and 71	The designated Data Protection Officer to discharge functions associated with the Data Protection Act 2018	Head of Service, Legal, Governance and Registration

#### LANDLORD AND TENANTS ACTS

	Brief Details of Responsibility	Proper Officer
	To be the Proper Officer to serve and receive notices on behalf of the Council for the purposes of s.23 of the Landlord and Tenant	Director of Law and Governance

	Act 1927 and s.66 of the Landlord and Tenant Act 1954	
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#### OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS

Section	Brief Details of Responsibility	Proper Officer
	Any other miscellaneous proper or statutory officer functions not otherwise delegated by the Authority	Chief Executive or their nominee

#### IN THE ABSENCE OF THE DESIGNATED PROPER OFFICER:

- 9.34 In the event of the Chief Executive not being available to deal with matters for which they have been designated the Proper Officer, an Executive Director may be authorised by them to act as Proper Officer in their absence.
- 9.35 In the event of any other designated officer being unable to fulfil their duties as Proper Officer, their deputy may be authorised to undertake such duties.
- 9.36 Notwithstanding the above, a Proper Officer may at any time delegate or authorise other officers to perform the designated duties on their behalf.

#### **Scheme of Delegation to Officers**

##### **Introduction**

- 9.37 Lancashire County Council operates an Executive form of governance, under which most decisions are taken by a Leader and Cabinet. These members take decisions on Executive functions. Other decisions (non-Executive decisions) are taken by Full Council, committees and sub-committees. In both cases, decisions can be delegated to officers. The non-Executive functions are listed in legislation, principally The Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and includes decisions by Full Council and committees on planning, licensing, staffing, audit, member conduct and other miscellaneous matters. Anything not in the list is an Executive function.
- 9.38 To support the delivery of the Corporate Strategy, managerial and operational decisions are taken, within a framework of democratic accountability, by officers at the most appropriate level.
- 9.39 This scheme is to be interpreted widely to give effect to this overall purpose by empowering staff to carry out their functions and deliver the Council's services within the Budget and Policy Framework set by the Council, and subject to the guidelines set by the Council, the Cabinet and the Council's management team.

##### **Limitation and Restrictions**

- 9.40 Any exercise of delegated powers is subject to the following:
- 9.41 Member Consultation
- a) Officers set out in the scheme are expected to ensure that the relevant councillors, including portfolio holders, committee Chairs and local councillors are informed and consulted when exercising any delegations, whether general delegations set out in this

scheme or project specific or temporary delegations given by the Cabinet, Council or committee.

- b) Before exercising any delegated power, officers must consider whether to consult with the relevant portfolio holder on the exercise of delegated powers or not to exercise delegated powers but to refer the matter to the relevant member or member body to decide.
- c) Officers should not generally take decisions in areas where there are likely to be political sensitivities, significant opposition from the public, or media (including social media) interest. In any such cases where an officer does take such a decision, the relevant Cabinet Member or committee Chair must be consulted.
- d) The Leader or any Cabinet Member may at any time, following consultation with the Chief Executive and relevant officer, require a particular issue or any aspect of delegated powers to be referred to the appropriate member body for a decision.

#### 9.42 Officer Consultation

- a) Officers are required to ensure that the advice of the Executive Director of Resources (Section 151 Officer) and the Director of the Law and Governance (Monitoring Officer), or their representatives, is sought in advance of any decision under this scheme being taken.
- b) Officers should ensure that any other relevant officers, including (but not limited to) Property, People and Digital Services, are consulted and engaged on decisions made under this scheme.

#### 9.43 Reservations

- a) The scheme does not delegate to officers:
  - (i) Any matter reserved to Full Council;
  - (ii) Any matter specifically reserved to Full Council, the Cabinet or a committee elsewhere in this Constitution;
  - (iii) Any matter which by law may not be delegated to an officer;
  - (iv) Any Key Decision;
  - (v) Matters which are set aside for a specific officer in law or the Constitution; or
  - (vi) Any matter expressly withdrawn from delegation by the Council, committees, the Leader or Cabinet.
- b) Any exercise of delegated powers is subject to
  - (i) Any statutory restrictions;
  - (ii) The Budget and Policy Framework;
  - (iii) Any provision contained in this Constitution including the Procedure Rules;
  - (iv) Any financial limits set out in the revenue or capital budgets except as set out in the Financial Procedure Rules;
  - (v) Any policy set by the Council or its committees, the Cabinet or the Chief Executive; or
  - (vi) The Code of Conduct for Employees.

#### 9.44 Permissions

- a) This scheme delegates to the Executive Directors and Directors all the powers and duties relevant to those areas of responsibility detailed below that rest with the Council or which have been delegated or granted to the Council, subject to the limitations, restrictions, reservations and requirements for consultation set out above. This includes all powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation.
- b) The Chief Executive, Executive Directors and Directors may allocate or reallocate responsibility for exercising powers delegated to them in this Scheme to other officers of the Council. Records of all such authorisations must be retained in the online Scheme of Delegation database. An officer who has received such a delegation cannot further delegate that power to another officer.

### **Recording and Publishing Officer Decisions**

- 9.45 Certain decisions taken by officers must be recorded and published on the council's central decision recording system. This includes both Executive and non-Executive decisions.
- 9.46 An Executive decision is one made in connection with the discharge of a function which is the responsibility of the Leader and Cabinet and which has been delegated to officers.
- 9.47 A non-Executive decision is one made in connection with the discharge of a function that is the responsibility of Full Council and its committees and which has been delegated to officers.
- 9.48 The significance of decisions taken under delegated powers will vary, and officers authorised to make delegated decisions need to exercise judgment in determining whether decisions are significant enough to require formal recording and publishing.
- 9.49 However, the following officer decisions must be recorded on the central decision recording system:
  - a) A specific decision delegated to an officer by Full Council, Cabinet or a committee;
  - b) A procurement decision that requires the involvement of the Procurement Service, in accordance with the Procurement Rules;
  - c) A decision, except those relating to individual care packages, to incur expenditure above the threshold of £100,000;
  - d) A decision to grant a permission or licence where it also meets the criteria set out at (c), (g) or (h);
  - e) A decision involving a minor change to a policy to reflect legislative changes and improve working practices which may impact on the public;
  - f) Where Legal Services require evidence of a decision to enable or commence any form of legal action including the signing or sealing of an agreement or any other document;
  - g) A decision which impacts significantly in the public realm, such as a property disposal, a Traffic Regulation Order within officer authority, or other significant works to the highway;
  - h) A decision which affects the rights of an individual, including actions taken in relation to nuisance or vexatious members of the public to, for example ban them from Council

premises or require them to use a single point of contact, or otherwise restrict access to services; or

- i) Any other decision where the Executive Director, Monitoring Officer or Director identifies that a record should be kept.

9.50 All other administrative and operational decisions must be recorded within the service area so as to provide an audit trail.

### **Areas of Responsibility and Named Officers**

9.51 The Management Structure above provides a detailed list of functions. Further details of the contents of each heading are in the list held by the Chief Executive, which they have authority to change and responsibility for keeping up to date.

#### a) Executive Director of Resources (Section 151 Officer)

- (i) Finance
- (ii) People
- (iii) Law and Governance
- (iv) Audit
- (v) Strategy and Performance
- (vi) Organisational Development
- (vii) Digital
- (viii) Communications

#### b) Executive Director of Adults Services (DAS)

- (i) Adult Social Care
- (ii) Adult Safeguarding and Wellbeing
- (iii) Services for Older People
- (iv) Services for Adults with disabilities
- (v) In-house Care Provision
- (vi) Statutory powers and functions as the designated Director of Adult Services

#### c) Executive Director of Children's Services (DCS)

- (i) Children's Social Care
- (ii) Education
- (iii) Libraries, Museums and Archives
- (iv) Children's Safeguarding and Wellbeing
- (v) Statutory powers and functions as the designated Director of Children's Services

#### d) Executive Director of Growth, Environment, Transport and Health

- (i) Environment and Planning
- (ii) Highways and Transport
- (iii) Growth and Regeneration
- (iv) Public Health and Wellbeing
- (v) Community Services

#### e) Deputy Executive Director of Adult Services

All the responsibilities of the Executive Director of Adults Services in relation to the running of the services within the Executive Directors' responsibilities.

f) Director of Public Health, Wellbeing and Communities (DPH)

To act as the Statutory Director of Public Health and undertake the relevant duties set out in legislation. Public Health, health equity, welfare, partnerships, health and safety, resilience and emergency planning, trading standards and scientific services

g) Director of Environment and Planning

Strategic planning, environment and climate change

h) Director of Highways and Transport

Highways, public and integrated transport, wate management and customer services centre

i) Director of Growth and Regeneration

Business growth, estates, skills and employment and strategic development

j) Director of Children's Social Care

Quality assurance, inspection, children and family safeguarding, Looked After Children and Children Leaving Care, assessment services, fostering and adoption

k) Director of Education, Culture and Skills

Early help, inclusion, cultural services and education improvement

l) Director of Commissioning and Children's Health

Commissioning and children's health services

m) Director of Strategic and Integrated Commissioning

Strategic and Integrated Commissioning and contracts

n) Director of Adult Care and Provider Services

Disability services, older people's care, urgent, acute and prison care

o) Director of Improvement and Principal Social Worker

Quality and improvement, contracts, safeguarding adults and business development

p) Director of Adult Community Social Care

Mental health, learning disabilities and autism, older people and physical disability services

q) Director of Finance

Audit, financial management, Pension Fund, procurement and payroll

r) Director of Law and Governance

Legal, democratic services, governance, coroners, complaints, and Access to Information

s) Director of Strategy and Performance

Asset management, facilities management, business intelligence, corporate strategy and policy

t) Director of Organisational Development and Change

Organisational change and improvement, and the programme office

u) Director of Digital

ICT strategy, architecture, design and support

v) Director of People

People Strategy, talent and performance, employee relations and people operations

9.52 All officers at the level of Director or above have the following powers and financial limits as set out in the following table and subject to the restrictions set out at paragraphs 9.40 to 9.44, including the Key Decision threshold.

POWER OR FUNCTION		Chief Executive	Executive Director	Director
<b>RESERVED TO THE CHIEF EXECUTIVE</b>				
1	To carry out the powers and duties of the Executive Directors and Directors in their absence or in consultation with them.	X		
2	To incur expenditure in the event of a civil emergency.	X		
3	In cases of emergency, to take any decision which could be taken by the Council, the Cabinet or a committee, in consultation with the Leader (emergency to include cases which fall short of a declared emergency but are nevertheless situations in which there will be a risk of significant detriment to the wellbeing of residents if action is not taken).	X		
4	In the period beginning with the fourth day after the County Council Elections and ending on the date of the first Annual Meeting of the new Council, to deal with matters of	X		



	urgency which cannot await a meeting of Full Council where delay would significantly and materially prejudice the interests of the County Council or the inhabitants of the County, in consultation with the Leaders of any group with a majority of councillors on the council, or in the absence of such a group, with the leaders of all political groups on the council or other councillors as the Chief Executive deems appropriate.			
5	To alter the areas of responsibility of the Executive Directors and Directors set out in this Scheme.	X		
<b>RESERVED TO THE EXECUTIVE DIRECTOR OF RESOURCES</b>				
6	To carry out those responsibilities set out as delegated to the Chief Finance Officer in the Financial Rules.		X (EDoR only)	
7	To provide any indemnity on behalf of the Council which is not incorporated into any of the Council's standard terms and conditions (in consultation with the Director of Law and Governance).		X (EDoR only)	
8	To approve loans to any recipient, in compliance with Subsidy Control rules.		X (EDoR only)	
9	To agree to write off a debt owed to the Council.		X (EDoR only)	
<b>RESERVED TO THE DIRECTOR OF LAW AND GOVERNANCE</b>				
10	To grant dispensations to councillors in accordance with the Localism Act 2011 with the power to refer any request for a dispensation back to the Conduct Committee.			X (DoLG only)
11	To make consequential amendments to the Constitution to give effect to a lawful decision, as a direct consequence of a change made outside the council (for example a change in legislation), to implement a decision of the Full Council, Cabinet or a committee, and to correct an error or resolve an inconsistency. All such changes to be reported to Council.			X (DoLG only)
12	To interpret the Constitution where the meaning is uncertain or there is a dispute about its meaning.			X (DoLG only)

13	To issue (or respond to) any statutory Notice or Order served under any enactment.			X (DoLG only)
14	The institution of any legal proceedings in relation to any criminal offence.			X (DoLG only)
15	To take enforcement action under any enactment.			X (DoLG only)
16	The institution of any legal proceedings for the recovery of possession of property and the recovery of debts.			X (DoLG only)
17	To instruct the settlement of any legal claim brought by or against the Council. (For the avoidance of doubt, this delegation includes the power to sign settlement agreements on the authority's behalf and the power to settle claims before any formal proceedings have commenced).			X (DoLG only)
18	The issue of any statutory consent or licence.			X (DoLG only)
19	To sign contractual documents executed under seal <b>unless</b> the requirement is waived (as agreed by Legal Services and recorded in the Scheme of Delegation database)			X (DoLG only)
20	The affixing and attesting of the Common Seal.			X (DoLG only)
21	To consult with and instruct counsel, and the procurement of any other external legal advice or representation.			X (DoLG only)
22	To authorise surveillance activities in accordance with the Regulation of Investigatory Powers Act 2000.			X (DoLG only)
23	The appointment and removal of company directors.			X (DoLG only)

<b>GENERAL MANAGEMENT POWERS</b>				
<b>24</b>	To approve <b>expenditure</b> up to the key decision threshold relating to the delivery of the functions of the Directorate and / or services for which the officer is responsible.	£2.2m	£2.2m	£1.1m
<b>25</b>	To authorise payments where the Council is under a legal obligation to make the payment e.g. a contractual payment or damages award.	£2.2m	£2.2m	£1.1m
<b>26</b>	To make decisions to discharge the functions and powers of services under their management.	X	X	X
<b>27</b>	In addition to any of their general and/or specific delegated functions set out in this Scheme or in the Constitution, to make all decisions which are calculated to facilitate, or are conducive or incidental to the discharge of such delegated functions.	X	X	X
<b>28</b>	To authorise or delegate to officers to perform any or all of the functions and powers set out in this Scheme. <i>Delegations must be recorded in the online Scheme of Delegation database.</i>	X	X	X
<b>FINANCE</b>				
<b>(All subject to compliance with the Council's Finance Rules and each directorate's Scheme of Financial Delegation)</b>				
<b>29</b>	To carry out the virement of budgets within delegated budgets provided the amount of any individual transfer does not exceed 10% of the gross expenditure or £250,000, whichever is the lower, or in any other case with the consent of the relevant Cabinet Member(s).	£2.2m	£2.2m	£1.1m
<b>30</b>	To approve grants to any recipient, in compliance with Subsidy Control rules and the Procurement Rules.	£2.2m	£2.2m	£1.1m
<b>31</b>	To levy and collect all mandatory statutory fees and charges (including power to increase fees and charges where changed by legislation) in accordance with the Financial Rules.	£2.2m	£2.2m	£1.1m
<b>32</b>	To agree and submit a bid for or enter into contract for goods, services and / or works for third parties or for a council tendered service (i.e. an "in house bid").	£2.2m	£2.2m	£1.1m

33	To agree and submit a bid for a grant or other funding from central or regional government or another third party for the provision of goods, services, works or any other council function.	£2.2m	£2.2m	£1.1m
34	To approve the acceptance of a grant or other funding from central or regional government or other third party for the provision of services, works or any other council function, where either: a) The total value is under the Key Decision threshold or; b) Where the Council has no discretion in how the grant is used or applied, including where a mandatory statutory formula applies to its distribution to third parties or its use; or c) Existing Executive decisions or approved policies have determined the application or use of the grant.	£2.2m	£2.2m	£1.1m
<b>PROCUREMENT AND CONTRACTS</b> (All subject to compliance with the Council's Procurement Rules)				
35	Approval to commence a procurement process and the procurement process for the award of any contract.	£2.2m	£2.2m	£1.1m
36	The award of contracts (including the selection of a contractor from a framework).	£2.2m	£2.2m	£1.1m
37	To exercise an option to extend a contract.	£2.2m	£2.2m	£1.1m
38	To agree the variation of a contract.	£2.2m	£2.2m	£1.1m
39	To agree exemptions and waivers as allowed in the Council's Financial and Procurement Rules.	X	X	X
40	To make all other procurement decisions in accordance with the Procurement Rules, including but not limited to: a) To establish a framework; b) to agree to join any external framework contracts or similar agreements; c) To end a procurement process; d) All decisions that are ancillary to other delegated powers.	£2.2m	£2.2m	£1.1m
41	To sign contractual documents <b>not</b> executed under seal (by value of the contract) provided	£2.2m	£2.2m	£1.1m

	they are in the format provided by Legal Services.			
<b>42</b>	To make all contract management decisions including but not limited to: a) Suspending payments; b) Exercising provisions relating to liquidated damages; c) To refer a matter to arbitration d) Terminating contracts for breach of contract or otherwise in accordance with the terms of the contract.	£2.2m	£2.2m	£1.1m
<b>HUMAN RESOURCES AND EMPLOYMENT</b>				
(All subject to compliance with the Council's policies and procedures)				
<b>43</b>	To make all decisions in respect of the employment and management of individual officers under the officer's management, where the power is not delegated elsewhere in this Scheme, in relevant policies or procedures, or reserved for Member decision in the Constitution, including but not limited to: a) Recruitment, including probation, acting up and promotion; b) Discipline and capability (including sickness); c) Termination of employment d) Restructuring, redeployment and redundancy e) Pay and remuneration f) Grievances g) Appeals under any procedure h) Applications for any statutory or contractual right or benefit, i) Secondment (section 113 LGA 1972) j) Health & Safety k) All other powers of an employer to ensure the efficient discharge of functions and services excluding the settlement of employment claims which is a matter reserved to the Director of Law and Governance.	X	X	X
<b>44</b>	To meet all duties relating to the operational health and safety of employees, workers, visitors and others as defined in the Council's Health & Safety Policy.	X	X	X
<b>LEGAL REPRESENTATION AND PROCEEDINGS</b>				
(Legal powers should only be exercised following the receipt of legal advice as set out below)				

45	<p>In respect of the discharge of any Council functions, powers or legal duties for which the officer is responsible, <b>to request</b> the Director of Law and Governance to:</p> <p>a) Issue, prosecute, defend, enforce or otherwise participate in any legal proceedings in any court or tribunal;</p> <p>b) Prepare and serve any statutory demand/notice/order or other legal document;</p> <p>c) Prepare any agreement, contract, bond, certificate, deed, guarantee, licence, notice, order and/or other document to protect or advance the Council's interests;</p> <p>d) Provide legal advice and representation on any matter in any way affecting the Council's interests.</p> <p>The appointment of external legal advice can only be commissioned by the Director of Law and Governance.</p>	X	X	X
<b>POLICY, PERFORMANCE AND RISK</b>				
46	To prepare, approve and amend policies relating to the operation of the services under the officer's management except where these are otherwise reserved to Council, Cabinet or a committee.	X	X	X
47	To make minor amendments to policies approved by Council, Cabinet or a committee, where these are purely technical or administrative in nature.	X	X	X
48	To oversee performance and risk in relation to the services under the officer's management, including the collection, analysis and communication of the information and escalation or de-escalation through the management structure as appropriate.	X	X	X

## **Code of Conduct for Employees**

### **Introduction**

- 9.53 The public is entitled to expect the highest standards of conduct from all Lancashire County Council employees, who must conduct themselves and Council business in compliance with the highest professional standards and in accordance with legislative requirements.
- 9.54 This Code of Conduct sets out the behavioural standards that must be upheld by employees of the Council.

### **General Principles**

- 9.55 The following general principles which apply to employees of the Council are embodied within the requirements of this Code - The Seven Principles of Public Life (the Nolan Principles).
- 9.56 Employees serving the public must at all times practice and exhibit the following behaviours through the course of their work:
- a) Selflessness
  - b) Integrity
  - c) Objectivity
  - d) Accountability
  - e) Openness
  - f) Honesty
  - g) Leadership

### **Organisational Values and Behaviours**

- 9.57 The Council has developed a set of values and behaviours that employees are expected to demonstrate through the course of their work. These define a Lancashire County Council employee and underpin the specific requirements that are set out within this Code.
- 9.58 Employees may also be subject to other service specific or organisational values.

### **Status of the Code**

- 9.59 The Code sets out the minimum standards of conduct and forms part of the Council's terms and conditions of employment.

### **Application of the Code**

- 9.60 This Code applies to all employees of the Council, except those employed in schools (although the Code is recommended for adoption by schools).
- 9.61 If you are in any doubt about any provision of this Code or what is expected or required of you, you must raise any issues you have with your line manager.
- 9.62 Inevitably, some of the issues covered in the Code may affect senior, managerial and professional employees more than others but the principles apply to all employees. Non-compliance with the Code may result in action being taken under the Council's Disciplinary Procedure (see paragraphs 9.78 and 9.79).

- 9.63 Any breach of professional Codes of Conduct, where these apply to employees as a result of their professional role, is unacceptable and may also result in action being taken under the Council's Disciplinary Procedure.
- 9.64 If you consider that other employees may be guilty of misconduct, you have a duty to report this to your line manager or raise it through one of the other available policies or procedures (e.g. the Council's Whistleblowing Policy).
- 9.65 You must not treat employees who report (or who intend to report or are suspected of reporting) potential misconduct any less favourably than other employees.

### **General Requirements as an Employee of Lancashire County Council**

- 9.66 As an employee of Lancashire County Council you must and you are required to:
- a) Fulfil the obligations placed upon you under the terms of your contract of employment, for example:
    - (i) Be ready and willing to work as specified in your role profile;
    - (ii) Undertake your duties and responsibilities effectively, efficiently and diligently;
    - (iii) Conduct your work in a co-operative manner;
    - (iv) Attend work;
    - (v) Be punctual in time keeping;
    - (vi) Be honest and trustworthy;
    - (vii) Obey reasonable management instructions;
    - (viii) Take care of yourself, your colleagues and others whilst at work; and
    - (ix) Take care of Council property.
  - b) Adhere to the Council's Statement of Ethical Standards.
  - c) Adhere to all corporate and service-specific policies and procedures.
  - d) Demonstrate the Council's (and other organisational or service-specific) values and behaviours through the course of your work.
  - e) Follow any local rules laid down for your work location.
  - f) Familiarise yourself with, and follow, the Health and Safety rules that apply to your particular area of work/location, including compliance with the Council's Smoke-free Policy.
  - g) Show respect for all people that you come into contact with in the course of your duties (e.g. the public, fellow employees, employees from other agencies, etc) and demonstrate continually whilst at work your commitment to ensuring equality and respect for all. Employees must not engage in any activity whilst in or outside of work that may be, or may be perceived to be, a hate incident or crime.



- h) Demonstrate impartiality in respect of any decisions you take and advice you provide on behalf of the Council.
- i) Maintain the confidentiality of any confidential information obtained in the course of your employment. You must not:
  - (i) Disclose information given to you in confidence by anyone, or information acquired that you believe is of a confidential nature;
  - (ii) Use any information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in such a way; or
  - (iii) Give information to the media unless you are authorised to do so (see paragraph (l) below regarding the arrangements in relation to contact with the media).
- j) Follow the Council's policies/procedures governing:
  - (i) Trade Union duties and activities (as appropriate for members of Trade Unions) and as set out in the Council's Facilities Agreement.
  - (ii) Your personal responsibility as an employee for reporting absence/changed circumstances, claiming payments/expenses/allowances, etc.
  - (iii) Use of facilities - at work, you may have access to facilities, such as office equipment, computers, telephones, transport, etc. These facilities are not intended for private use. Where some personal use is permitted, you must observe any corporate protocols, including the Internet, Email and Telephone System Acceptable Use Policy.
  - (iv) Your professional responsibilities in respect of the service provided to users and/or other customers.
  - (v) Intellectual property (e.g. designs, programmes, drawing and inventions) - the ownership and copyright of work you produce for the Council will normally belong to the Council. Further guidance on this issue can be obtained from the Director of Law and Governance.
  - (vi) Outside employment - employees must not undertake any additional outside employment which is in conflict with the Council's interests/business. Employees paid above SCP 19 on the Lancashire pay spine, or equivalent, must seek permission prior to undertaking any additional outside employment.
  - (vii) Any managerial responsibilities you may have, including those relating to operational, financial and HR matters, and statutory obligations.
  - (viii) Membership of any organisation that is not open to the public without formal membership and which has a commitment of allegiance or secrecy about rules of membership or conduct.
- k) Use the appropriate lines of communication to express views/issues relating to your employment or the Council's services (i.e. via your line manager).
- l) Follow the Council's arrangements in relation to contact with the media. You must acknowledge and accept that as a Council employee all press enquiries concerning the

business of the Council should be channelled through the Communications Service, who offer support and advice on all matters relating to the media.

- m) Notify your line manager of any known or suspected breaches of the law or Council's policies, procedures and regulations, and co-operate with any investigation of such breaches. If you feel unable to approach your immediate line manager on a specific matter, you should notify a more senior manager responsible for the area of the service in which you work or use the confidential whistleblowing line – 01772 532500.
- n) Disclose to the Council as required on appointment, or at any time, any criminal charges/convictions and cautions in accordance with the provisions of the Rehabilitation of Offenders Act 1974. Being charged or in possession of a conviction or caution may not necessarily debar you from appointment or lead to disciplinary action. However, failure to disclose where required will be considered under the Council's Disciplinary Procedure and may result in dismissal.
- o) If employed in a 'regulated activity' post, disclose to the Council on appointment, or at any time if you are subject to any ongoing investigation into any matter which may bring into question your suitability, if a referral has been made to the Independent Safeguarding Authority (ISA) and your application status is 'under consideration', 'minded to bar' or if you are 'barred' from working with children or vulnerable adults.
- p) Serve all councillors equally (not just those of the controlling group), ensuring that the individual rights of all councillors are respected. You must not allow your own personal or political opinions to interfere with your work. Close personal familiarity between employees and individual councillors should be avoided. A protocol on councillor/officer relations is set out within the Council's Constitution.
- q) Undertake training courses and learning/e-learning modules as required by your job role or employment with the Council.
- r) Notify your line manager of any personal relationship in or outside of work which may result in your honesty/objectivity/integrity being challenged in your role with the Council.
- s) Disclose any known relationship between yourself and a candidate who has applied for a Council post where you are involved in appointing to the post. All appointments must be made on the basis of merit in line with the Council's Recruitment and Selection Policy and associated processes.
- t) Notify your line manager of any change in your personal circumstances which could affect your ability to fulfil the role in which you are employed.
- u) If supplied with a uniform or clothes/overalls for your role with the Council, you must wear these whilst carrying out your duties. All other employees are required to dress in a way that is appropriate to the work they have to do, as determined by their line manager or recognised conventions (e.g. smart clothes for court appearances, public meetings, etc).
- v) Take care to ensure that your personal hygiene and also your personal appearance is appropriate having regard to the conventions of your workplace and internal/external working environment.

9.67 In addition to complying with the above, you are also expected to conduct yourself, both on and off duty, in a manner appropriate to and compatible with your employment with the Council.

## **Political Restrictions**

- 9.68 Certain employees hold politically restricted posts that are defined in the Local Government and Housing Act 1989 as:
- a) Specified posts, such as the Head of the Paid Service and the Monitoring Officer. These post holders are restricted without exemption or appeal; or
  - b) Posts that meet the duties-related criteria for determining a 'sensitive' post, unless the post holder appeals successfully against such a determination. These posts are defined as those that (i) give advice on a regular basis to the employing authority, or (ii) speak on behalf of the authority on a regular basis to journalists and broadcasters.
- 9.69 If you hold a politically restricted post you are disqualified from membership of any authority, other than a parish or community council, from being a Member of Parliament (MP) or Member of the European Parliament (MEP) and are subject to prescribed restrictions on your political activity. Further information about political restrictions can be obtained from the Monitoring Officer.
- 9.70 If the post you hold is politically restricted, your line manager will notify you of this on appointment.

## **Employee Compliance**

- 9.71 Failure to comply with the standards of conduct set out under this Code may result in action being taken under the Council's Disciplinary Procedure and could result in your dismissal from employment with the Council.
- 9.72 Further information about levels of misconduct can be found within the Council's Disciplinary Procedure.

## **Statement of Ethical Standards for Employees**

### **Introduction**

- 9.73 The County Council's reputation for acting with integrity is to a great extent measured by the way in which our employees conduct themselves with our customers, other organisations and each other. This statement sets out the ethical standards which must be upheld by all Council employees. The standards are an important and integral part of the Council's Code of Conduct for Employees which sets all the standards of behaviour that the Council requires employees to comply with.
- 9.74 Our customers, the general public and external organisations are entitled to expect the highest standards of conduct from the Council and its employees. Public confidence in our integrity would be shaken were the least suspicion to arise that the Council or any employee could in any way be influenced by improper motives. Employees must therefore be aware that whilst social contact with persons who have business with the Council can be perfectly proper, care must be taken to ensure that contacts of this nature cannot be misconstrued.
- 9.75 Relationships such as kinship, friendship, membership of an association or club may give the impression to others that an employee might, when undertaking Council business, be acting from personal motives and have divided loyalties. The test is whether others would think the interest is of a kind to make this possible. Accordingly, where such relationships

exist employees must be aware of their responsibilities under this Statement and, if they consider that any relationship might give such an impression, or if they are in any doubt, they must inform their line manager at once and, if necessary, make a formal declaration as required.

### **Application of the Statement**

- 9.76 This Statement reflects relevant legislation and sets out the Council's expectations of all persons working for the Council. Whilst some of the issues addressed by this Statement are likely to affect senior, managerial and professional employees more than others, all employees and workers are covered by this Statement including those working in schools, employees seconded to other organisations or those working in companies wholly owned by the Council. The Statement applies to permanent, temporary and fixed-term employees and casual workers.
- 9.77 The Statement sets out standards that all employees must comply with. Council employees must conduct themselves at all times when undertaking Council business in accordance with the highest professional and ethical standards and the laws of all countries in which the Council does business.
- 9.78 On appointment (and when otherwise required by the Council) employees shall be required to confirm their acceptance of the provisions of the Statement as a fundamental term of their contract of employment with the Council.
- 9.79 Non-compliance with any of the provisions of this Statement will be regarded as misconduct and may result in action being taken under the Council's Disciplinary Procedure. In some circumstances it may also result in criminal proceedings.
- 9.80 If you consider that other employees may be acting or have acted in breach of any of the provisions of the Statement then you must report this to your line manager or raise it through one of the other available procedures e.g. whistleblowing.
- 9.81 You must not treat employees who report (or who intend to report or are suspected of reporting) potential misconduct any less favourably than other employees.
- 9.82 You must pay particular attention to these provisions if your role with the Council involves dealing with the award of any contracts by the Council or if you deal with any financial transactions, particularly where they are high value. You must also carefully consider the implications of any external activity that you may undertake (where that is permitted see paragraph 9.90) in addition to your employment with the Council.
- 9.83 You must not undertake any additional outside employment which is in conflict with your role as an employee. If you are paid above SCP 19 on the Lancashire pay spine, or equivalent, you must seek permission prior to undertaking any additional outside employment – see the Code of Conduct.

### **Anti-Bribery and Corruption**

- 9.84 A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. This conduct is never acceptable.
- 9.85 It is not acceptable for you (or someone on your behalf) to:

- a) Give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- b) Give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- c) Accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- d) Accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided in return;
- e) Threaten or retaliate against another employee who has refused to commit a bribery offence or who has raised concerns under these rules; and
- f) Engage in any activity that might lead to a breach of paragraphs (a) to (e).

9.86 The penalties for committing an offence under the Bribery Act 2010 can be serious. Failing to prevent bribery can result in a fine. Offences of giving or receiving bribes can result in fines and/or up to ten years' imprisonment.

### **Gifts, Hospitality and Sponsorship**

9.87 The acceptance/giving of any gift or hospitality by an employee from/to a person (customer, potential customer, supplier, family member of an employee or any other person), who has or may seem to have dealings with the Council can be viewed with suspicion.

9.88 Although such offers may be made in perfectly good faith, employees must not accept or make offers where any suggestion of improper influence might arise. A gift or hospitality must not be able to be construed as a bribe nor must it seek to influence any decision or be contrary to any laws or regulations.

9.89 Any gift or hospitality should only be accepted where you are satisfied that any purchasing, planning or other Council decisions are not compromised. You should not put yourself in a position where your own integrity and the integrity of the Council may be called into question.

9.90 Gifts and hospitality should not be offered to or accepted from any existing or potential supplier or customer during a procurement exercise.

9.91 You should only accept a gift or hospitality where it is reasonable and justifiable and is on a scale appropriate to the circumstances, for example:

- a) A gift with a token face value of up to £50 given by way of trade advertising to a wide range of contacts (e.g. calendars, pens, diaries);
- b) The gift is not in the form of cash or securities;
- c) The gift or hospitality is a one-off and not repeated on a regular basis; and
- d) The gift or hospitality is given openly, not secretly.

10 You must seek prior approval, where possible, from your line manager before accepting any gift or hospitality that is estimated to be beyond a face value of £50.

9.99 You must declare all gifts and hospitality received or rejected that is estimated to be beyond a face value of £50. Instructions on how to make a declaration are available on the 'Gifts and Hospitality' intranet site. The Monitoring Officer will maintain a register of all declarations of gifts and hospitality. The register will be open to inspection by Heads of Service and other managers as appropriate. If you are seconded to an organisation then it is appropriate to use that organisation's forms and procedures in order to make this declaration.

9.100 You should always consider the benefit to you and the Council of declining a gift or hospitality. When a gift or hospitality has to be declined you should courteously but firmly inform those making the offer of the procedures and standards operating within the Council.

### **Financial, Personal and Pecuniary Interests**

9.101 You should disclose any financial or personal interests that you feel conflict or might be seen as conflicting with the Council's interests, for example:

- a) Acting as a school governor within schools maintained by the Council; involvement with an organisation receiving grant aid from the Council; membership of another public sector organisation;
- b) Membership of a body exercising functions of a public nature;
- c) Involvement with an organisation or pressure group which may seek to influence the Council's policies;
- d) Involvement with an organisation or company that is doing business with the Council e.g. as a director;
- e) Membership of a charitable body that has a relationship with the County Council; and
- f) Membership of the freemasons or any similar organisation.

9.102 Section 117 of the Local Government Act 1972 requires you to disclose any direct or indirect financial interest which you may have in any contract involving the Council. An interest is deemed to include a beneficial interest in a company, or partnership with, or employment by a person with such an interest. It extends to the interest of your spouse or partner. You must not accept any reward, fee, unauthorised commission, gift, present or payment for any work you perform for the Council other than your proper remuneration. Failure to declare such interests may be a criminal offence.

9.103 If you wish to declare any financial or personal interests, instructions on how to make a declaration are available on the 'Gifts and Hospitality' intranet site. You must also inform your line manager. The Monitoring Officer will maintain a register of all declarations of gifts and hospitality. The register will be open to inspection by Heads of Service and other managers as appropriate.

### **Compliance**

9.104 Failure to comply with the principles and steps set out in this Statement may result in action being taken under the Council's Disciplinary Procedure and can lead to dismissal. Examples include:

- a) Failure to comply with the principles and steps set out in this Statement;

- b) Failure to report a suspected, or actual, instance of non-compliance with the principles and steps set out in this Statement;
- c) Failure to make, or falsification of, any declaration to the Council that the Statement requires you to make;
- d) Lack of attention or diligence on the part of managers that directly or indirectly leads to a breach of any provision of this Statement or a breach of the law; and
- e) Direct or indirect retaliation against an employee who reports an actual, or suspected, breach of the principles and steps required by this Statement.

9.105 In addition to any disciplinary action that may be taken a breach of any of the provisions of this statement may also amount to a criminal offence. Offences under the Bribery Act 2010 may result in imprisonment. Breach of the provisions of this Statement may also amount to a criminal offence under the provisions of section 117 of the Local Government Act 1972.

### **Amendments to the Statement**

9.106 The Council reserves the right to amend this Statement at any time as it thinks fit to ensure compliance with legislation or otherwise by giving employees not less than 28 days' notice of any change whereupon the provisions of the revised Statement will take effect as a fundamental term of the employee's contract of employment.

9.107 Should you require any clarification about the requirements of this Statement please contact your line manager. You can also obtain further advice from the Monitoring Officer at: [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk).

## 10. STANDING ORDERS

### Section A: General and Introduction

#### Interpretation and Definitions

1. These Standing Orders are the rules which apply to the proceedings of committees and decision making at the Council.
2. These Standing Orders have five Sections:
  - a) General and Introduction;
  - b) Full Council Procedural Standing Orders;
  - c) Cabinet and Cabinet Committee Procedural Standing Orders;
  - d) Committee Procedural Standing Orders; and
  - e) Overview and Scrutiny Procedural Standing Orders.
3. References in these Standing Orders to the Chair of the Council, Executive Leader or Chair of a committee, include the appointed Vice-Chair of the Council or Deputy Chair or any other member acting at a meeting in their absence.
4. These Standing Orders should be read in conjunction with the rest of the Council's Constitution, including:
  - a) Terms of Reference;
  - b) Schemes of Delegation;
  - c) Procurement Rules (Contract Standing Orders) and Financial Rules;
  - d) Ethical Framework i.e. Code of Conduct, Development Control Good Practice; and
  - e) Members' Allowance Scheme.
5. References in these Standing Orders to motions include reference to amendments where appropriate.
6. Unless specified, reference in these Standing Orders to a "member" of a committee shall refer to any member of a committee, including non-voting and co-opted members.
7. At a meeting the interpretation and application of these Standing Orders lies with the Chair. The Monitoring Officer shall advise the Chair as necessary and shall be responsible for ruling on the interpretation and application of these Standing Orders in between meetings. The ruling of the Chair or Monitoring Officer is final.
8. References in these Standing Orders to requirements to make submissions or requests in writing shall include emails, as long as the email is from the councillors' own Lancashire County Council provided email account. When making submissions or requests using email, these should be sent to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk).



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

### **Councillors' General Conduct at Meetings**

10. All councillors shall:
- a) Respect the Chair at all times;
  - b) Adhere to the Member's Code of Conduct when attending a meeting;
  - c) Recognise and acknowledge that they are personally responsible for their own conduct and have a responsibility to secure and promote good conduct on the part of all councillors and of their political group; and
  - d) Exercise a reasonable degree of self-control in their conduct and behaviour at meetings and shall not make a personal attack on any other councillor or Officer.
11. The Chair of a meeting shall:
- a) Act to maintain order, and may require a member acting in breach of the above to apologise;
  - b) At all times act impartially, fairly and honestly in upholding these standing orders and ensuring the smooth running of Council meetings; and
  - c) Explain rulings and decisions if invited to do so by a councillor in a meeting.

## **Section B - Full Council Procedural Standing Orders**

### **1. Annual Meeting**

In a year when there is an ordinary election of councillors, the Annual Meeting of the Council shall take place within 21 days from the retirement of the outgoing Members. In any other year, the Annual Meeting shall take place on such day in March, April or May as the Council may fix.

### **2. Ordinary Meetings**

Subject to Standing Order 6, Ordinary Meetings will take place in accordance with a programme decided by the Full Council.

### **3. Extraordinary Meetings**

3.1 Those listed below may require the Chief Executive to call an Extraordinary Council Meeting:

- a) The Council by resolution;
- b) The Chair of the Council; or
- c) Any five councillors if they have signed a request to the Chair and the Chair has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the request.

3.2 Only business specified in the agenda may be transacted at an Extraordinary Council Meeting.

#### 4. Budget Meetings

- 4.1 At the Council meeting where the Council's Budget and Council Tax is approved and set (which must be held before 11 March each year<sup>2</sup>), the agenda will be limited to consideration of the Leader of the Administration's recommendations for the Budget, Capital Programme, Borrowing Policy and Council Tax; and any other urgent business agreed by the Chair.
- 4.2 In order to be approved, all alternative Budget proposals that any political group or member wishes to be considered must be provided in final form, following prior consultation and written approval of the Chief Finance Officer, at least five clear working days in advance of the Budget meeting. Any submissions not received within this time will not be allowed.
- 4.3 Any submissions not prepared in a form acceptable to the Chief Finance Officer as being capable of being adopted by the Council as a lawful Budget will not be allowed.
- 4.4 Alternative Budgets and amendments to the Budget which are to be debated at a Budget Meeting shall be submitted in the form of an alternative Budget or a list of proposed amendments to the Budget submitted by the Administration. In either case, each alternative Budget or list of proposed amendments shall be proposed, seconded and debated as if they were a single amendment.
- 4.5 The text of all alternative Budgets or proposed amendments must be submitted to the Monitoring Officer at least five clear working days before the meeting. The Monitoring Officer shall comply with the wishes of the Leader of the relevant political group in determining when to make the documents available to other councillors, the press and public, subject to this being no later than the start of the meeting at which the Budget is to be discussed.
- 4.6 Alternative Budgets or proposed amendments to the Budget will be considered in the order set out above. Only one alternative Budget or list of proposed amendments may be moved and discussed at any one time, unless the Chair decides otherwise.
- 4.7 No further amendments may be moved until the alternative Budget or amendments to the Budget under discussion have been dealt with.
- 4.8 If an alternative Budget or list of proposed amendments are carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments which have already been notified are moved.
- 4.9 At a Budget Meeting, the following rules shall apply to debate on the annual Budget:
- a) The exact length of speeches for each proposer and management of the debate is at the discretion of the Chair and will be announced before the start of the meeting.
  - b) The Chair will call the Leader, or their nominee, to propose and move the Budget. The seconder will have up to five minutes to second the Budget.

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<sup>2</sup> Section 30(6) Local Government Finance Act 1992.

- c) Once the Budget has been seconded, the Chair will call the other political group Leaders, or their nominees, to speak. Each will be called in order of precedence according to the number of councillors in each group. Where two groups have the same number of members, the Chair shall exercise their discretion.
- d) The Leader of the largest political group not forming part of the Administration, or their nominee, may make a statement or propose an alternative Budget or amendments. If an alternative Budget or amendments have been proposed, the seconder will have up to five minutes to speak.
- e) The Leaders of each of the other political groups not forming part of the Administration, or their nominees, may make a statement or propose an alternative Budget or amendments. If an alternative Budget or amendments have been proposed, the seconder will have up to three minutes to speak.
- f) If a political group not forming part of the Administration proposes an alternative Budget or amendments, then after each has been seconded they shall be debated. The normal rules of debate shall apply. The proposer of the alternative Budget or amendments has a right of reply. The proposer of the Administration's Budget also has a right of reply prior to the vote. Each alternative Budget or list of amendments will be debated and voted on in the order they were proposed. Each vote must be a recorded vote.
- g) After each alternative Budget or amendments have been voted on, the debate will return to the substantive motion - the Administration's Budget - which may or may not have been amended. All members of the Council are allowed to contribute to the debate, except the mover or seconder of original motion (unless the seconder has reserved their right to speak).
- h) No further amendments are allowed at this stage by any of the members of the Council.
- i) After the debate on the substantive motion, the mover of the Administration's Budget has a right of reply (for which they have up to five minutes to speak). A recorded vote must then be taken on the substantive Budget (which may have been amended) and the debate is concluded.
- j) A member may not vote on the Council's Budget if they have an outstanding Council Tax debt of over two months. If a member with such a debt is present at any meeting at which relevant budgetary matters are discussed, they must disclose the fact and may not vote. Failure to comply is a criminal offence<sup>3</sup>.

## 5. Special Meetings

A Special Meeting of the Council is one that is required by statute, for example for the appointment of Honorary Aldermen or Alderwomen, and shall only consider a single substantive item of business. The meeting shall be convened for the specific statutory purpose contained in the agenda. No other business may be transacted at that meeting.

## 6. Place and Time of Meetings

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<sup>3</sup> Section 106 of the Local Government Finance Act 1992

6.1 Meetings shall be held in County Hall, Preston, on a Thursday at 1.00 pm or at such other time as the Full Council may decide.

6.2 The Chair may, in consultation with the political groups represented on the Council, alter the time, date or place of a meeting.

## **7. Changes to Calendar of Meetings**

A timetable of meetings will be approved annually by Full Council. Any alterations to the date, time and venue for a meeting and any additional meetings shall be approved by the Chair in accordance with Standing Order 6.2. There will be a presumption against alterations once the annual timetable has been approved.

## **8. Allocation of Seats in the Council Chamber**

8.1 Each seat in the Council Chamber shall be numbered and allocated to councillors in accordance with:

- a) An overall allocation to each political group represented on the Council (and to any individual councillors who are not members of a group) agreed by the Monitoring Officer; and
- b) The wishes of the political groups within those allocations.

8.2 Political groups must inform the Chair of the allocation of seats, and any changes to those allocations, at least 48 hours before a meeting of the Full Council. Any changes made less than 48 hours before a meeting may only be requested in exceptional circumstances and must be agreed by the Chair.

## **9. Attendance at Meetings**

All members present during the whole or part of a meeting shall have their attendance recorded. Members attending remotely will have their virtual attendance recorded and, if requested by the Chair, be permitted to speak at the meeting but they will not be allowed to vote.

## **10. Quorum**

The quorum of a meeting shall be a quarter (rounded up) of the Full Council's membership at the time of the meeting (21). If at any time there is not a quorum, the meeting shall be adjourned for 15 minutes. If after that time there is still not a quorum, the meeting and any remaining business shall stand adjourned to a time fixed by the Chair or, if they do not fix a time, to the next Ordinary Meeting.

## **11. Chair of Meeting**

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

11.2 If it is necessary to choose a member to preside in the absence of the Chair and Vice Chair, the Monitoring Officer (or their nominee) shall preside and call for a motion that a member take the chair.

## **12. Chair's Interpretation and Application of Standing Orders**

12.1 The ruling of the Chair at any meeting, as to the interpretation and application of any of these Standing Orders, or as to the proceedings of Full Council, shall be final.

12.2 The Chair may be invited to explain or reconsider a ruling in consultation with the Monitoring Officer by any voting member. Once this has been provided, the Chair's ruling cannot be challenged further, other than by an order of the court.

## **13. Chair Standing - Call to Order**

If the Chair so directs or stands, a councillor speaking must immediately resume their seat and be silent.

## **14. Interruption by a County Councillor**

14.1 If a councillor persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the councillor be not heard further. If seconded, the motion will be voted on without discussion.

14.2 If the councillor continues to behave improperly after such a motion is carried, the Chair may move that either the councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## **15. Interruption by a Member of the Public**

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

## **16. General Disturbance**

If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as they think necessary.

## **17. Councillors Standing to Speak – Two Councillors Not to Remain Standing**

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

## **18. Point of Personal Explanation**

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

## **19. Point of Order**

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

## **20. Agenda and Advice**

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

20.2 Decisions shall be taken only after Full Council has considered any advice given by the Chief Executive, the Chief Financial Officer, the Monitoring Officer and any other appropriate Executive Director or their nominees.

## **21. Order of Business**

21.1 Subject to Standing Order 21.2, the agenda for Ordinary Meetings shall be divided into Part A (Matters for Decision), Part B (Matters for Information) and Part C (Notices of Motion) and the order of business shall be:

- a) Appoint a person to preside if the Chair and Vice-Chair are absent;
- b) Receive apologies for absence;
- c) Confirm the minutes of the last meeting(s) of the Full Council;
- d) Receive any declarations of interest from members;
- e) Receive any announcements from the Chair or the Chief Executive;
- f) Public Question Time;
- g) Councillor Question Time;
- h) Deal with reports of the Cabinet, committees and Officers;
- i) Consider Notices of Motion; and
- j) Other business, if any, specified in the agenda.

21.2 The order of business may be varied by the Chair at their discretion or by resolution which shall be moved and voted upon without debate.

## **22. Committee Reports to Full Council**

22.1 The following committees shall submit a report on decisions taken to the next Ordinary Meeting of Full Council. Each report shall be presented by the Chair of the relevant committee:

- a) Audit, Risk and Governance Committee
- b) Conduct Committee
- c) Employment Committee
- d) Lancashire Health and Wellbeing Board

- e) Pension Fund Committee
- f) Overview and Scrutiny Committees
- g) Urgency Committee

### **23. Minutes**

- 23.1 The minutes of each meeting shall be presented to the next Ordinary Meeting of the Full Council. Where the next meeting is an Extraordinary Meeting, the minutes of the previous meeting shall not be presented but shall instead be presented to the next Ordinary Meeting.
- 23.2 The Chair shall put the question that the minutes of the previous meeting be approved as a correct record. Only matters relating to the accuracy of the minutes can be raised, which must be done by way of a motion which is proposed, seconded and voted upon. Where no issues are raised, or after the motion has been dealt with, the Chair shall initial each page and sign the minutes.<sup>4</sup>
- 23.3 A record of each decision taken by the Full Council shall be available for public inspection at County Hall and on the Council's website as soon as reasonably practicable.

### **24. Declarations of Interest**

- 24.1 Any member with a disclosable pecuniary interest in a matter being discussed should declare the nature of the interest and withdraw from the meeting during the item.
- 24.1 Any member with a non-disclosable pecuniary interest or non-pecuniary interest in a matter being discussed should declare the nature of the interest and, if a member of a public acting reasonably would consider the interest such as to affect the member's ability to make the decision in the public interest, they should withdraw from the meeting during the item.

### **25. Suspension of Standing Orders**

- 25.1 The Full Council's Procedural Standing Orders, except those listed at (a) to (d) below, may be suspended by motion with or without notice where its suspension is moved and seconded, if at least one half of the whole number of members of the Full Council are present and vote, except where this would be in contravention of statute. Suspension can only be for the duration of the meeting.
- a) Standing Order 46.2 (matters decided by a simple majority of councillors voting and present);
  - b) Standing Order 46.5 (request by a councillor that their vote be recorded);
  - c) Standing Order 46.7 (Chair to have a casting vote);
  - d) Standing Order 23.1 (minutes to be signed at the next Ordinary Meeting if the next actual meeting is an Extraordinary Meeting);

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<sup>4</sup> Sch.12 para.41(2) Local Government Act 1972.

## **26. Exclusion of Press and Public**

- 26.1 The Full Council may exclude the press and other members of the public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt or confidential information.
- 26.2 If any question arises at a meeting of the Full Council as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service, or as to the conduct of, any person employed by the County Council, such question shall not be the subject of discussion until the Full Council has decided whether to exclude the press and public.
- 26.3 The business which is the subject of a resolution under Standing Orders 26.1 or 26.2 shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall then be considered.

## **27. Procedure for Dealing with Matters of Urgent Business Which Cannot Await a Meeting of the Full Council**

- 27.1 The Chief Executive, the Monitoring Officer and each Executive Director may deal with matters of urgency which cannot await a meeting of the Full Council or the Urgency Committee of the Full Council, following consultation with the Chair and Vice Chair of the Urgency Committee. The other political group spokespersons on the Urgency Committee should be informed of matters of urgency as soon as practicable after the decision has been made. In the event that a political group is not represented on the Urgency Committee, the Leader of that group shall, subject to the Council's Access to Information Rules, be informed of the decision taken.
- 27.2 The provisions at Standing Order 27.1 shall be suspended in the period beginning with the fourth day after the County Council elections and ending on the date of the first Annual Meeting of the new Council. During that period, the Chief Executive may deal with matters of urgency which cannot await a meeting of Full Council where delay would significantly and materially prejudice the interests of the County Council or the inhabitants of the County.
- 27.3 The Chief Executive shall only exercise the powers at Standing Order 27.2 following consultation with the Leader (or in their absence, the Deputy Leader) of any political group with an overall majority, or if there is no majority political group, the Leader (or in their absence the Deputy Leader) of all political groups on the Council. In the event there is no Leader or Deputy Leader of any political group during that period, the Chief Executive shall consult with a representative or representatives of that group as they consider appropriate.

## **28. Procedure for Dealing with Matters of Urgent Business at Meetings**

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

## **29. Public Question Time**



- 29.1 At Ordinary Meetings of the Council, questions may be asked by members of the public of the Leader and Cabinet Members. For the purposes of this rule, county councillors are not regarded as members of the public.
- 29.2 The total time set aside for such questions and answers will be limited to 20 minutes with no extension of time, and questions not dealt with in this time will be dealt with by written responses.
- 29.3 A person may submit only one question at any meeting and no more than one question may be asked on behalf of any organisation.
- 29.4 Questions must be limited to 150 words, submitted in writing to Democratic Services by 12 noon at least ten clear working days before the meeting, and include the name and address of the questioner and the name of the Cabinet Member to whom the questioner would like the question put. Questions so received will be referred to the Chief Executive for approval.
- 29.5 The Chief Executive may reject a question if it:
- a) Is not about a matter for which the Council has a responsibility or which specifically affects the County;
  - b) Is defamatory, frivolous, vexatious or offensive;
  - c) Is substantially the same as a question which has been put at Public Question Time or Councillor Question Time at a meeting of the Council in the past six months;
  - d) Relates to a matter that is substantially the same as one on which a question has been put at a Public Question Time within the previous six months;
  - e) Requires the disclosure of confidential or exempt information;
  - f) Refers to legal proceedings taken or anticipated by or against the Council;
  - g) Relates to a day-to-day Council function or the provision of a Council service and has not been asked first of the relevant service area;
  - h) Is a statement rather than a question;
  - i) Names or identifies individual service users, members of staff or members/staff of partner agencies;
  - j) Makes or relates to allegations against, or compromise comments about, the conduct of individual Members or officers;
  - k) Relates to an individual or the questioner's own particular circumstances;
  - l) Would more appropriately be responded to by the Council under the Freedom of Information Act 2000 or the Data Protection Act 1998; or
  - m) Is from, or on behalf of, a political party, or bears the name, insignia or other device of a political party.
- 29.6 All approved questions will be included on the agenda for the next Ordinary Meeting of the Council, in the order that they were received (except the Chair

may decide to group similar questions together). Those persons who submitted questions and who are present at the meeting will have their question taken as tabled unless they have requested in advance of the meeting to read it aloud. No introductory or explanatory remarks or supplementary questions are allowed.

- 29.7 If a member of the public who has submitted notice of a question is unable to be present at the meeting, the question will not be answered during the meeting. However, the Council will provide a written response to all questions listed on the agenda.
- 29.8 All responses must be limited to 3 minutes.

### **30. Councillor Question Time**

- 30.1 At Ordinary Meetings of the Council, a councillor may ask a question about any matter relating to the Council's powers and duties; or which affects the Council's administrative area or its residents; or which affects an organisation on which the Council is represented by a councillor appointed or nominated by it.
- 30.2 A councillor may ask only one question at a meeting, although they may also ask one related supplementary question.
- 30.3 Subject to Standing Order 30.4 below, a question under this Standing Order must be submitted in writing to Democratic Services by 12 noon at least seven clear working days before the Council meeting. For example, if the meeting is on a Thursday, the question must be received in writing by 12 noon on the Monday of the preceding week.
- 30.4 The time limit set out in Standing Order 30.3 above may be waived to allow a councillor to ask a question on any matter as described therein, where the Chair and the Monitoring Officer are satisfied that the circumstances giving rise to the question have arisen after the date specified and that the matter is of genuine urgency, and provided that the question is received in writing by 12 noon on the day before the Council meeting.
- 30.5 Questions asked under Standing Order 30.4 above shall not be subject to the time limit at each Council meeting for questions from councillors, specified in Standing Order 30.12 below.
- 30.6 The Chief Executive may reject a question if it:
- a) Is not about a matter for which the Council has a responsibility or which specifically affects the County;
  - b) Is defamatory, frivolous, vexatious or offensive;
  - c) Is substantially the same as a question which has been put at Public Question Time or Councillor Question Time at a meeting of the Council in the past six months;
  - d) Requires the disclosure of confidential or exempt information;
  - e) Refers to legal proceedings taken or anticipated by or against the Council;

- f) Is a statement rather than a question, or includes factually incorrect information;
  - g) Names or identifies individual service users, members of staff or members/staff of partner agencies;
  - h) Makes or relates to allegations against, or compromise comments about, the conduct of individual Members or officers;
- 30.7 Questions shall be asked in the order received and included on the agenda, but the order can be varied in exceptional circumstances by the Chair with the consent of the Council.
- 30.8 The councillor shall ask the question themselves. If the councillor is not present at the meeting when the Chair invites them to ask the question, the question will not be asked and will receive a written reply. Any such written reply will be circulated to all councillors.
- 30.9 The councillor shall ask the question, as set out in the agenda, without making an introductory or explanatory speech.
- 30.10 Any such question may, at the invitation of the Chair, be answered by the following as appropriate:
- a) The Leader or a Cabinet/Lead Member;
  - b) Another councillor nominated by the Leader or Cabinet/Lead Member.
- 30.11 There shall be a time limit of 5 minutes for each answer given orally to a question from a councillor.
- 30.12 Once the question has been answered, the councillor asking the original question may ask a supplementary question on the same topic without making an introductory or explanatory speech.
- 30.13 The time limit at each Council meeting for Councillor Question Time is 30 minutes but this can be extended for a short period at the Chair's discretion.
- 30.14 If questions are not answered within the time limit, the councillor who submitted the question will receive a written response. Any such written reply will be circulated to all Councillors.

### **31. Councillor Questions on Cabinet and Committee Reports**

In relation to a report which appears on an agenda, any councillor may ask the relevant Cabinet Member or committee Chair questions on that report. Where practicable, the councillor should give notice to the Chief Executive of their intention to refer to that matter.

### **Motions and Amendments<sup>5</sup>**

### **32. Scope of Motions**

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<sup>5</sup> In this section, all references to motions refer equally to amendments unless otherwise specified.

- 32.1 Motions must be:
- a) About matters for which the Council has a responsibility or which directly affect the Council's area;
  - b) Concise, clear and to the point, and a maximum of 250 words; and
  - c) Positive, that is require the Council to adopt a course of action.

### **33. Motions Which May be Moved Without Notice**

33.1 The following motions may be moved without notice:

- a) Appointment of a Chair of the meeting at which the motion is made;
- b) Relating to the accuracy of the minutes;
- c) That an item of business specified in the agenda shall have precedence;
- d) To adopt recommendations of the Cabinet, a committee or an Executive Director submitted to the Full Council for decision;
- e) To refer back a recommendation of a committee, the Cabinet or an Executive Director;
- f) That a motion be withdrawn or amended;
- g) Any of the matters referred to in Standing Order 25 (suspension of Standing Orders), Standing Orders 46.5 and 46.6 (voting) or Standing Order 45.1 (closure of debate);
- h) To exclude the public and press in accordance with the Access to Information Rules; and
- i) That a councillor be suspended from the meeting Standing Order 14 (interruption by a county councillor).

33.2 If any councillor wishes to move a Motion under this paragraph they must first specify the Motion, and in the case of a Motion under Standing Order 32.1(f), shall immediately after speaking hand the Motion in writing to the Chief Executive.

### **34. Motions Which Cannot be Moved**

34.1 A motion shall not be accepted by the Chief Executive if, in their opinion, it:

- a) Seeks to rescind any resolution or decision which has been passed at a meeting of the Full Council held within the preceding 12 months.
- b) Has been voted upon but not carried within six months of the date of the meeting of the Full Council at which it, or one to the same effect, was voted upon.
- c) Requires the Council to act in breach of its own Constitution or legislation.

- d) Requires the Council to act in a way that is beyond its powers and responsibilities.
- e) Is vague, ambiguous, irrelevant, defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper; or which includes factually incorrect statements.
- f) Merely expresses an opinion and does not require the Council to adopt a course of action.
- g) Has been withdrawn at the request of the mover or has failed for not being moved within the last six months.
- h) Refers to legal proceedings taken or anticipated by or against the Council.
- i) Requires the disclosure of confidential or exempt information.
- j) Names or identifies specific service users, members of staff or members of staff of partner organisations without the mover demonstrating they have provided consent.
- k) Relates to the member's own personal circumstances.
- l) Expresses support or objection to proposals where the Council is in the process of consulting with the public or responding to a formal consultation process.

### **35. Withdrawal of a Motion Which is Before the Council**

35.1 A notice of motion will be regarded as withdrawn if:

- a) Prior to the Council meeting, an indication to this effect is given in writing to the Chief Executive by the member who submitted the notice, or
- b) At the Council meeting, oral notice to this effect is given by the member who submitted the notice immediately when called by the Chair to speak and before the motion is moved, or
- c) The notice of motion is not moved and seconded at the meeting of Council.

35.2 Once moved, a motion may only be withdrawn with the consent of the meeting. If the mover requests their motion be withdrawn, the request shall be voted on immediately, with no debate.

### **36. Motions Not Dealt With**

Any motion which has not been disposed of at any Full Council meeting shall fall.

### **37. Submission of Notice of Motion in Writing and Ruling of the Chief Executive**

37.1 Notice of every motion, other than a motion referred in Standing Order 33, shall be given in writing, signed by the councillor giving the notice, and delivered to the Chief Executive no later than 12 noon at least seven clear working days before the meeting of the Full Council. For example, if the meeting is on a Thursday, the question must be received in writing by 12 noon on the Monday of the preceding week.

- 37.2 The Chief Executive will consider the notice of motion submitted in accordance with Standing Order 37.1 and, subject to Standing Order 37.3, include the motion in the agenda in the order in which they have been received. The Chair may alter the order in which they are discussed at the meeting.
- 37.3 Any notice of motion which is received after the specified time at Standing Order 37.1 may only be considered if the Chair agrees by reason of special circumstances which shall be specified in the minutes.
- 37.4 A councillor may only submit one notice of motion per meeting.
- 37.5 A maximum of four notices of motion may be permitted per meeting. Additional motions submitted above this number will not be accepted and will not automatically be dealt with at the next meeting.

### **38. Speaking on Motions**

- 38.1 Councillors may only speak on a matter which appears in the agenda or in respect of a matter at meetings of the Full Council on which a notice of motion has been properly registered.
- 38.2 Every motion must be moved and seconded before any debate can take place.
- 38.3 No councillor may speak more than once on each motion, except:
- a) To move an amendment;
  - b) To speak once on an amendment moved by another member;
  - c) If their first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which they spoke was carried;
  - d) In exercise of a right of reply;
  - e) On a point of order referring to the specific Procedural Standing Order;
  - f) When invited by the Chair to do so, by way of personal explanation of any material statement made by them which they believe to have been misunderstood; or
  - g) To move one of the motions specified in Standing Orders 25 and 44 when the procedure in those paragraphs shall be followed.
- 38.4 When a councillor speaks, they must confine their remarks strictly to the motion then under discussion.
- 38.5 A councillor may, during their speech, move an amendment to a motion. Moving an amendment is not considered to constitute a speech on the original motion.
- 38.6 No councillor may speak on a motion after the mover has indicated that they wish to withdraw the motion in accordance with Standing Order 35.

### **39. Length of Speeches and Debates**

- 39.1 There is no time limit on the speech of:

- a) The mover of a report;
- b) The budget speech of the Cabinet Member with responsibility for Finance; and
- c) The Opposition Group spokespersons when presenting their budget proposals.

39.2 The following speeches are limited to a maximum of five minutes:

- a) All other speeches on reports on the agenda; and
- b) The speech of a mover of a notice of motion.

39.3 The following speeches are limited to a maximum of three minutes:

- a) All other speeches on notices of motion, including the moving of amendments.

39.4 Where the length of a speech is subject to a time limit, the councillor speaking shall receive notification of one minute remaining before they have to finish speaking.

39.5 The following will apply to the debate on motions of which notice has been given under Standing Order 37.1 or notices of motion accepted by the Chair under Standing Order 37.3 as an urgent item of business:

- a) There will be a maximum time limit of 30 minutes per motion and any amendments thereto;
- b) The maximum length of time for the consideration of all such motions at a meeting will be 120 minutes;
- c) The Chair may extend the limits at Standing Order 39.5 (a) and (b) in a particular case.

39.6 All timings of speeches are at the discretion of the Chair and their decision is final.

#### **40. Amendments**

40.1 A councillor may move one amendment per motion.

40.2 Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

40.3 An amendment to a motion must:

- a) Be relevant to the motion;
- b) Add and/or delete a word or words;
- c) Not introduce a new topic;
- d) Not negate the motion;

- e) Not be substantially the same as a motion or amendment which has already been submitted to the same meeting of the Council;
- f) Be worded so that, if it is agreed by the Council, it can be passed as a valid resolution.
- g) Be submitted to the Chief Executive in writing no later than immediately following the end of the speech of the mover of the amendment.

40.4 The Chair, following consultation with the Monitoring Officer, may reject an amendment on any of the grounds set out in Standing Order 34.

40.5 Any councillor may second a motion, reserving their speech for a later period of the debate.

#### **41. Amendment Carried to Become Substantive Motion**

41.1 If an amendment is carried, the motion, as amended, takes the place of the original motion and becomes the substantive motion.

41.2 After an amendment has been carried, the Chief Executive will read out the amended motion before the Chair accepts any further amendments.

#### **42. Subsequent Amendments**

42.1 If the first amendment is lost, then subsequent amendments may be moved to the original motion.

42.2 After all amendments have been considered and determined there shall be an opportunity for further debate on the original motion, as amended or otherwise as the case may be, prior to the taking of a vote.

#### **43. Friendly Amendments**

The mover of a motion may amend or accept an amendment without debate or vote. The amended motion automatically becomes the substantive motion, and the mover of the original motion retains the right to reply in accordance with Standing Order 44.1 and 44.2.

#### **44. Right of Reply**

44.1 The mover of a motion has a right of reply at the end of the debate on the motion immediately before it is put to the vote.

44.2 If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.

44.3 The mover of the amendment has no right of reply to the debate on their amendment.

#### **45. Closure of Debate**

45.1 Motions designed to close a debate may be moved provided no-one else is speaking at the time. Closure motions cannot be moved by anyone who has moved, seconded or already spoken in the debate. No person may intervene in discussion on a motion by moving more than one closure motion.



- 45.2 Subject to Standing Order 45.1, a councillor may move without comment the following procedural motions at the end of a speech of another councillor:
- a) "That the question be now put";
  - b) "That the Full Council proceed to the next business";
  - c) "That the debate be adjourned"; and
  - d) "That the Full Council adjourn";
- 45.3 If a motion that the question be now put is seconded and the Chair considers the item has been sufficiently discussed, they will put the procedural motion to the vote. If it is passed they will give the mover of the original motion a right of reply before putting the motion to the vote.
- 45.4 If a motion to proceed to the next business is seconded and the Chair considers the item has been sufficiently discussed, they will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- 45.5 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, they will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

## 46. Voting

- 46.1 Each councillor has one vote.
- 46.2 Subject to Standing Order 45.4, any matter will be decided by a simple majority of councillors (and co-opted members) entitled to vote and present in the room at the time the question was put.
- 46.3 Unless a recorded vote is demanded, voting will be by a show of hands, by electronic means or, if there is no dissent, by the affirmation of the meeting.
- 46.4 At a Full Council meeting, councillors must be in their designated seats for their vote to be counted.
- 46.5 Immediately after a vote is taken any councillor may request that it is recorded in the minutes of that meeting how they voted or abstained from voting.
- 46.6 Any six councillors may request a named vote and shall signify their wish for a named vote by rising in their places. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.
- 46.7 In accordance with the Local Government (Standing Orders) (England) (Amendment) Regulations 2014 there must be a recorded vote on decisions taken at the Budget meeting of the Council, or at any meeting where making the calculation or issuing the precept is included as an item of business. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.
- 46.7 Where there are equal votes cast for a motion or amendment, the Chair may, provided they have already exercised their first vote, exercise a second or casting

vote. There will be no restriction on whether or how the Chair chooses to exercise a casting vote. If there are equal numbers of votes for and against and the Chair chooses not to exercise their casting vote, then the matter to be determined shall fall.

- 46.8 Offices and appointments: If on a vote no person receives more than half of the votes cast, the name of the person with the fewest number of votes will be withdrawn. Further votes will be held until one person receives a clear majority.

## **Section C – Cabinet and Cabinet Committees Procedural Standing Orders**

### **1. Calendar of meetings**

Subject to Standing Order 2, Cabinet meetings will take place in accordance with a programme decided by the Leader.

### **2. Place and Time of Meetings and Agenda**

- 2.1 Meetings shall be held in County Hall, Preston, on a Thursday at 2 pm or at such other time as the Cabinet may decide.
- 2.2 The Leader, at their discretion, may alter the time, date or place of meetings.
- 2.3 The Chief Executive shall issue an agenda not less than five clear working days before a meeting.

### **3. Attendance at Meetings**

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

### **4. Chair of Meeting**

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

### **5. Chair's Interpretation and Application of Standing Orders**

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

### **6. Chair Standing - Call to Order**

If the Chair so directs or stands, a councillor speaking must immediately be silent.

### **7. Interruption by a County Councillor**

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

## **8. Interruption by a member of the public**

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

## **9. General Disturbance**

If there is a general disturbance making orderly business impossible the Chair may adjourn the meeting for as long as they think necessary.

## **10. Minutes**

10.1 The Chair will sign the minutes of the proceedings at the next meeting to confirm that they are a correct record. The minutes of a meeting shall not be discussed other than in relation to their accuracy.

10.2 A record of each decision taken by the Cabinet shall be published in accordance with Standing Order 29.

## **11. Quorum**

The quorum at a Cabinet meeting or a Cabinet committee shall be two voting councillors at the time of the meeting. If at any time there is not a quorum, the meeting shall be adjourned for 15 minutes. If after that time there is still not a quorum, the meeting and any remaining business shall stand adjourned to a time fixed by the Chair or, if they do not fix a time, to the next meeting.

## **12. Cabinet Committee Membership and Voting Rights**

Cabinet committees shall comprise Cabinet Members and such other county councillors and co-opted members as the Leader shall decide. Only Cabinet Members may vote.

## **13. Attendance at Meetings**

13.1 Lead Members may, in the absence of the relevant Cabinet Member, attend Cabinet meetings and participate fully in discussion on all agenda items, but cannot vote.

13.2 The Leader and Deputy Leader of the Main Opposition Group may, as of right, attend Cabinet meetings and participate fully in discussion on all agenda items, but cannot vote.

13.3 Cabinet meetings and any Cabinet committees shall have in attendance the Chief Executive, the Chief Financial Officer, the Monitoring Officer and other relevant

Executive Directors in the light of items to be discussed, or their nominated representatives.

13.4 Subject to Standing Order 13.1 and 13.2 and to the provisions of the Code of Member Conduct and the Access to Information Rules, any councillor may attend a Cabinet meeting to:

- a) Ask a question of Cabinet in accordance with Standing Order 34; or
- b) Observe the meeting. Observers shall not be entitled to speak.

13.5 Following the allocated time for Questions for Cabinet, any councillor attending a Cabinet meeting to ask a question shall become an observer and shall not be entitled to speak.

#### **14. Exclusion of Press and Public**

14.1 The Cabinet may exclude the press and other members of the public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt or confidential information.

14.2 If any question arises at a meeting of the Cabinet or Cabinet Committee as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service, or as to the conduct of, any person employed by the County Council, such question shall not be the subject of discussion until the Cabinet or Cabinet committee, as the case may be, has decided whether or not the power of exclusion of the public under the relevant statutory power shall be exercised.

14.3 The business which is the subject of a resolution under Standing Orders 14.1 or 14.2 shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall then be considered.

#### **15. Procedure for Dealing with Matters of Urgent Business**

15.1 The Leader (or in their absence the Deputy Leader) and the relevant Cabinet Member may deal with matters of urgency which cannot await a Cabinet meeting.

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

15.3 The Chief Executive shall only exercise the powers at Standing Order 15.2 following consultation with the Leader (or in their absence, the Deputy Leader) of any political group with an overall majority, or if there is no majority political group, the Leader (or in their absence the Deputy Leader) of all political groups on the Council. In the event there is no Leader or Deputy Leader of any political group during that period, the Chief Executive shall consult with a representative or representatives of that group as they consider appropriate.

#### **16. Procedure for Dealing with Matters of Urgent Business at Meetings**

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

## **17. Executive Meetings Held in Public**

- 17.1 All decision-making meetings of the Cabinet or of any Cabinet committee shall be held in public.
- 17.2 Standing Order 17.1 does not apply if there would be a disclosure of exempt or confidential information.
- 17.3 If the Cabinet or any Cabinet committee wishes to hold a meeting or part of a meeting in private, it must, at least 28 clear days before a private meeting, make available at County Hall, Preston, a notice of its intention to hold the meeting in private, and publish that notice on the Council's website.
- 17.4 A notice under Standing Order 17.3 must include a statement of the reasons for the meeting to be held in private.
- 17.5 At least five clear working days before a private meeting, the Cabinet or Cabinet committee must make available at County Hall, Preston, a further notice of its intention to hold the meeting in private and publish that notice on the Council's website.
- 17.6 A notice under Standing Order 17(5) must include:
  - a) A statement of the reasons for the meeting to be held in private;
  - b) Details of any representations received by the Cabinet or Cabinet committee about why the meeting should be open to the public; and
  - c) A statement of its response to any such representations.
- 17.7 Where the date by which a meeting must be held makes compliance with Standing Order 17.3 impracticable, the meeting may only be held in private where the Cabinet or Cabinet committee has obtained agreement from:
  - a) The Chair of the relevant Overview and Scrutiny Committee; or
  - b) If there is no such person or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Chair of the County Council; or
  - c) Where there is no Chair of either the relevant Overview and Scrutiny Committee or of the County Council, the Vice Chair of the County Council,that the meeting is urgent and cannot reasonably be deferred.
- 17.8 As soon as reasonably practicable after the Cabinet or Cabinet committee has obtained agreement under Standing Order 17.7 to hold a private meeting, it must make available at County Hall, Preston a notice setting out the reasons why the meeting is urgent and cannot reasonably be deferred; and publish that notice on the Council's website.

## **18. Consideration of Key Decisions**

- 18.1 Where a decision maker intends to make a Key Decision, that decision must not be made until a document has been published in accordance with Standing Order 18.2, which states:
- a) That a Key Decision is to be made;
  - b) The matter in respect of which the decision is to be made;
  - c) Where the decision maker is an individual, that individual's name, and title if any and, where the decision maker is a decision-making body, its name and a list of its members;
  - d) The date on which, or the period within which, the decision is to be made;
  - e) A list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the Key Decision is to be made;
  - f) The address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available;
  - g) That other documents relevant to those matters may be submitted to the decision maker; and
  - h) The procedure for requesting details of those documents (if any) as they become available.
- 18.2 At least 28 clear days before a Key Decision is made, the document referred to in Standing Order 18.1 must be made available for inspection by the public at County Hall and on the Council's website and intranet.
- 18.3 Where, in relation to any matter including exempt or confidential information the document referred to in Standing Order 18.1 must contain particulars of the matter but may not contain any confidential or exempt information.
- 18.4 At least five clear working days before a Key Decision is made, the relevant report in respect of the decision to be made must be made publicly available.

**19. General Exception to the Publication of the Intention to make a Key Decision**

- 19.1 Where the publication of the intention to make a Key Decision in accordance with Standing Order 18.1 is impracticable and the matter would be a Key Decision, that decision shall only be made:
- a) Where the Chief Executive has informed the Chair of the relevant Overview and Scrutiny Committee or, if there is no such person, each member of the relevant Overview and Scrutiny Committee by notice in writing, of the matter about which the decision is to be made;
  - b) Where the Chief Executive has made available at County Hall, Preston for inspection by the public and published on the Council's website a copy of the notice given under Standing Order 19.1 (a); and
  - c) After five clear working days have elapsed following the day on which the Chief Executive made available the notice referred to in Standing Order 19.1 (b).

19.2 As soon as reasonably practicable after the Chief Executive has complied with Standing Order 19.1, they must make available at County Hall, Preston a notice setting out the reasons why compliance with Standing Order 18.1 is impracticable; and publish that notice on the Council's website.

## **20. Urgent Key Decisions**

20.1 Where the date by which a Key Decision must be made makes compliance with Standing Order 18.4 impracticable, the decision shall only be made where the decision maker has via the Chief Executive obtained agreement that the making of the decision is urgent and cannot reasonably be deferred from:

- a) The Chair of the relevant Overview and Scrutiny Committee; or
- b) If there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Chair of the County Council; or
- c) Where there is no Chair of either the relevant Overview and Scrutiny Committee or of the County Council, the Vice Chair of the County Council.

20.2 As soon as reasonably practicable after the Chief Executive has complied with Standing Order 20.1, they must make available at County Hall, Preston a notice setting out the reasons why compliance with Standing Order 18.1 is impracticable; and publish that notice on the Council's website.

## **21. Report of Urgent Key Decisions to Full Council**

The Leader shall submit, or ensure the submission of, a report to each Full Council containing details of each Key Decision taken in the period since the last Full Council and agreed as urgent. The report shall include particulars of each such Key Decision and a summary of the matters in respect of which each decision was made.

## **22. Urgent Determinations Outside Budget or Policy Framework**

22.1 Any proposed determination of a matter in the discharge of a function of the Cabinet collectively, a Cabinet Member or a Cabinet committee, which is contrary to the Budget or Policy Framework set by the Full Council may only be taken in exceptional circumstances where:

- a) The decision may reasonably be regarded as urgent (as defined in Standing Order 28) And is designated as urgent by the relevant decision taker and
- b) The relevant decision taker has obtained a statement in writing that the determination needs to be made as a matter of urgency from the Chair of the relevant Overview and Scrutiny Committee or, in their absence, the Chair of the County Council, or in their absence, the Vice-Chair and, in the case of a proposed decision outside the Budget set by the Full Council, also from the Cabinet Member for with responsibility for Resources, or in their absence, the Executive Leader.

22.2 Urgent determinations taken under Standing Order 22.1 must be reported to the next available meeting of the Full Council giving details of the emergency or other circumstances in which it was made and the reasons for the determination.

22.3 Notwithstanding Standing Orders 22.1 and 22.2, the Cabinet may make additions and amendments to the approved Capital Programme provided that a source of finance, other than borrowing, has been identified and the revenue consequences can be contained within existing budgetary provision.

### **23. Disputes as to Decisions outside Budget or Policy Framework**

23.1 In the event of disagreement or doubt as to whether a proposed decision is outside the Budget, this will be determined by the Chief Financial Officer who shall consult as necessary with the Monitoring Officer and all relevant Executive Directors.

23.2 In the event of disagreement or doubt as to whether a proposed decision is outside the Policy Framework, this will be determined by the Monitoring Officer who shall consult with all relevant Executive Directors.

### **24. Report to Full Council where Key Decision Procedure is not Followed**

Where a decision which was not treated as being a Key Decision has been made and the Scrutiny Management Board is of the opinion that the decision should have been treated as a Key Decision, the Scrutiny Management Board may require the Cabinet to submit a report to the Full Council, within such reasonable period as the Committee may specify. The report shall include the following details:

- a) The decision and the reasons for the decision;
- b) The decision making body by which, or the individual by whom, the decision was made; and
- c) If the Cabinet is of the opinion that the decision was not a Key Decision, the reasons for that opinion.

### **25. Notification of Cabinet Functions Allocated by the Leader and Cabinet**

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

### **26. Advice When Taking Decisions**

Decisions (including decisions taken under Standing Orders 19, 20 and 22) shall be taken only after the decision taker has considered any advice given by the Chief Executive, the Chief Financial Officer, the Monitoring Officer and any other appropriate Executive Director or their nominated representatives.

### **27. Taking Effect of Executive Decisions**

27.1 Subject to Standing Order 27.3 and 28, any urgent decisions taken by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Member (including decisions taken under Standing Orders 19, 20 and 22) shall not take effect unless and until formally recorded in a form approved by the Chief Executive, and signed by the relevant decision takers and the Chief Executive or the appropriate Executive Director or their nominated representative as to the appropriateness of the record.



27.2 Subject to Standing Orders 27.3 and 28, decisions taken by Cabinet collectively (including decisions taken under Standing Orders 19, 20 and 22) shall be recorded in the minutes of the meeting and shall take immediate effect and a record of the decision taken published in accordance with Standing Order 29.

27.3 Decisions may be implemented on the expiry of three working days after the publication of a decision taken by Cabinet collectively or following the publication of an urgent decision taken by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Member, unless a meeting of the Scrutiny Management Board is called in accordance with and for the purpose of Standing Order E1. In such cases, no action can be taken to implement the decision until the Committee has met and, if necessary, the decision taker has responded in accordance with the process set out in Standing Order E2.11 to any request for the decision to be reconsidered.

## **28. Decisions Requiring Urgent Implementation**

The Cabinet, a Cabinet Member, a Cabinet Committee or an officer may designate a decision as urgent if it is required to be acted upon urgently because any delay in its implementation could adversely affect the efficient execution of the County Council's responsibilities. In such cases a decision can be implemented immediately without waiting for three working days under Standing Order 27.3. The designation and the reasons for it shall be recorded as part of the decision. Where a decision is designated as urgent under this Standing Order, the Scrutiny Management Board shall not be entitled to exercise its functions under section 21(3)(a) or (b) of the Local Government Act, 2000 (call-in) in relation to that decision.

## **29. Recording and Publication of Executive Decisions**

29.1 As soon as is reasonably practicable after an Executive decision has been made, the Proper Officer or a nominated representative shall produce a written record in respect of that decision and which shall include the information specified in Standing Order 29.2. As soon as the record has been produced it shall be made available for inspection at County Hall and on the Council's website and Intranet.

29.2 The information to be contained in the written records referred to in Standing Order 29.1 shall include:

- a) Details of the decision and the reasons for the decision;
- b) Details of any alternative options considered and rejected;
- c) Details of any conflict of interest declared by:
  - (i) Any member of the meeting taking the decision; or
  - (ii) Any Cabinet Member who is consulted by the Leader (or in their absence the Deputy Leader) and the relevant Cabinet Member taking an urgent decision, or
  - (iii) An officer taking the decision under delegated authority together with details of any dispensation granted.

## **30. Overview and Scrutiny**

The above Standing Orders (17 to 29) should be read in conjunction with those relating to Overview and Scrutiny in Section E.

**31. Length of Speech**

Cabinet Members, the Deputy Leader and the Opposition Leader may, at the discretion of the Chair, speak as often and for as long as the Chair allows.

**32. Moving of Reports at Cabinet meetings**

32.1 Only a Cabinet Member may move the recommendations contained in a report at a Cabinet meeting. In doing so, Cabinet may make amendments to the published recommendations.

32.2 Amendments to published recommendations must be relevant to the subject of the report.

32.3 Recommendations moved at Cabinet do not need to be seconded.

**33. Voting**

33.1 Only Cabinet Members may vote at Cabinet meetings.

33.2 Votes shall be by show of hands or by affirmation of the meeting.

33.3 Subject to Standing Order 33.4, any matter will be decided by a simple majority of Cabinet Members present in the room at the time the question was put.

33.4 Any six Cabinet Members may request a named vote and shall signify their wish for a named vote by a show of hands. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.

33.5 Immediately after a vote is taken any Cabinet Member may request that it is recorded in the minutes of that meeting how they voted or abstained from voting.

33.6 Where there are equal votes cast for a motion or amendment, the Chair may, provided they have already exercised their first vote, exercise a second or casting vote. There will be no restriction on whether or how the Chair chooses to exercise a casting vote. If there are equal numbers of votes for and against and the Chair chooses not to exercise their casting vote, then the matter to be determined shall fall.

**34. Questions for Cabinet**

34.1 At each Cabinet meeting there shall be up to 30 minutes set aside for questions for Cabinet Members.

34.2 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 or a Cabinet Member a written question on any matter which relates to any item on the Cabinet agenda for that meeting.

34.3 Each county councillor or member of the public may only submit one question per meeting.

- 34.4 A written copy of the question must have been delivered to Democratic Services by 12 noon two clear working days before the date of the meeting, specifying the full question and the agenda item to which it relates.
- 34.5 Questions may be ruled out of order by the Monitoring Officer if they are considered to be:
- a) Not related to an item on the agenda;
  - b) Defamatory, frivolous, vexatious or offensive;
  - c) Substantially the same as a question that has been asked and answered by the Cabinet or Council in the past six months;
  - d) Related to a matter due to be determined by the Development Control or Regulatory Committees; or
  - e) Requiring the disclosure of confidential or exempt information.
- 34.6 A question from a member of the public will receive a written reply. The question and answer will be published within 5 clear working days following the date of the Cabinet meeting.
- 34.7 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.
- 34.8 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.
- 34.9 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.
- 34.10 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.
- 34.11 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.
- 34.12 All written questions and answers shall be published within five clear working days following the date of the Cabinet meeting.
- 34.13 In the meeting, the Chair's ruling on questions and answers shall be final.
- 34.14 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.

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

### **1. Ordinary Meetings**

- 1.1 Ordinary Meetings of all committees will take place in County Hall, Preston, in accordance with a programme decided annually by the Full Council.
- 1.2 The Chair of a committee, or the committee by resolution, may alter the time, date or place of a meeting.

### **2. Extraordinary Meetings**

The Chair of a committee, or the committee by resolution, may request the Chief Executive to call an Extraordinary Meeting of the committee.

### **3. Agenda**

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

### **4. Minutes**

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

### **5. Chair of Meeting**

Ordinarily the Chair and Deputy Chair shall be appointed by the Full Council annually. At every meeting the Chair, if present, shall preside. If the Chair is absent, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent, the committee shall elect a Chair from one of its members for the duration of the meeting.

### **6. Chair's Interpretation and Application of Standing Orders**

- 6.1 The ruling of the Chair at any meeting, as to the interpretation and application of any of these Standing Orders or as to the proceedings of the committee shall be final.
- 6.2 The Chair may be invited to explain or reconsider a ruling by any voting member. Once this has been provided (following consultation with the Monitoring Officer), the Chair's ruling cannot be challenged further, other than by an order of the court.

### **7. Chair Standing - Call to Order**

If the Chair so directs or stands, a councillor speaking must immediately be silent.

### **8. Interruption by a County Councillor or Co-opted member**

- 8.1 If a councillor or a co-opted member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the councillor or a co-opted member be not heard further. If seconded, the motion will be voted on without discussion.
- 8.2 If the councillor or a co-opted member continues to behave improperly after such a motion is carried, the Chair may move that either the councillor or a co-opted member leaves the meeting or that the meeting is adjourned for a specified period. If seconded the motion will be voted on without discussion.

## **9. Interruption by a Member of the Public**

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

## **10. General Disturbance**

If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as they think necessary.

## **11. Quorum**

The quorum of a meeting shall be a quarter of the whole number of voting committee members, or three members, whichever is the larger. If at any time there is not a quorum, the meeting shall be adjourned for 15 minutes. If after that time there is still not a quorum, the meeting shall stand adjourned to a time fixed by the Chair or, if they do not fix a time, to the next Ordinary Meeting.

## **12. Committee Vacancies and Membership Changes**

If a vacancy occurs on a committee, it may be filled by the appointment of a councillor who has been nominated in writing to the Monitoring Officer by the appropriate political group. A councillor will not be able to take part in a committee meeting or vote until the nomination has been received.

## **13. Attendance at Meetings**

- 13.1 Subject to Standing Order 13.2, the provisions of the Code of Member Conduct, and the Council's Access to Information Rules, a councillor may attend as an observer at a meeting of any committee of which they are not a member. They may not speak without the consent of the committee, or in any case vote.
- 13.2 Cabinet Members shall not be members of the Development Control Committee or the Regulatory Committee but shall be entitled to attend any part of a meeting of those committees in accordance with Standing Order 13.1 where a matter affecting their electoral division is under discussion.
- 13.3 Committee meetings shall have in attendance the relevant Executive Directors or their nominated representatives, in light of the items to be discussed.

## **14. Exclusion of Press and Public**

- 14.1 A committee may exclude the press and other members of the public from a meeting during an item of business wherever it is likely, in view of the nature of the

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

14.2 If any question arises at a meeting of any committee as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service, or as to the conduct of, any person employed by the County Council, such question shall not be the subject of discussion until the committee has decided whether or not the power of exclusion of the public under the relevant statutory power shall be exercised.

14.3 The business which is the subject of a resolution under Standing Orders 14.1 or 14.2 shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall then be considered.

#### **15. Procedure for Dealing with Matters of Urgent Business Which Cannot Await a Committee Meeting**

15.1 The Chief Executive, the Monitoring Officer and each Executive Director may deal with matters of urgency which cannot await a meeting of any Committee of the Full Council, following consultation with the appropriate Chair and Vice Chair. The other party spokespersons should be informed of matters of urgency as soon as practicable after the decision has been made.

15.2 The provisions at Standing Order 15.1 shall be suspended in the period beginning with the fourth day after the County Council Elections and ending on the date of the first Annual Meeting of the new Council. During that period, the Chief Executive may deal with matters of urgency which cannot await a meeting of any Committee of the Full Council where delay would significantly and materially prejudice the interests of the County Council or the inhabitants of the County.

15.3 The Chief Executive shall only exercise the powers at Standing Order 15.2 following consultation with the Leader (or in their absence, the Deputy Leader) of any political group with an overall majority, or if there is no majority political group, the Leaders (or in their absence the Deputy Leaders) of all political groups on the Council. In the event there is no Leader or Deputy Leader of any political group during that period, the Chief Executive shall consult with a representative or representatives of that group as they consider appropriate.

#### **16. Procedure for dealing with matters of Urgent Business at meetings**

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

#### **17. Advice When Taking Decisions**

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

#### **18. Length of Speech**

Members of a committee may, at the discretion of the Chair, speak as often and for as long as the Chair allows.

#### **19. Moving of Reports at Committee meetings**

19.1 Any committee member may move the recommendations contained in a report at a committee meeting. In doing so, committee members may make amendments to the published recommendations.

19.2 Amendments to published recommendations must be relevant to the subject of the report.

19.3 Recommendations moved in committees must be seconded.

#### **20. Voting**

20.1 Votes shall be by show of hands or by affirmation of the meeting.

20.2 Subject to Standing Order 20.3, any matter will be decided by a simple majority of councillors (and co-opted members) entitled to vote and present in the room at the time the question was put.

20.3 Any six committee members including voting co-opted members may request a named vote and shall signify their wish for a named vote by a show of hands. The names for and against and those abstaining shall then be taken down in writing and recorded in the minutes.

20.4 Immediately after a vote is taken any committee member (and co-opted members) may request that it is recorded in the minutes of that meeting how they voted or abstained from voting.

20.5 Where there are equal votes cast for a motion or amendment, the Chair may, provided they have already exercised their first vote, exercise a second or casting vote. There will be no restriction on whether or how the Chair chooses to exercise a casting vote. If there are equal numbers of votes for and against and the Chair chooses not to exercise their casting vote, then the matter to be determined shall fall.

#### **21. Point of Order**

A councillor (or co-opted member) may raise a point of order at any time in relation to an alleged breach of a Standing Order or law and shall be entitled to be heard immediately. The councillor (or co-opted member) must specify the Standing Order or law and the way in which they consider it has been broken. The ruling of the Chair on a point of order shall be final and not open to discussion.

### **Section E - Overview and Scrutiny Procedural Standing Orders**

The following paragraphs need to be read in conjunction with Standing Orders 17 to 29 of Section C – Cabinet Standing Orders. The Procedural Standing Orders in Section D shall also apply to Overview and Scrutiny Committee meetings.

#### **1. Request for a Decision not Implemented to be Reconsidered**

- 1.1 The Scrutiny Management Board may consider whether an Executive decision made but not implemented should be reconsidered by the decision maker (known as a 'call in') or arrange for the Full Council to review that decision and decide whether it should be reconsidered.
- 1.2 Requests in accordance with Standing Order 1.1 must be made in accordance with the following procedure:
- a) Unless designated as urgent in accordance with Standing Order C28, no decision of the Executive can be implemented until after three clear working days following the date of the Cabinet or Cabinet Committee at which the decision was made, or, in the case of decisions made by individual Cabinet Members, from the date that the decision is published.
  - b) During this period a written request for a meeting in accordance with Standing Order 1.1 to be called for the consideration of a call in can be made by any five county councillors representing more than one single political group on the County Council. Co-opted members cannot request a special meeting to consider a call in.
  - c) The request must be received by Democratic Services on behalf of the Chief Executive by no later than 5 pm on the third working day following the date of the record of the decision being published. A request submitted later than that cannot be considered.
  - d) Requests for a special meeting must be made in writing and signed by the councillors making the request. A proforma for this purpose is available from the C-First portal. Email requests must be emailed to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk). For verification purposes, requests must come from the councillors' County Council provided email address. Any councillor wanting to request a special call in meeting by email must submit an individual email. Emails cannot be sent by one councillor on behalf of another councillors.
  - e) Requests for a special meeting must specify how the decision has breached one or more of the Principles of Decision Making set out in Part 1 of the Constitution.
  - f) The special meeting of the Scrutiny Management Board must be held within seven clear working days of the request being received by Democratic Services. The date will be agreed by the Chair of the Scrutiny Management Board.
  - g) The following will be invited to attend the Scrutiny Management Board meeting:
    - (i) Any councillor who requested the special meeting;
    - (ii) Appropriate representatives of Cabinet;
    - (iii) The appropriate officers from the service subject to the proposed decision;  
and
    - (iv) Any other witness the committee wishes to invite.



- h) At the meeting, the case for the call in will first be heard. Those requesting the call in will be given 20 minutes to present the case and they may, within that time, arrange for outside witnesses (such as members of the public or representatives of other organisations) to speak.
- i) The Decision Maker (or representative) if present will be invited to respond, and officers invited to clarify any issues raised. The committee will then debate the matter, questioning any of the presenters as required, and a vote will be taken whether to request the call in.
- j) At the special meeting, the committee may request Full Council to review the decision and decide whether it should be reconsidered only where the original decision was contrary to the Budget and Policy Framework set by the Full Council.
- k) If the call in is requested, the committee must also agree the reasons on which the request is based. These reasons must specify which of the Principles of Decision Making set out in Part 1 of the Constitution has been breached and how. The decision and the grounds upon which the request is based shall be registered in writing with the Chief Executive within three clear working days of the meeting of the Scrutiny Management Board.
- l) The Decision Maker shall reconsider the decision as soon as is reasonably practical and publish their response in accordance with the rules for the publication of Executive decisions. A copy shall be provided to the Chair of the Scrutiny Management Board.
- m) All arrangements are subject to the Council's Standing Orders.

1.3 Once the written request described at Standing Order 1.2 has been made, the decision must not be implemented until either the Scrutiny Management Board has decided not to request a reconsideration, or until the Decision Maker has published a response to a request for reconsideration, with reasons.

## **2. Decision to be Reconsidered Once Only**

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

## **3. Decisions not to be Reconsidered**

3.1 The Scrutiny Management Board shall not exercise its functions under Standing Order 1:

- a) Where the decision has been designated by the Decision Maker as being urgent in that any delay in its implementation could adversely affect the efficient execution of the County Council's responsibilities; or
- b) In respect of decisions taken by officers; or
- c) Where an Executive decision takes the form of recommendations for final decision by the Full Council.

## **4. Party Whips**

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

#### **5. Request for Matter to be Considered by an Overview and Scrutiny Committee**

If any member of the County Council or a co-opted member of an Overview and Scrutiny Committee wishes to have a matter considered by an Overview and Scrutiny Committee they must submit the request in writing to Democratic Services (on behalf of the Chief Executive) who will bring the request to the attention of the next meeting of the Scrutiny Management Board, or in cases of urgency to the Chair of the Scrutiny Management Board who will then refer the matter to the appropriate committee for consideration.

### **Access to Information Rules**

#### **Scope**

1. These rules apply to all meetings of the Full Council, all committees of the Council including Overview and Scrutiny, Cabinet meetings and its committees, and also individual Cabinet Members.
2. They rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.
3. The County Council provides electronic access to the minutes, agendas and reports of its Council and committee meetings, as well as records of Key Decisions. This can be accessed via the website [www.lancashire.gov.uk](http://www.lancashire.gov.uk).

#### **Meetings**

4. The Council will give, wherever possible, at least five clear working days' notice of any meeting by posting details of the meeting at County Hall, Preston and on its website.
5. Members of the public may attend all meetings subject only to the exceptions in these rules.
6. Public access to agendas, reports, background papers and minutes
7. Copies of agendas and reports to be considered at meetings, or by individual Cabinet Members or authorised officers (Key Decisions only) and which are open to the public will be made available for inspection at County Hall, Preston and on the Council's website, wherever possible, at least five clear working days before the meeting or decision making session in the case of a Cabinet Member. If an item is subsequently added to the agenda, the revised agenda will be open to inspection from the time the item was added to the agenda.
8. A record of each decision taken at meetings, or by an individual Cabinet Member or authorised officer (Key Decisions only) shall be made available for inspection as soon as reasonably practicable after the meeting or the decision has been taken. The record will be placed on deposit at County Hall, Preston, and on the Council's website.

9. Copies of the following documents will be made available for six years after a meeting:
  - a) The minutes of the meeting, together with reasons for excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
  - b) A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
  - c) The agenda for the meeting; and
  - d) Reports relating to items which did not disclose exempt or confidential information.
10. Copies of the following documents will be made available for six years after a decision has been taken by an individual Cabinet Member or a Key Decision taken by an authorised Officer:
  - a) The record of the decision taken including a summary of any report containing exempt or confidential information;
  - b) The agenda; and
  - c) Reports relating to items which did not disclose exempt or confidential information.
11. Every report will list those documents (called background papers) which:
  - a) Disclose any facts or matters on which the report or an important part of the report is based; and
  - b) Have been relied on to a material extent in preparing the report;but may not include published works or those which disclose confidential or exempt or information as defined below.
12. The Council will make available for public inspection five clear working days before the meeting or prior to a decision being taken by an individual Cabinet Member or Key Decision taken by an authorised officer, and for four years after the date of the meeting or decision a copy of each of the documents on the list of background papers. The Council may make a charge for processing requests for copies of these papers.

## **Exclusion of Access by the Public to Meetings**

### **Confidential Information**

13. The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.
14. Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order and as fully defined in Section 100A(3) of the Local Government Act 1972.

## **Exempt Information**

15. The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.
16. Exempt information means information falling within the following seven categories (subject to the qualifications below):
  - a) Information relating to any individual.
  - b) Information which is likely to reveal the identity of an individual.
  - c) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
  - d) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
  - e) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  - f) Information which reveals that the authority proposes:
    - (i) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (ii) To make an order or direction under any enactment.
  - g) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **Qualifications**

17. Information relating to the financial or business affairs of any particular person is not exempt if it is required to be registered under: the Companies Act 1985; the Friendly Societies Act 1974; the Friendly Societies Act 1992; the Industrial and Provident Societies Acts 1965 to 1978; the Building Societies Act 1986; or the Charities Act 1993.
18. Information relating to proposed development for which the local planning authority may grant itself planning permission under regulation 3 of the Town and Country Planning General Regulations 1992 is not exempt.
19. Information in one of the seven categories of exempt information which is not prevented from being exempt by either of the two points described above is exempt if the public interest in maintaining the exemption outweighs the public interest in disclosing it.

## **Public Interest Test**

20. The seven categories of exempt information are subject to the public interest test. In determining whether this information should remain exempt, the report writer and the

decision-maker must decide whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

21. In respect of all Council, Executive, committee, joint committee and sub-committee reports, writers will, therefore, need to give consideration to exempt information and the public interest test, and if they determine that the document should not be published, they will need to explain why they consider the public interest test is best served by the information remaining exempt. The fact that a document is exempt, together with reasons, will appear in the report and the agenda relating to that item. The Monitoring Officer will ultimately determine whether reports and related documents are exempt or not and their decision will be final.
22. Where the public may be excluded from a meeting or part of a meeting due to an exempt report being considered, the Members of the meeting will need to consider the public interest test, having given due consideration to any legal advice provided.
23. There is no legal definition of 'public interest', but the following should be considered relevant considerations in favour of disclosure:
  - a) The information would assist public understanding of an issue that is subject to current public debate;
  - b) Proper debate cannot take place without wide availability of all the relevant information;
  - c) The issue affects a wide range of individuals or companies;
  - d) Facts, analysis and costings behind major policy decisions;
  - e) Allowing individuals to understand decisions made by public authorities affecting their lives and, in some cases, assisting individuals in challenging those decisions;
  - f) Accountability for proceeds of sale of assets in public ownership;
  - g) Openness and accountability for tender processes and prices;
  - h) Public interest in public bodies obtaining value for money;
  - i) Public health or public safety;
  - j) Damage to the environment;
  - k) Contingency plans in an emergency; and
  - l) Promoting accountability and transparency for decisions taken by public authorities and the spending of public money.
24. A practice of applying 'exempt' status to a report without reasons being set out and consideration of the public interest is not acceptable.

#### **Private Meetings of Cabinet or a Cabinet Committee**

25. If Cabinet or a Cabinet committee intends to hold a meeting in private in order to consider confidential or exempt information, it may do so only in accordance with the provisions of Standing Order C17.

## **Key Decisions**

26. A Key Decision means an Executive decision which is likely:

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

As set out in Part 5 of the Constitution.

27. Where a decision maker intends to make a Key Decision, a notice will be made available at County Hall, Preston and published on the Council's website at least 28 clear days in advance of the date of the decision, in accordance with the provisions of Standing Order C18.

## **General Exception**

28. Where the publication of the intention to make a Key Decision in accordance with the above is impracticable and the matter would be a Key Decision, that decision shall only be made in accordance with the provisions of Standing Order C19.

## **Urgent Key Decisions**

29. Where a Key Decision must be made urgently, making publication 28 days in advance impracticable, the decision shall only be made in accordance with the provisions of Standing Order C20.

## **Additional Rights for Members**

### **Overview and Scrutiny Committee Members**

30. Subject to paragraph 32, a member of an Overview and Scrutiny Committee (including its sub-committees or task groups) will be entitled to a copy of any document which is in the possession or control of the Executive and which contains material relating to:

- a) Any business transacted at a private or public Cabinet meeting or a Cabinet committee meeting; or
- b) Any decision taken by an individual Cabinet Member in accordance with Executive arrangements; or
- c) Any decision made by an officer in accordance with Executive arrangements.

31. Where a member of an Overview and Scrutiny Committee requests a document in accordance with paragraph 30, the Cabinet or Cabinet committee must provide that document as soon as reasonably practicable and in any case no later than ten clear working days after the Executive receives the request.

32. A member of an Overview and Scrutiny Committee will not be entitled to any document or part of a document:

- a) That is in draft form; or

- b) That contains exempt or confidential information, unless that information is relevant to an action or decision they are reviewing or scrutinising or any review contained in any programme of work; or
  - c) Containing advice provided by a political advisor or assistant.
33. Where the Cabinet or Cabinet committee determines that a member of an Overview and Scrutiny Committee is not entitled to a copy of a document or part of a document for a reason set out above, it will provide the Overview and Scrutiny Committee with a written statement of its reasons for that decision.

### **All Members**

34. Subject to paragraph 36, any document which is in the possession of or under the control of the Executive, the Full Council and its committees and contains material relating to any business to be transacted at a public meeting must be available for inspection by any member of the Council.
35. Subject to paragraph 36, any document which is in the possession of or under the control of the Executive and contains material relating to any business transacted at a private meeting, any decision made by an individual member in accordance with Executive arrangements, or any decision made by an officer in accordance with Executive arrangements must be available for inspection by any member of the Council within 24 hours of the meeting or the decision being made.
36. The rights at paragraphs 34 and 35 do not apply to any document or part of a document that contains exempt information unless it is only exempt by virtue of paragraph 16(c) (except to the extent that the information relates to any terms proposed or to be proposed by or to the authority in the case of negotiations for a contract) or paragraph 16(f).
37. Councillors as elected representatives have a right to inspect documents in the Council's possession subject to such documents being necessary for the performance of their Council duties. A councillor may be required to demonstrate why access to a particular document is required where the document in question is not already in the public domain.

### **Part II Reports and Confidential Information**

38. Councillors must only use confidential information (including information contained in Part II reports) in accordance with the County Council's Protocol on the Disclosure of Confidential Information, as set out in Part 8 of the Constitution.

## Financial Rules

### 1. Financial Accountabilities and Management

- 1.1 The Chief Finance Officer shall be the officer charged with the responsibility for the proper administration of the County Council's financial affairs and for acting as financial adviser to the Full Council, the Cabinet, individual Cabinet Members and Committees.
- 1.2 All money in the hands of the Council shall be under the control of the Chief Finance Officer who is the officer designated for the purposes of Section 151 of the Local Government Act 1972.
- 1.3 All accounts and financial records shall be kept in a form approved by the Chief Finance Officer who will also be responsible for the submission of all claims for grant to Government Departments and other public bodies, and for exercising a current supervision over all financial matters.
- 1.4. Heads of Service/Directors shall be responsible for ensuring that these Financial Rules are observed throughout the service areas under their control.
- 1.5 For the purpose of complying with these Regulations, the appropriate Heads of Service/Directors shall provide the Chief Finance Officer with any information which they may require and, in addition, shall allow the Chief Finance Officer access where necessary to the documents and records under their control.
- 1.6 The Chief Finance Officer shall be responsible for preparing and publishing the Statement of Accounts in accordance with the statutory timetable. Heads of Service/Directors shall comply with accounting guidance provided by the Chief Finance Officer and supply them with the necessary information when required.
- 1.7 For schools, is a separate version of the financial regulations - [The School and Early Years Finance \(England\) Regulations 2014](#) which should be complied with by Schools' Forum activities. The regulations should also be read in conjunction with the [Scheme for Financing Schools in Lancashire](#) (September 2015) and where appropriate, the "Procedures and guidance for the operation of schools' local bank accounts". In addition, schools are required to comply with the Consistent Financial Reporting framework as specified by the Department for Education (DfE).
- 1.8 Cabinet Members responsible for specific service budgets shall be empowered to incur expenditure within their approved budgets subject to compliance with the Standing Orders and Procurement Rules of the County Council. However, no expenditure, capital or revenue, shall be incurred in connection with the adoption of any new policy or extension of existing policy outside the budget without the prior approval of the Full Council.
- 1.9 All Financial Rules are subject to the provisions of Standing Order C22 [\[LINK\]](#), which allows urgent decisions which are outside the budget or policy framework to be taken.
- 1.10 The Financial Regulations Guidance Notes and Financial Procedure Rules supplement these Financial Rules and set out how the regulations will be implemented.
- 1.11 Failure to comply with the Financial Rules may constitute misconduct and lead to formal disciplinary action.

### 2. Financial Planning



## **Revenue Expenditure**

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

## **Capital Expenditure**

- 2.5 Programmes of capital expenditure estimates shall be prepared jointly by the Chief Finance Officer and the appropriate Heads of Service/Directors for submission to the Cabinet and subsequently to the Full Council, for such periods and at such times as shall be determined by the Full Council.
- 2.6 Programmes of capital expenditure estimates shall be consolidated into a comprehensive report by the Chief Finance Officer in consultation with individual Cabinet Members for submission to the Cabinet.
- 2.7 Approval by the Full Council of the programme of capital expenditure estimates (The Capital Programme) shall constitute the authority for incurring expenditure. Additions to the authorised Capital Programme may be made by cabinet at any time provided that the source of finance is clear at the point of approval and that the revenue consequences including that of any increased borrowing can be contained within existing budgetary provision. amendments to the capital programme will be dealt with under the Scheme of Delegation to officers where the changes are within the total approved budget for a service programme and the scope of works within it are not fundamentally changed. amendments requiring additional funding or a fundamental change of scope of a programme will require Cabinet approval. The Cabinet shall have the power to suspend all authority to commit or to incur any capital expenditure which is not legally or contractually committed pending confirmation by the Full Council.
- 2.8 The estimated expenditure committed by officers under the above authority must not exceed the amount approved for the scheme in the Capital Programme by more than 20% of the programme budget or £100,000 (whichever is the lower). If estimated expenditure does exceed the approved Capital Programme figure by more than the above limits then approval to the excess must be sought from Cabinet and Full Council as necessary before any commitment is entered into.
- 2.9 The estimated expenditure referred to in para 2.7 shall be the amount of the accepted tender (adjusted if necessary for any non-contract items), or, if there is no tender, the

latest estimate of cost. This figure shall constitute the approved amount for monitoring purposes.

- 2.10 Cost increases which arise in the course of a programme are to be treated as follows:
- (a) if additional payments arising from cost increases are required to allow a project to continue without delay or if the cost increases arise from fluctuations in the price of loose furniture and equipment, no prior approval is required but any action taken under this Regulation should be reported by an officer decision under the scheme of delegation as long as the programme budget is not breached.
  - b) if total increased costs, including any previous increases are less than 20% of the programme budget or £100,000 (whichever is the lower) approval to the increase may be given by the Chief Finance Officer on the recommendation of the appropriate Chief Officer and Capital Board, but any action taken under this Regulation.
  - c) approval to any other cost increases in a programme budget must be sought from Cabinet before any expenditure arising from such cost increases is committed. Where there are no additional costs to the Council in relation to an additional scheme, approval can be undertaken by officers under the Scheme of Delegation.
- 2.11 For each capital project with an out-turn cost greater than £1,000,000 a post-completion statement is to be presented to the relevant Cabinet Member. The statement must show the original capital programme cost estimate, the amount of the accepted tender, any subsequent approvals to increased costs and the actual out-turn expenditure. The statement is to be produced as soon as possible, and at the latest within two years after practical completion of the project.
- 2.12 Where a capital scheme takes the form of a general approval to spend over a programme and the detailed projects within the programme are identified, officers can allocate funding between the projects as long as the overall funding envelope is not exceeded and the scope is not changed. Where a change to scope or overall costs is required this should be approval by Cabinet as necessary. Where approval to a programme is a general allocation, with scheme details to be worked up then approval by Cabinet to the detailed programme of capital expenditure is necessary prior to expenditure being incurred. This regulation does not apply to schemes for structural maintenance.

### **Maintenance of Reserves**

- 2.13 The Chief Finance Officer shall be responsible for advising upon prudent levels of reserves for the Council.
- 2.14 For each reserve established, the purpose, usage (including the timeframe for usage) and basis of transactions shall be clearly articulated.
- 2.15 Authorisation to finance expenditure from reserves will require the approval of the Cabinet, upon the advice of the Chief Finance Officer, unless alternative arrangements were agreed when the reserve was established.
- 2.16 Under Section 114 of the Local Government Finance Act 1988 the Chief Finance Officer must report to Council if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become

seriously depleted and it is forecast that the Council will not have the resources to meet its expenditure in a particular financial year.

### **Scheme of Virement**

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

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

### **In Year Budget Increase/Supplementary Budgets**

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

### **Treatment of Year End Balances**

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

### **Financial Implications of Reports**

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

## **3. Risk Management and Control of Resources Insurance**

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

### **Internal Audit**

- 3.4 The Chief Finance Officer shall, to the extent they consider necessary or desirable, conduct or arrange for the examination and audit of the accounts of the County Council and of its officers and agents.
- 3.5 The Chief Finance Officer or their representative shall have unrestricted and direct access to the County Council's records however held, its assets, premises and officers. In entering into partnership arrangements with external organisations, the Council

ensures that the same rights of audit access apply to partners' records, assets, premises and officers. The Chief Finance Officer or their representative has the authority to obtain all such information and explanations as it considers necessary to fulfil its responsibilities.

### **Control of Resources**

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

### **Irregularities**

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

### **Third Party Funds**

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

### **Treasury Management**

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

thereon as shall be necessary for the making of payments on behalf of the County Council and for the deposit of moneys received by the County Council.

#### **4. Financial Systems and Procedures**

##### **Income and Expenditure**

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

##### **Payments to Employees and Members**

- 4.11 The assessment, calculation and payment of all salaries, wages, pensions, pension payments, compensation and other emoluments or allowances to employees or Members or former employees of the County Council shall be made by the Chief Finance Officer, or in a manner approved by them after consultation with the appropriate Heads of Service/Directors.

#### **Taxation**

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

### **5. External Funding**

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

#### **Note**

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

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

## Procurement Rules

(Approved and last updated to include revised UK Procurement Thresholds as from 1 January 2024, the revised UK Procurement Thresholds are now inclusive of VAT Owner – Head of Service Procurement)

### 1. Interpretation

1.1 In the Procurement Rules, the following terms shall have the following meanings:

Central Purchasing Body (CPB)	A Central Purchasing Body (CPB) means a Contracting Authority that acquires supplies or services intended for one or more Contracting Authorities; or awards public Contracts for works, supplies or services intended for one or more Contracting Authorities; or concludes framework agreements for works, supplies or services intended for one or more Contracting Authorities.
Contract	Means any contract, whether in writing or not, including but not limited to the provision of services, goods or supplies, any execution of works, the appointment of consultants, hire and leasing arrangements.
Contracting Authority	Shall have the meaning ascribed under the Regulations.
Council	Means Lancashire County Council.
Financial Rules	Means Lancashire County Council's Financial Rules published in accordance with section 151 of the Local Government Act 1972.
Framework Agreement	Has the meaning ascribed in the Regulations, as set out at paragraph 6.1 of these Procurement Rules, in respect of Framework Agreements let pursuant to the Regulations. In respect of framework agreements for Health Care Services which fall under the Provider Selection Regime, "Framework Agreement" shall have the meaning ascribed in the Provider Selection Regime Regulations.
Health Care Service	Has the meaning ascribed in the Common Procurement Vocabulary (CPV) codes set out at Schedule 1 to the Provider Selection Regime Regulations.
Procurement Documents	Has the meaning ascribed in the Regulations.
Provider Selection Regime	Means the procurement regime for Health Care Services which removed the procurement of contracts for Health Care Services from the scope of the Regulations.
Provider Selection Regime Regulations	Means the Health Care Services (Provider Selection Regime) Regulations 2023 which came into force on 1 January 2024.
Regulations	Means the Public Contracts Regulations 2015 (as amended).
Relevant Authority	Has the meaning ascribed in the National Health Service Act 2006.
Schedule 3 Services	Refers to social and other services listed in Schedule 3 to the Regulations included at Appendix A for ease of reference.
Scheme of Delegation	Means the Council's Scheme of Delegation to Officers.
SME	Means small and medium enterprises.

Tender Process	Refers to any process to appoint a contractor.
Third Sector	Means non-government and non-profit making organisations or associations, including charities, voluntary and community groups.
UK Procurement Threshold	Means the thresholds above which the provisions of the Regulations are held to apply.
Works, Supplies and Services	As defined in the Regulations.

- 1.2 Where the term "contractor" is used, this should be taken to include any provider or supplier of Works, Supplies and Services or economic operator as defined within the Regulations at Regulation 112.

## 2. Scope and Status of Procurement Rules

- 2.1 The Council is required as a matter of law<sup>6</sup> to make standing orders in connection with its contracting requirements for goods and supplies, services and works. These Procurement Rules form part of the Council's constitution and compliance with them by all staff is mandatory.
- 2.2 The Council is a Contracting Authority for the purposes of the Regulations and is therefore legally bound to comply with certain practices and procedures in the award of Contracts to which the Regulations apply. The Council is a Relevant Authority for the purposes of the Provider Selection Regime Regulations and is legally bound to comply with certain practices and procedures in the award of Health Care Services contracts to which the Provider Selection Regime Regulations apply.
- 2.3 These Procurement Rules are designed to assist the Council in complying with relevant legislation and to ensure that the public purse is managed in a proper and responsible fashion and in a way which will promote value for money and act as a safeguard for the Council and its staff against any allegations of dishonesty and corruption.
- 2.4 Consequently, save for the exceptions listed at 2.8, every Contract made by or on behalf of the Council shall comply with the provisions and principles of the Regulations and all other applicable principles and provisions of EU and domestic legal requirements, these Procurement Rules and Financial Rules. In the event of any inconsistency between the provisions of the Procurement Rules and any legal requirement then the legal requirement shall prevail.
- 2.5 These Procurement Rules are supplemented by the Council's Procurement Strategy and Social Value Policy; and regard must be had to them in relation to any procurement activity.
- 2.6 When conducting procurement activities all staff must comply with the County Council Code of Conduct for Employees.
- 2.7 Where any employee either of the Council or of a contractor may be affected by any change in supplier/contractor, it is essential that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) are considered prior to commencing any Tender Process.

<sup>6</sup> S135 Local Government Act 1972



- 2.8 The provisions of these Procurement Rules shall not apply to Contracts for the provision of legal services or land transactions to the extent that these are exempted from the application of the Regulations. In cases such as these, further advice should be sought from Legal and Democratic Services.
- 2.9 With effect from 1 January 2024, the procurement of contracts for Health Care Services was removed from the scope of the Regulations and placed under the remit of the Provider Selection Regime. In procuring contracts for Health Care Services, the Council must act in accordance with the procurement principles set out in Regulation 4 of the Provider Selection Regime Regulations and make decisions as to the appropriate contract award process in accordance with the decision-making processes set out in Regulation 6 of the Provider Selection Regime Regulations and the Provider Selection Regime statutory guidance. Where a competitive procurement process is required by the Provider Selection Regime Regulations or is otherwise chosen by the Council as its preferred contract award process, the Council must comply with the steps and transparency requirements set out in the Provider Selection Regime Regulations.
- 2.10 Given the specialist nature of the roles and the market, these Procurement Rules provide an exemption, in relation to the appointment of Independent Investment Advisers and Shareholder Advisers to the Pension Fund (where the contract value is below the UK Procurement Threshold) from the requirement set out at paragraph 9 to approach the market via Oracle Sourcing Portal and to advertise the contract via Contracts Finder.

### **3. Required approvals**

- 3.1 Where contractual spend concerns a Key Decision<sup>7</sup> then appropriate approval to undertake a Tender Process should be sought from the Cabinet. Where a decision to undertake a Tender Process cannot await the next Cabinet meeting, the decision shall be taken by the Cabinet Member with responsibility for Procurement. This approval will provide authority to the relevant Director to proceed to award a Contract on the completion of the Tender Process, in which case no further Cabinet approval will be required and the provisions of paragraph 3.3 will apply.
- 3.2. Where contractual spend would not involve a Key Decision the relevant Director must approve the commencement of a Tender Process and record the decision on the central decision recording system.
- 3.3 The Director must approve the award of a Contract on the satisfactory completion of the Tender Process prior to entering into a Contract or notifying any person or organisation of the Council's intention to award a contract. The same Director shall ensure the relevant Cabinet Member is informed and the decision is recorded using the central decision recording system.
- 3.4 All ICT procurements must be taken with the involvement of Digital Services.

### **4. Principles of procurement**

- 4.1 Any Tender Process conducted by the Council shall comply with the following principles:

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<sup>7</sup> Advice in relation to what constitutes a [Key Decision](#) should be sought from Democratic Services.

- 4.1.1 All contractors involved in any Tender Process shall be treated equally and without discrimination.
  - 4.1.2 All Tender Processes should be conducted in a transparent and proportionate manner.
  - 4.1.3 The design of any Tender Process shall not be made with the intention of excluding it from the scope of the Regulations.
  - 4.1.4 Achieve value for money for public money spent.
  - 4.1.5 Be consistent with the highest standards of integrity.
  - 4.1.6 Comply with all legal requirements.
- 4.. For the avoidance of doubt, the provisions of paragraph 4.1 shall apply equally to tenders or procurement activities below the UK Procurement Threshold as above the UK Procurement Threshold.

## **5. Contract value, lotting, aggregation and supplier selection**

- 5.1 It is important to properly estimate the total value of a Contract on the basis that different rules apply depending the nature and value of a Contract (please refer to paragraphs 9, 10 and 11). Please note that paragraph 11 only applies to Schedule 3 Services (as set out in Appendix A) and not to services Contracts generally.
- 5.2 The estimated total value of a Contract shall be the total value of the Contract net of VAT. This is the total consideration estimated to be payable over the full term of the Contract by the Council to the contractor, including any extensions.
- 5.3 Where the Contract is one where the benefit to the contractor is made up entirely or in part from benefits other than simple monetary payment<sup>8</sup> from the Council, a best estimate of the total financial value should nonetheless be ascertained and this should be treated at the relevant Contract value for the purposes of the application of the remainder of this paragraph 5.
- 5.4 Where, in relation to Contracts for Services, the Contract period or total value of the Contract is indefinite or uncertain, the estimated value shall be calculated on the basis that the Contract will be of four years' duration.
- 5.5 Where the Contract has an option to extend, then the proposed extension period must be included in determining the Contract value.
- 5.6. The estimated value of a Framework Agreement is the total value of all the Contracts which could be entered into by the Council (and other Contracting Authorities if appropriate) over the duration of the Framework Agreement.
- 5.7 In the case of supply/goods Contracts which are regular in nature (i.e. a series of similar individual purchases throughout the year), there is a requirement to aggregate these and assess their value on the basis of spend over the preceding 12 months or, where such data is unavailable, the estimated value over the 12 months following the first delivery under the contract to be procured; and this

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<sup>8</sup> Such other benefits may include but are not limited to concessions, options, licences or more generally exposure to other opportunities or funding streams.

calculation is to be used as the relevant Contract value for the purposes of the application of these Procurement Rules.

- 5.8 Purchases of the same or similar nature must be aggregated wherever practicable; and it is unlawful to deliberately disaggregate purchases so as to avoid the application of the Regulations.
- 5.9 For Contracts above UK Procurement Threshold under the Regulations purchase requirements should be lotted where appropriate so as to attract the interest of SME and VCFS organisations. Where this is not practicable the justification for the decision must be recorded on any associated report and/or Procurement Initiative Plan.
- 5.10 Where purchase requirements are lotted, the estimated value of Contracts should be the estimated value of all lots envisaged for the total term.
- 5.11 Whatever method is used for the calculation of the estimated Contract value, you must not choose a manner of estimated Contract values with the deliberate intention of excluding that Contract from the scope of the application of the Regulations.
- 5.12 For the avoidance of doubt, Contracts relating to the leasing, hire, rental or hire purchase and Contracts for concessions are subject to the provisions of these Procurement Rules.

## **6. Framework Agreements**

- 6.1 The Regulations define a Framework Agreement as:

*“an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged”.*

- 6.2 In other words, a Framework Agreement is a general term for agreements with providers that set out terms and conditions under which specific purchases ("call-offs") can be made throughout the term of the Framework Agreement. It may be the case that a Framework Agreement itself is not a Contract, but the procurement to establish a Framework Agreement will still be subject to the Regulations where the estimated value exceeds the relevant UK Procurement threshold, save where the subject matter of the framework is exempt from their application. All Framework Agreements established by the Council are required to be in writing.
- 6.3 The Council may set up its own Framework Agreements or may use Framework Agreements set up by other CPBs. Without prejudice to the remainder of this paragraph 6.3 and the requirements set out in paragraph 3 of these Procurement Rules, all purchases made via a CPB are deemed to comply with these Procurement Rules and no waiver will be required. In any eventuality, use of Framework Agreements must be exercised only through the Council's Procurement Services to ensure that such action reflects compliance with these Procurement Rules and the Regulations and any other appropriate legislation.

- 6.4 For the purposes of determining whether the value of a proposed Framework Agreement is such as to attract the application of the Regulations, please refer to paragraph 5.6 above.
- 6.5 For the avoidance of doubt, the use of select lists, preferred providers or approved providers shall, for the purposes of these Procurement Rules, be treated as a Framework Agreement and shall therefore require compliance with this paragraph 6 and these Procurement Rules generally.
- 6.6 A Framework Agreement shall not exceed 4 years' duration without prior approval of the Monitoring Officer, which will only be given in exceptional circumstances where justified by the subject matter of the Framework Agreement. A call-off Contract may be let for a period of longer than 4 years, but not in a manner that distorts or restricts competition. Call- off Contracts should not in any event exceed more than 7 years' duration.

**7. Grants**

- 7.1. The award of grants of public money may invoke the provisions of the Subsidy Control Act 2022 and/or the Regulations. In either case advice should be sought from Legal and Democratic Services Commercial and Procurement Team unless you have had confirmation from Government or a quasi-government body that the Subsidy Control Act 2022 and/or the Regulations do not apply OR you carry out appropriate procurement activity in compliance with these Procurement Rules and, where appropriate, the Regulations.

**8. Use of Selection Questionnaires (SQs)**

- 8.1 The use of SQs for any Tender Process is governed by the Regulations (irrespective of value) and does not apply to the procurement of contracts for Health Care Services under the Provider Selection Regime.
- 8.2 In order to determine whether you are permitted to use a SQ and if you are, any requirement to use a national standard form SQ is set out in Appendix B to these Procurement Rules.
- 8.3 In the event that you are required to use a standard form SQ or alternatively you are not permitted to use a SQ at all then this requirement cannot be deviated from or waived. The Procurement Service can provide further assistance and advice in connection with these requirements.

*Paragraphs 9, 10 and 11 identify specific requirements for Service and Supply Contracts, Contracts concerning the execution of Works and Contracts for Schedule 3 Services.*

*The requirements set out below reflect the nature of the Services, Supplies and Works purchased by the Council and are designed to provide the most efficient and effective route to market, whilst maintaining compliance with the Regulations and appropriate governance.*

**9. Contract Procurement Activity Requirements for Services and Supplies by Value**

Aggregate value	Quotes or Tender Process?	How should you approach the market?	Who undertakes the Procurement?	Must the Contract be formally advertised?	What is the minimum quote/tender period?
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		Email/Call Supplier for quote, raise			
£0 to £9,999	Minimum of one quote	requisition for LPS Purchasing Team. Use a Lancashire supplier if they offer best value.	Service Area	No	N/A
£10,000 to £74,999	Minimum of three quotes*	Raise a requisition for Procurement Service Purchasing Team, develop request for quotation documentation, quote process conducted through	Procurement Service Purchasing Team or Service Area where agreed.	No	10 days
£75,000 to £214,904	Via Tender Process	Oracle Sourcing Portal Oracle Sourcing Portal**	Procurement Service Category Management or Service Area where agreed.	Yes, via the LCC website and Contracts Finder	10 days
£214,904 and above	Via Tender Process	Oracle Sourcing Portal**	Procurement Service Category Management or Service Area where agreed.	Yes, via the Find a Tender Service, the LCC website and Contracts Finder	30 days (open procedure)

\*If this is not reasonably practicable in the circumstances, the reasons for not doing so must be formally recorded by the relevant Director.

\*\*Whilst the Council's default option will be to tender electronically, there will be processes and procedures put in place to accept hard copies in appropriate circumstances by arrangement with the Procurement Service.

#### 10. Contract Procurement Activity Requirements for Execution of Works by Value

Aggregate value	Quotes or Tender Process?	How should you approach the market?	Who undertakes the Procurement?	Must the Contract be formally advertised?	What is the Minimum quote/tender period?
£0 to £24,999	Minimum of one quote	Email/call Supplier for quote, raise requisition for LPS Purchasing Team. Use a Lancashire supplier if they offer best value.	Service Area Procurement Service	No	n/a

£25,000 to £99,999	Minimum of three quotes*	Oracle Sourcing Portal**	Purchasing Team or Service Area where agreed. Procurement Service	No	10 days
£100,000 to £5,372,609 (incl VAT)	Via Tender Process	Oracle Sourcing Portal**	Category Management or Service Area where agreed. Procurement Service	Yes, via the LCC website and Contracts Finder	10 days
£5,372,609*** (incl VAT) and above	Via Tender Process	Oracle Sourcing Portal**	Category Management or Service Area where agreed.	Yes, via the Find a Tender Service, the LCC website and Contracts Finder	30 days (open procedure)

\*If this is not reasonably practicable in the circumstances, the reasons for not doing so must be formally recorded by the relevant Director.

\*\*Whilst the Council's default option will be to tender electronically, there will be processes and procedures put in place to accept hard copies in appropriate circumstances by arrangement with the Procurement Service.

## 11.

### (a) Contract Procurement Activity Requirements for Service Contracts for Schedule 3 Services (Only applicable to Schedule 3 Services)

Aggregate value	Quotes or Tender Process?	How should you approach the market?	Who undertakes the Procurement?	Must the Contract be formally advertised?	What is the minimum quote/tender period?
£0 to £663,540 (incl VAT)	To be determined as appropriate by Procurement and Legal Services* Process followed to be communicated in notice.	Oracle Sourcing Portal**	Procurement Service Category Management or Service Area where agreed.	No	n/a
£663,540 (incl VAT) and above				Yes, via the Find a Tender Service, the LCC website and Contracts Finder	

### (b) Contract Procurement Activity Requirements for Contracts where the Provider Selection Regime Regulations apply

Aggregate value	Quotes or Tender Process?	How should you approach the market?	Who undertakes the Procurement?	Must the Contract be formally advertised?	What is the minimum quote/tender period?
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Any (no financial thresholds apply under the Provider Selection Regime)	To be determined as appropriate by Procurement and Legal Services under the Provider Selection Regime	Oracle Sourcing Portal** for a Competitive Process	Procurement Service Category Management or Service Area where agreed.	To be determined as appropriate by Procurement and Legal Services under the Provider Selection Regime	n/a
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\*The Regulations still provide obligations of transparency and equal treatment on a Contracting Authority awarding a contract which is of cross-border interest, in which case some form of advertising of the opportunity and process is likely to be required.

\*\*Whilst the Council's default option will be to tender electronically, there will be processes and procedures put in place to accept hard copies in appropriate circumstances by arrangement with the Procurement Service.

## 12. General Contract Requirements.

- 12.1 The optimum use of the Council's purchasing power must be made by aggregating purchases and through the use of Framework Agreements and Contracts. Where there is an approved Contract or Framework Agreement in place then this should be used in the first instance for purchasing Supplies, Services or Works.
- 12.2 All Contracts awarded by competitive tender must be in writing. Save where the Council's standard terms and conditions are used advice is to be sought from Legal and Democratic Services as to the suitability and adequacy of any proposed written conditions of contract.
- 12.3 In the event that a low value Contract carries a disproportionate risk by means of concerning high risk services or service users, or carrying significant reputational, operational or financial risk, advice should be sought from Legal and Democratic Services Commercial and the Procurement Service prior to any Contract award.
- 12.4 All Contracts, whether in writing or otherwise, shall require the Council to make payment within 30 days of receipt of an undisputed invoice and Contracts shall require a similar payment term to be reflected down any relevant supply chain.
- 12.5 In the case of any Contract in writing, reference should be had to the Scheme of Delegation as to who is authorised to attest the Council's seal or sign a particular Contract. If in doubt contact Democratic Services.
- 12.6 Notwithstanding the provisions of paragraph 12.5, any Contract that meets any of the following criteria MUST be made under seal:
- 12.6.1 Any Contract that is required by law to be executed as a Deed (which includes but is not limited to appointment of trustees, transfers of land, powers of attorney, some formal scheme amendments – please seek further guidance from Legal and Democratic Services).

12.6.2 Any agreement that is otherwise executed as a deed (for example, agreements for no consideration or where it is uncertain as to whether any valuable consideration exists (i.e. there is no price or no obvious benefit to a party), where an extended limitation period is required (standard Contracts have a 6 years limitation period whereas deeds have a 12 year limitation period).

12.7 In entering into any Contract you should have regard to and ensure compliance with any relevant provisions of the Scheme of Delegation to Officers.

### **13. Contract Modification and Short Term Contract Extensions**

13.1. Contracts may only be modified, changed or amended in very limited circumstances and regard should be had to:

13.1.1 Regulation 72 of the Regulations in respect of contracts to which the Regulations apply;

13.1.2 Regulation 13 of the Provider Selection Regime Regulations in respect of contracts for Health Care Services. For the avoidance of doubt, Regulation 13 of the Provider Selection Regime Regulations applies to contracts for Health Care Services which were originally let pursuant to the Regulations.

Such modifications, changes or amendments that are not compliant with the Regulations or the Provider Selection Regime Regulations (as appropriate) may result in a legal challenge, including termination of the Contract. Prior to modifying any Contract, whether in terms of value, duration, scope or otherwise, advice must first be sought from the Procurement Service.

### **14. Waiving Procurement Rules**

14.1. Any decision to be taken contrary to these Procurement Rules where the financial implications do not exceed £75,000 for Services and Supply contracts or £100,000 for works contracts AND the total contract value<sup>9</sup> (including the value of any proposed or actual extensions) does not exceed the applicable EU Threshold must be formally recorded by the relevant Director on the central decision recording system. All supporting documentation should be retained and made available to the Procurement Service.

14.2. Save as is provided for in paragraph 14.1, decisions taken contrary to these Procurement Rules must be taken by the Cabinet. Where a decision cannot await the next Cabinet meeting, the decision shall be taken by the Cabinet Member with responsibility for Procurement.

14.3. For avoidance of doubt, the definition of a waiver to these Procurement Rules incorporates decisions concerning the direct award of Contracts, including extensions to existing Contracts where the period and/or value of extension was not provided for in the original Tender process.

14.4. For the sake of completeness, it should be noted that it is not possible to seek a waiver of the requirements of the Regulations or the Provider Selection Regime

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<sup>9</sup> Contract value shall be determined in accordance with paragraph 5 of these Procurement Rules.



Regulations in relation to the procurement activity, but such conduct must be referred to the Head of Procurement and notified to the Cabinet Member responsible as portfolio holder for Procurement.

- 14.5. Save as is provided for in paragraph 14.1, decisions taken contrary to these Procurement Rules shall be reported to Cabinet on a monthly basis.

#### APPENDIX A: SCHEDULE 3: SOCIAL AND OTHER SPECIFIC SERVICES

Common Procurement Vocabulary (CPV) Code	Description
75200000-8; 75231200-6; 75231240-8; 79611000-0; 79622000-0 (Supply services of domestic help personnel); 79624000-4 (Supply services of nursing personnel) and 79625000-1 (Supply services of medical personnel) from 85000000-9 to 85323000-9; 98133100-5, 98133000-4; 98200000-5; 98500000-8 (Private households with employed persons) and 98513000-2 to 98514000-9 (Manpower services for households, Agency staff services for households, Clerical staff services for households, Temporary staff for households, Home-help services and Domestic services)	Health, social and related services
85321000-5 and 85322000-2, 75000000-6 (Administration, defence and social security services), 75121000-0, 75122000-7, 75124000-1; from 79995000-5 to 79995200-7; from 80000000-4 Education and training services to 80660000-8; from 92000000-1 to 92700000-8; 79950000-8 (Exhibition, fair and congress organisation services), 79951000-5 (Seminar organisation services), 79952000-2 (Event services), 79952100-3 (Cultural event organisation services), 79953000-9 (Festival organisation services), 79954000-6 (Party organisation services), 79955000-3 (Fashion shows organisation services), 79956000-0 (Fair and exhibition organisation services)	Administrative social, educational, healthcare and cultural services
75300000-9	Compulsory social security services
75310000-2, 75311000-9, 75312000-6, 75313000-3, 75313100-4, 75314000-0, 75320000-5, 75330000-8, 75340000-1	Benefit services
98000000-3; 98120000-0; 98132000-7; 98133110-8 and 98130000-3	Other community, social and personal services including services furnished by trade unions, political organisations, youth associations and other membership organisation services

98131000-0	Religious services
55100000-1 to 55410000-7; 55521000-8 to 55521200-0 (55521000-8 Catering services for private households, 55521100-9 Meals-on-wheels services, 55521200-0 Meal delivery service) 55520000-1 Catering services, 55522000-5 Catering services for transport enterprises, 55523000-2 Catering services for other enterprises or other institutions, 55524000-9 School catering services 55510000-8 Canteen services, 55511000-5 Canteen and other restricted-clientele cafeteria services, 55512000-2 Canteen management services, 55523100-3 School-meal services	Hotel and restaurant services
79100000-5 to 79140000-7; 75231100-5;	Legal services, to the extent not excluded by regulation 10(1)(d)
75100000-7 to 75120000-3; 75123000-4; 75125000-8 to 75131000-3	Other administrative services and government services
75200000-8 to 75231000-4	Provision of services to the community
75231210-9 to 75231230-5; 75240000-0 to 75252000-7; 794300000-7; 98113100-9	Prison related services, public security and rescue services to the extent not excluded by regulation 10(1)(h)
79700000-1 to 79721000-4 (Investigation and security services, Security services, Alarm-monitoring services, Guard services, Surveillance services, Tracing system services, Absconder-tracing services, Patrol services, Identification badge release services, Investigation services and Detective agency services) 79722000-1 (Graphology services), 79723000-8 (Waste analysis services)	Investigation and security services
98900000-2 (Services provided by extra-territorial organisations and bodies) and 98910000-5 (Services specific to international organisations and bodies)	International services
64000000-6 (Postal and telecommunications services), 64100000-7 (Post and courier services), 64110000-0 (Postal services), 64111000-7 (Postal services related to newspapers and periodicals), 64112000-4 (Postal services related to letters), 64113000-1 (Postal services related to parcels), 64114000-8 (Post office counter services), 64115000-5 (Mailbox rental), 64116000-2 (Post-restante services), 64122000-7 (Internal office mail and messenger services) 50116510-9	Postal services

(Tyre-remoulding services), 71550000-8 (Blacksmith services)	Miscellaneous services
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APPENDIX B – REQUIREMENTS RELATING TO THE USE OF SQS

TYPE OF PROCUREMENT	VALUE	SQ Permitted	If using a SQ - Standard Gov't SQ and guidance issued under Reg 107 applies
Services/supply	£0 to £24,999	No	N/A
	£25,000 to £177,897	No	N/A
	£177,897 (Exc. VAT) and above	Yes	Yes
Works	£0 to £24,999	No	N/A
	£25,000 to £181,301	No	N/A
	£181,302 to £4,447,447	Yes	No, but can choose to apply if you so wish
	£4,447,447 (Exc. VAT) and above	Yes	Yes
Schedule 3	£0 to £24,999	No	N/A
	£25,000 to £181,301	No	N/A
	£181,302 to ££552,950	Yes	No, but can choose to apply if you so wish
	£552,950 (Exc. VAT) and above	Yes	Yes



# Appendix B

## Appendix B – Constitution, list of main changes

Section	Main Changes
Introduction	<ul style="list-style-type: none"> <li>• Introduction to the principles of the constitution</li> <li>• Includes the Armed Forces Covenant Duty</li> <li>• Sets out revised Decision Making principles</li> </ul>
Public Engagement	<ul style="list-style-type: none"> <li>• New Section – Includes Community Rights and Speaking at Meetings</li> <li>• Complaints policy, Petitions Scheme and Webcasting Protocol removed from the constitution. In all cases, the policies still exist and will be published separately</li> </ul>
Full Council	<ul style="list-style-type: none"> <li>• Policy Framework redesigned to match statute on what policies must be approved by Full Council</li> <li>• Includes "local choice" functions table</li> </ul>
Committees	<ul style="list-style-type: none"> <li>• Terms of Reference – headings have been standardised</li> <li>• Addition of at least one independent member to Audit Risk and Governance Committee membership, in accordance with government and CIPFA guidance</li> <li>• Protocol on Good Practice in Development Control (including public speaking rules) removed from the constitution, but remains in place and will be published separately. The Development Control Terms of Reference are clear that the protocol must be followed.</li> </ul>
Executive	<ul style="list-style-type: none"> <li>• Terms of reference reviewed: Clarify that only significant policies / schemes / strategies etc need to go to Cabinet</li> <li>• Similarly, clarify that only where "significant" objections have been received to, eg TRO schemes, will it be a matter for Cabinet</li> </ul>
Overview and Scrutiny	<ul style="list-style-type: none"> <li>• Reduction in the size of committee membership to 10 (14 for the Children and Families Committee)</li> <li>• Amendments to reflect changes in legislation which remove the formal right of referral to the Secretary of State on issues of substantial variation in the Health Service</li> </ul>
Joint Arrangements	<ul style="list-style-type: none"> <li>• New section listing formal joint committees and arrangements</li> </ul>
Councillors	<ul style="list-style-type: none"> <li>• New section on procedure for handling complaints against councillors, including a "Public Interest Test" to apply when evaluating complaints</li> </ul>

Appendix B – Constitution, list of main changes

Officers	<ul style="list-style-type: none"> <li>• Extended section on Statutory officers, (Head of Paid Service, Monitoring Officer, Chief Finance Officer) describing roles &amp; powers</li> <li>• Full list of Proper Officers included</li> <li>• Fully revised Scheme of Delegation setting out more detail on roles and responsibilities of officers at Director and above</li> </ul>
Standing Orders	<ul style="list-style-type: none"> <li>• New section on Budget Full Council procedure rules</li> <li>• Introduces a new "Public Question Time" process at Full Council meetings</li> <li>• Clarification added on what questions can and can't be accepted Councillor's Question Time</li> <li>• Some changes to NoM wording and simplification of language on speaking rules</li> <li>• Finance &amp; Procurement Rules – under review</li> </ul>

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part B**

Electoral Division affected:  
(All Divisions);

**Corporate Priorities:**  
N/A;

**Report of the Cabinet (Part B)**  
(Appendix 'A' refers)

Contact for further information:  
Craig Alker, Tel: (01772) 537997, Democratic Services Officer (Technical),  
[craig.alker@lancashire.gov.uk](mailto:craig.alker@lancashire.gov.uk)

**Brief Summary**

The report of the Cabinet from its recent meetings on 7 December 2023, 18 January 2024 and 8 February 2024 is attached at Appendix 'A'.

The agenda, reports and minutes of the meetings are available to view [here](#). Members can also contact the officers specified in each report for further information about each item.

This report also presents details of an urgent key decision 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.





## Meeting of the Cabinet (7 December 2023)

**Chair:** County Councillor Phillippa Williamson

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

#### Corporate Performance Report - 2023/24 Quarter 2

Cabinet considered a report providing an overview of the performance of forty three Key Performance Indicators as well as corporate risks and opportunities to enable monitoring against the four priorities of the corporate strategy.

**Resolved:** That, following consideration of the report and the additional information set out in Appendices 'A' to 'C', the report be noted.

#### Money Matters 2023/24 Position - Quarter 2

Cabinet considered a report that provided an update on the county council's 2023/24 revenue and capital financial position, as at the end of September 2023.

**Resolved:** That, following consideration of the report, the following be agreed:

- i. The current forecast overspend of £5.903m on the revenue budget in 2023/24; and
- ii. The current forecast spend on the capital programme of £157.666m.

#### Procurement Report

Cabinet considered a report seeking approval to commence the following procurement exercises in accordance with the county council's procurement rules:

- i. Provision of Lancashire Skills Bootcamp Services – Wave 5;
- ii. Reactive Gully Cleansing; and
- iii. Provision of Surface Carriageway Road Planing.

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

- i. Provision of Lancashire Skills Bootcamp Services – Wave 5;
- ii. Reactive Gully Cleansing; and
- iii. Provision of Surface Carriageway Road Planing.

## **Appointment to Outside Body - Lancashire Integrated Better Care Fund Board**

Cabinet considered a report to add the Lancashire Integrated Better Care Fund Board to the county council's list of outside bodies and for a county councillor to be appointed to the Board as the county council's representative.

**Resolved:** That

- i. The Lancashire Integrated Better Care Fund Board be added to the list of outside bodies; and
- ii. The Director of Law and Governance be authorised, in consultation with the Cabinet Member for Resources, HR and Property (Deputy Leader), to approve a nomination to act as the county council's representative to the Lancashire Integrated Better Care Fund Board, until the next county council elections in 2025.

## **Tree Asset Management Plan**

Cabinet considered a report on the Tree Asset Management Plan. It was noted that the Tree Asset Management Plan set out the strategic approach to managing the county council's tree assets over the next ten years.

**Resolved:** That the Tree Asset Management Plan 2023 – 2033, as set out at Appendix 'A' of the report, be approved.

## **Request for Waiver of Procurement Rules - Reception Aged Vision Screening**

Cabinet considered a report that requested a waiver of Procurement Rules for Reception Aged Vision Screening.

**Resolved:** That a waiver of the county council's procurement rules as set out at paragraph 14.2 of Appendix R of the county council's Constitution to extend the Reception Aged Vision Screening service contract by 4 months until 31 July 2024, be approved.

## **Submission by Lancashire County Council to Zero Emission Bus Fund**

Cabinet considered a report seeking approval to submit a bid to the Government's Zero Emission Bus Fund.

**Resolved:** That

- i. The submission of a bid to the Department for Transport's Zero Emission Bus Regional Area fund, be approved;
- ii. The Director of Highways and Transport be authorised, in consultation with the Director of Law and Governance to agree the detail of the final terms of the submission; and
- iii. The Director of Highways and Transport be authorised, in consultation with the Director of Law and Governance, to approve the final terms of the Grant Funding Agreement with the Department for Transport, flow-down Grant



Funding Agreements with the operators and all other relevant legal and contractual documentation relating to the scheme to which the county council was required to be party.

### **Lancashire County Council Carers Strategy**

Cabinet considered a report on the Lancashire County Council Carers Strategy 2024-27.

**Resolved:** That the Lancashire County Council Carers Strategy 2024-27, as set out at Appendix 'A' of the report, be approved.

### **Lancashire Safeguarding Adults Board Annual Report 2022/23**

Cabinet considered the Lancashire Safeguarding Adults Board Annual Report for 2022/23.

**Resolved:** That, following consideration of the report, the report be noted.

### **SEND Sufficiency Strategy Implementation – Provision of Special School Places and Special Educational Needs Units at Mainstream Schools**

Cabinet considered a report that provided an update and the current position on the placements available in Lancashire maintained special schools throughout the county, and the potential risk this posed to Lancashire.

**Resolved:** That

- i. The completion of feasibility studies and initiation of informal consultations needed to create 205 additional special school places for September 2024, comprising 104 for children entering reception and/or of primary age, 76 for children transitioning into secondary school and 25 post-16 placements, be approved;
- ii. The Executive Director of Education and Children's Services be authorised, in consultation with the Cabinet Member for Education and Skills, to review the outcomes of the informal consultations, and to decide whether to proceed with the formal consultations to create the additional 205 special school places identified in (i) above;
- iii. The initiation of the consultation processes on the proposal to close Pinfold Primary School in Scarisbrick, Ormskirk, as a maintained mainstream provision, and to repurpose the building as satellite special school provision, attached to a special school within the same locality, be approved;
- iv. The individual school project costings for the refurbishment or other building works required to create additional capacity at The Loyne Specialist School in Lancaster, Kirkham Pear Tree School, Mayfield Specialist School in Chorley, and Kingsbury Primary School in Skelmersdale, be approved;
- v. The budget for the completion of the second phase of the West Lancashire Community High School in Skelmersdale expansion, be approved;

- vi. The initiation of feasibility studies and informal consultation process to create Special Educational Needs units at West Street Primary School, Colne and Barrowford Primary School, Barrowford, be approved;
- vii. The Executive Director for Education and Children's Services be authorised, in consultation with the Cabinet Member for Education and Skills, to review the outcomes of the informal consultations, and to decide whether to proceed with the formal consultations for the development of Special Educational Needs units at the two schools identified in (vi) above.

### **The Future of Maintained Nursery Provision at Gisburn Road Community Primary School, Barnoldswick**

Cabinet considered a report on the future of the maintained nursery provision at Gisburn Road Community Primary School, Barnoldswick.

**Resolved:** That following consideration of the report, the following be approved:

- i. The proposal as detailed in the statutory notice to discontinue the local authority maintained nursery provision at Gisburn Road Primary School by permanently raising its age range from 3-11 years to 4-11 years, with effect from 31 December 2023; and
- ii. That an appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to the parties that had been consulted.

### **Landfill Contract Extension**

Cabinet considered a report to extend the county council's contract for landfilling of residual wastes.

**Resolved:** That a waiver of the county council's Procurement Rules, as set out in Appendix R of the county council's Constitution and the award of a contract extension as set out in the report, be approved, to extend the current contract with Suez UK Ltd for the landfilling of waste for 12 months.

# Meeting of the Cabinet (18 January 2024)

**Chair:** County Councillor Phillippa Williamson

## Part I (Open to Press and Public)

### Medium Term Financial Strategy Update 2024/25 - 2026/27

Cabinet considered a report on the medium term financial strategy update 2024/25 - 2026/27. The medium term financial strategy provided a forecast of the financial position for the county council for the next 3 financial years, and provided an update of the position and highlighted any changes since the last report to Cabinet in November 2023.

**Resolved:** That

- i. The updated budget assumptions and changes to budget requirements for 2024/25, and following years' changes, included in the revised medium term financial strategy, be agreed;
- ii. A consultation be carried out with key stakeholders on the savings proposals in Section 3.6 of the report; and
- iii. The contents of the county council's reserves position be agreed.

### Proposed Bus Stop Clearways in Longridge

Cabinet considered a report that proposed the provision of bus stops which are compliant with the Equality Act 2010 in Longridge.

**Resolved:** That the proposed creation of 16 bus stops with clearway restrictions which are compliant with the Equality Act 2010, as set out in the report and in Appendices 'A' – 'E' of the report, be approved.

### Schools Budget 2024/25

Cabinet considered a report seeking the approval of Cabinet to submit the Schools Block budget pro-forma and approval for the Early Years, High Needs and Central Schools Services Block budgets for 2024/25, in accordance with the Government's school funding Regulations and Guidance.

**Resolved:** That, following consideration of the comments made by the Lancashire Schools Forum:

- i. The 2024/25 budgets for the Early Years, High Needs and Central Schools Services Blocks and local proposals for the High Needs Supplementary Grant allocation for 2024/25, be approved;



- ii. The Principal Accountant – Schools Finance be authorised to submit the final Schools Block budget pro-forma for 2024/25 to the Education and Skills Funding Agency by 22 January 2024, on the basis set out in the report;
- iii. Approval be given to the Dedicated Schools Grant Reserve underwriting the uncertainties around the 2024/25 Schools Budget; and
- iv. The decision be implemented immediately for the purposes of Standing Order C28(3) as any delay could adversely affect the execution of the county council's responsibilities. The reason for this is to ensure that the necessary pro-forma can be submitted to the Education and Skills Funding Agency by the required deadline of 22 January 2024.

### **Update on the School Place Planning Delivery Programme 2023-25**

Cabinet considered a report that provided an update on the School Place Planning Delivery Programme 2023-25.

#### **Resolved:** That

- i. The additional capital allocation for Lea Community Primary School, Preston, as set out at Appendix 'A' of the report, be approved;
- ii. The capital allocation for phase 2 of the Capital project to permanently expand Cottam Primary School, Preston by 1 form of entry for September 2024, as set out at Appendix 'A' of the report, be approved;
- iii. The capital allocation for phase 2 of the Capital project to permanently expand Broughton-In-Amounderness Church of England Primary School, by 25 places per year from September 2024, as set out at Appendix 'A' of the report, be approved;
- iv. Approval be given for a consultation to be undertaken on the permanent expansion of Archbishop Temple Church of England High School, Preston, to increase the Published Admission Number from 155 to 210 from September 2025;
- v. The capital allocation for the temporary expansion of Archbishop Temple Church of England High School, Preston by 55 places for September 2024, as set out in Appendix 'A' of the report, be approved;
- vi. The proposal to permanently expand Christ the King Catholic High School, Preston by 20 places per year from September 2025, be approved;
- vii. The Capital allocation for Christ the King Catholic High School, Preston to permanently expand the school by 20 places per year from September 2025, as set out in Appendix 'A' of the report be approved;
- viii. Approval be given for further consideration to the proposals set out in the 2023-25 School Planning Delivery Programme for the primary and secondary projects in Preston North, in response to the change in forecast data which had been impacted by the national downward trajectory of births impacting on reception numbers and the future trajectory of pupils, with revised proposals being brought to Cabinet as required; and
- ix. Following the outcome of the Whittingham Hospital consultation which provided a further option as set out in Appendix 'B' of the report, it was agreed that the Whittingham Hospital site remained the preferred option for delivering a two-form entry (420 place) primary provision in Preston, and



approval was given for the acquisition of a further 1.33 hectares (3.29 acres) of land for the delivery of the preferred option.

### **Anaerobic Digestion at the Farington Waste Recovery Park**

Cabinet considered a report that outlined details of the obligation to process separately collected food waste from April 2026, the options considered, the financial implications and a proposal to provide an in-house solution through Lancashire Renewables Limited.

**Resolved:** That the following be approved:

- i. The proposal to provide an in-house solution to process separately collected food waste; and
- ii. The provision of capital to fund the proposal as set out in the report.

# Meeting of the Cabinet (8 February 2024)

**Chair:** County Councillor Phillippa Williamson

## Part I (Open to Press and Public)

### 2024/25 Budget Report

Cabinet considered a report setting out the proposed budget for the county council for 2024/25.

**Resolved:** That having regard to the advice of the Executive Director of Resources in relation to the robustness of the budget and the adequacy of reserves (Annex 'D' of the report), the advice be noted, and Full Council be asked to approve the following:

- i. A revenue budget of £1,110.677m for 2024/25, including a council tax requirement of £645.364m (equating to Band D Council Tax of £1,653.29) for 2024/25 reflecting a 4.99% increase including 2% to be used for adult social care (Appendix 'A' of the report);
- ii. Policy savings totalling c£15m as detailed in Annex 'C' of Appendix 'A' of the report, with consideration given to equality impact assessments and specific consultations that will take place for proposals as required of which the outcome will be reported to future Cabinet meetings;
- iii. The indicative capital programme for 2024/25 of £198.524m (Appendix 'A' of the report and Annex 'E').
- iv. The capital strategy (Annex 'F'); and
- v. Exceptions to the agreed uplift policy for fees and charges as outlined in Appendix 'A' of the report (Section 13).

### Money Matters 2023/24 Position - Quarter 3

Cabinet considered a report that provided an update on the county council's 2023/24 revenue and capital financial position, as at the end of November 2023.

**Resolved:** That

- i. The current forecast overspend of £5.828m on the revenue budget in 2023/24 be agreed; and
- ii. The current forecast spend on the capital programme of £153.148m, be agreed.

### Social Value Policy and Framework

Cabinet considered a report on the revised Social Value Policy and Framework. The revised Social Value Policy and Framework set out the legal context for social value





and the proposed approach for the county council to deliver social value through its commissioning, procurement and contract management activities.

**Resolved:** That the Social Value Policy and Framework as set out at Appendix 'A' of the report, be approved.

### **Capital Strategy for Schools – Condition Led Capital Investment Programme 2024/25**

Cabinet considered a report that set out the proposals for the allocation of schools' capital funding to address a further phase of high priority building condition repairs on Community, Voluntary Controlled and Maintained Schools in Lancashire.

**Resolved:** That the following be approved:

- i. The proposed list of maintenance schemes in Lancashire schools, detailed at Appendix 'A' of the report, totalling £17.949m, as a further phase of high priority school repairs, subject to the grant settlement for 2024/25 being £14.000m; and
- ii. The Director of Strategy and Performance be authorised in consultation with the Executive Director for Education and Children's Services, the Director of Finance and the Cabinet Member for Education and Skills, to approve any necessary adjustments to the programme once the final funding settlement is announced.

### **Clifton Drive North Cycleway Extension**

Cabinet considered a report that proposed to alter the footway and construct a two-way cycle track on Clifton Drive North from north of Highbury Road West to (and including) Todmorden Road as a phase 2 extension of the existing Clifton Drive North cycle track.

**Resolved:** That the following be approved:

- i. The alteration of the footway to use part of the former carriageway width, construction of a segregated cycle track for cycles only, short sections of shared use cycle tracks and removal of footway on those short sections;
- ii. The introduction of three bus stop clearways and associated works on Clifton Drive North;
- iii. The introduction of 'No Waiting At Any Time' and 'Prohibition of Loading Restrictions' on Clifton Drive North, Todmorden Road, North Promenade and Beach Road;
- iv. The introduction of a no entry restriction (except for cycles) on Bentinck Road and a short length of one-way restriction on Todmorden Road;
- v. The introduction of a mandatory cycle lane on Highbury Road West and a contraflow mandatory cycle lane on Todmorden Road;
- vi. The introduction of priority crossings at North Beach Car Park and Todmorden Road, adjacent to their junctions with Clifton Drive North;
- vii. The introduction of four refuge islands on Clifton Drive North;



- viii. The approval of awarded Active Travel funding to the Capital and Revenue Programmes for the Clifton Drive North Phase 2 scheme; and
- ix. The approval of the scheme in principle as shown by the drawings in Appendix 'A' of the report, including the introduction of crossing facilities to Highbury Road West junction with Clifton Drive (North).

**Lancashire County Council (Chancel Way, Burscough, West Lancashire) (Revocation and Prohibition Of Waiting) Order 202\***

Cabinet considered a report that proposed to introduce a Prohibition of Waiting restriction along Chancel Way, Burscough to prevent parking on part of the development link road close to the A59.

**Resolved:** That the proposals for the introduction of double yellow lines along Chancel Way, Burscough as detailed within the report and as set out in the Draft Order at Appendix 'A' and Plan at Appendix 'B' of the report, for the reasons outlined in the Statement of Reasons at Appendix 'C' of the report, be approved.

**Lancashire County Council (Moss Hall Road and Thorneyholme Road, Accrington, Hyndburn Borough) (Road Humps)**

Cabinet considered a report that proposed to introduce Traffic Calming features in Thorneyholme Road and Moss Hall Road in Accrington.

**Resolved:** That the proposals for new Traffic Calming features on the various lengths of road as detailed within the report and as set out in the Notice of Proposal at Appendix 'A' and Plans at Appendix 'B' of the report, for the reasons outlined in the Statement of Reasons at Appendix 'C' of the report, be approved.

**Lancashire County Council (Various Roads, Burnley, Chorley, Fylde, Lancaster, Ribble Valley, Rossendale, West Lancashire And Wyre) (Revocation, 20mph, 30mph, 40mph And 50mph Speed Limits) Order 202\***

Cabinet considered a report that proposed to make a Speed Limit Order to reduce speed restrictions on various roads within Fylde, Lancaster, West Lancashire and Wyre. The order further formalised the current signed Speed Limits along with correcting inconsistencies in Burnley, Chorley, Ribble Valley, Rossendale and Wyre.

**Resolved:** That the Speed Limit proposals on the various lengths of road within Burnley, Chorley, Fylde, Lancaster, Ribble Valley, Rossendale, West Lancashire and Wyre as detailed within the report and as set out in the Draft Order at Appendix 'A' of the report, for the reasons outlined in the Statement of Reasons at Appendix 'J' of the report, be approved.

**Adult Social Care - Provider Fees Uplift Report 2024/2025**

Cabinet considered a report that set out the county council's proposed fee uplifts for adult social care services for 2024/25.



**Resolved:** That the uplifts as set out at Appendix 'A' of the report be approved, with effect from 1 April 2024.

### **Co-ordinated Admissions Scheme 2025/2026 - Determination of the Qualifying Scheme**

Cabinet considered a report on the determination of the statutory scheme and the mandatory timetable for co-ordinating admissions for Lancashire's primary and secondary schools and academies for 2025/2026.

**Resolved:** That

- i. The scheme listed at Appendix 'A' of the report, and its accompanying timetable in Appendix 'B' of the report, be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2025/2026; and
- ii. The Executive Director of Education and Children's Services be authorised to secure the adoption of the scheme by the governing body of each Lancashire voluntary aided and foundation school and academy, in order to inform the Secretary of State for Education that a scheme has been introduced in Lancashire.

### **Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2025/2026**

Cabinet considered a report that provided the determination of the admission arrangements for community and voluntary controlled primary and secondary schools and sixth forms schools for the school year 2025/2026.

**Resolved:** That,

- i. The admission numbers and admission arrangements for community and voluntary controlled primary schools, secondary schools and sixth forms for 2025/2026 as listed at Appendices 'A', 'B', 'D' and 'E' of the report, be approved;
- ii. Following consideration of the issues raised by Community and Voluntary Controlled Governing Bodies, the community and parents, the recommendations set out in response at Appendix 'C' of the report, be approved; and
- iii. The admission numbers and criteria for admission, as set out at Appendices 'A', 'B', 'D' and 'E' of the report, to constitute the Authority's admission arrangements for 2025/2026, be approved.

### **Determination of Relevant Area for Consultation on Admission Arrangements for Lancashire Maintained Schools and Academies for Academic Years 2026/27, 2027/28 and 2028/29**

Cabinet considered a report that provided details of the consultation within the County of Lancashire, representatives of the local Diocesan Church Education Authorities and



the governing bodies of all Lancashire maintained schools, Free Schools and Academies on the establishing of the relevant area for consultation on admission arrangements.

**Resolved:** That the definition of the relevant areas remains unchanged for the 2026/27, 2027/28 and 2028/29 academic years, be approved.

### **SEND Sufficiency Strategy Implementation - Provision of Special Educational Needs Units at Mainstream Schools**

Cabinet considered a report that provided an update of the SEND Sufficiency Strategy and outlined proposals to increase the availability of special needs provision throughout the county, through the expansion of special school places and through the further development of Special Educational needs Units at mainstream schools.

**Resolved:** That

- i. Approval be given to initiate feasibility studies and an informal consultation process to create a Special Educational Needs unit at Brunshaw Primary School in Burnley;
- ii. The Executive Director for Education and Children's Services be authorised, in consultation with the Cabinet Member for Education and Skills, to review the outcomes of the informal consultations, and to decide whether to proceed with the formal consultation for the development of a Special Educational Needs unit at Brunshaw Primary School;
- iii. The budget for the full feasibility study on the co-located White Ash Special/Hargreaves House site in Oswaldtwistle, be approved;
- iv. Approval be given to initiate a feasibility study to repurpose the former Hendon Brook School site in Nelson, and to approve the budget to undertake a full feasibility study of the former Hendon Brook site; and
- v. Approval be given to initiate a feasibility study to repurpose the former Hope High School site in Skelmersdale, and approve the budget to undertake a full feasibility study of the former Hope High School site.

### **Flood Investigation and Ordinary Watercourse Regulation Policies**

Cabinet considered a report that sought the approval of the proposed Flood Investigation and Ordinary Watercourse Regulation documents. The documents contain policies which set out how the county council would deliver its duties to regulate ordinary watercourses under the Land Drainage Act 1991, as amended by Schedule 2 of the Flood and Water Management Act 2010, and how floods which the Lead Local Flood Authority was aware of will be investigated under the Flood and Water Management Act 2010.

**Resolved:** That the proposed Flood Investigation and Ordinary Watercourse Regulation documents containing policies be approved, with effect from 1 March 2024.



## **Household Waste Recycling Centre Access Policy**

Cabinet considered a report on the Household Waste Recycling Centre Access Policy.

**Resolved:** That the revised Household Waste Recycling Centre Access Policy as set out in Appendix 'A' of the report, be approved, subject to the following amendment to the text:

- The deposit of inert waste using a van or trailer is restricted to 3 x 25kg bags or items (or equivalent) during any appointment.

## **Lancashire County Council Adoption of The Charter for Families Bereaved through Public Tragedy (Hillsborough Charter)**

Cabinet considered a report on the adoption of the Charter for Families Bereaved through Public Tragedy (Hillsborough Charter).

**Resolved:** That the actions being taken to embed the Hillsborough Charter into the Council's Emergency Planning, Resilience and Response framework, be approved.

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

### **Request for Waiver of Procurement Rules – Appointment of an Independent Investment Adviser, Lancashire County Pension Fund**

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

Cabinet considered a report that requested a waiver of Procurement Rules in relation to the appointment of an independent investment advisor for Lancashire County Pension Fund.

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

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

### **SEND Sufficiency Strategy Implementation - Expansion of Pear Tree School, Kirkham**

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest

in maintaining the exemption outweighs the public interest in disclosing the information.

Cabinet considered a report in relation to the expansion of Pear Tree School, Kirkham.

The reason for urgency was due to the further approvals being necessary at this point in time for the expansion of Pear Tree School, Kirkham which will allow the works required to be completed by September 2024 in support of the implementation of the SEND Sufficiency Strategy 2019-24.

**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 by the Leader of the County Council, and Cabinet Member for Highways and Transport on 22 December 2023:

- [Network North Additional Highway Maintenance Capital Allocations for 2023/24](#)







**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part B**

Electoral Division affected:  
None;

**Corporate Priorities:**  
N/A;

**The Audit, Risk and Governance Committee**  
(Appendix 'A' refers)

Contact for further information:  
Hannah Race, Tel: (01772) 530655, Senior Democratic Services Officer,  
[hannah.race@lancashire.gov.uk](mailto:hannah.race@lancashire.gov.uk)

**Brief Summary**

The report of the Audit, Risk and Governance Committee from its meeting held on 29 January 2024 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.

**Recommendation**

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



## Meeting of the Audit, Risk and Governance Committee (29 January 2024)

**Chair:** County Councillor Alan Schofield

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

#### **Treasury Management Activity 2023/24**

Mike Jensen, Director of Investment presented an overview of the council's treasury management activity for the period April to November 2023.

**Resolved:** That the review of Treasury Management Activity 2023/24 be noted.

#### **Treasury Management Strategy 2024/25**

Mike Jensen, Director of Investment presented the proposed Treasury Management Strategy, Investment Strategy and Minimum Revenue Policy Statement for 2024/25.

**Resolved:** That the Full Council be recommended to approve the Treasury Management Strategy, Investment Strategy and Minimum Revenue Policy Statement for 2024/25.

#### **Significant Accounting Policies Used in the Preparation of the Council's Statement of Accounts 2023/24**

Khadija Saeed, Head of Corporate Finance presented the accounting policies to be used in preparing the council's 2023/24 Statement of Accounts.

**Resolved:** That the accounting policies to be used in preparing the council's 2023/24 Statement of Accounts be approved.

#### **External Audit: Audit Progress Report and Sector Update**

Stuart Basnett, Senior Audit Manager at Grant Thornton UK presented the Audit Progress Report and Sector Update as of January 2024.

**Resolved:** That the Audit Progress Report and Sector Update for January 2024 be noted.

## **External Audit: Lancashire County Pension Fund Audit Findings Report 2022/23**

Stuart Basnett, Senior Audit Manager at Grant Thornton UK presented the Lancashire County Pension Fund Audit Findings Report for 2022/23.

**Resolved:** That the Lancashire County Pension Fund Audit Findings Report 2022/23 be noted.

## **Internal Audit Progress Report**

Andy Dalecki, Head of Internal Audit presented an update on the Internal Audit Service's work and outcomes for 2023/24, for the period to 2 January 2024.

**Resolved:** That the Internal Audit Progress Report be noted.

## **Governance Risk and Resilience Framework Review**

Heloise MacAndrew, Director of Law, and Governance presented the findings from the council's assessment of governance risks, which had been carried out against the Centre for Governance and Scrutiny's Risk and Resilience Framework.

**Resolved:** That:

- i) The actions set out at Appendix 'A' be approved; and
- ii) Approval be given to conduct another Governance Risk and Resilience Framework review exercise in late 2025 or early 2026, following the next county council elections.

## **Code of Conduct – Annual Report of Complaints**

Josh Mynott, Democratic and Member Services Manager presented a summary of all complaints received against county councillors under the Code of Conduct in 2023.

**Resolved:** That the summary of complaints received in 2023 be noted.

## **Local Member Grants Scheme – Update Report**

Josh Mynott, Democratic and Member Services Manager presented an update on the outcomes of the Local Member Grants Scheme monitoring activity carried out by Democratic Services, for the period January 2022 to June 2023.

**Resolved:** That the Local Member Grants Scheme - Update Report for January 2022 to June 2023 be noted.

## **Corporate Risk and Opportunity Register – Quarter 4 Update**

Heloise MacAndrew, Director of Law and Governance presented the updated Corporate Risk and Opportunity Register for Quarter 4 of 2023/24.



**Resolved:** That the updated Corporate Risk and Opportunity Register be approved.

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

### **Appendix 'C' to Item 13**

The committee considered the private and confidential Appendix C to Item 13 – Corporate Risk and Opportunity Register – Quarter 4 Update.

**Resolved:** That Appendix C to Item 13 – Corporate Risk and Opportunity Register – Quarter 4 Update, be noted.

### **Appendix 'E' to Item 9**

The committee considered the private and confidential Appendix E to Item 9 – Internal Audit Progress Report.

**Resolved:** That Appendix E to Item 9 – Internal Audit Progress Report, be noted.

### **Local Pensions Partnership Investment Ltd – Internal Audit Summaries**

Andy Dalecki, Head of Internal Audit presented a private and confidential summary of Local Pensions Partnership Investment Ltd's internal audits for 2022/23.

**Resolved:** That the internal audit summaries for Local Pensions Partnership Investment Ltd be noted.

### **Counter Financial Crime, Investigations and Whistleblowing Update Report**

Peter Walker, Investigations Manager and Deputy Money Laundering Reporting Officer presented a private and confidential update on the counter financial crime, investigations, and whistleblowing work so far in 2023/24.

**Resolved:** That the Counter Financial Crime, Investigations and Whistleblowing Update Report be noted.

### **Cyber Security Risk Update**

Carol Groom, Head of ICT Strategy and Assurance and Peter Lloyd, Director of Digital presented a private and confidential update on cyber security across the council.

**Resolved:** That

- i) The Cyber Security Risk Update be noted; and
- ii) A further report on cyber security risks be provided in 12 months' time, at the Audit, Risk and Governance Committee meeting on 27 January 2025.

## **Update on the Overpayment of Salaries**

Neil Kissock, Director of Finance presented a private and confidential report which provided the requested twice-yearly update on the overpayment of salaries.

**Resolved:** That the report on the overpayment of salaries be noted.



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part B**

Electoral Division affected:  
None:

**Corporate Priorities:**  
N/A;

**The Employment Committee**  
(Appendix 'A' refers)

Contact for further information:  
Hannah Race, Tel: (01772) 530655, Senior Democratic Services Officer,  
hannah.race@lancashire.gov.uk

**Brief Summary**

The report of the Employment Committee following its meeting held on 25 January 2024 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
None		
Reason for inclusion in Part II, if appropriate		
N/A		





## Meeting of the Employment Committee (25 January 2024)

**Chair:** County Councillor Phillippa Williamson

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

#### The Localism Act 2011 – Pay Policy Statement 2024/25

The committee considered the updated Pay Policy Statement 2024/25, presented by Deborah Barrow, Head of Human Resources.

The Pay Policy Statement 2024/25 was recommended to Full Council at its Budget Meeting held on Friday 23 February 2024.

**Resolved:** That

- i) The Pay Policy Statement 2024/25 be recommended to Full Council for approval; and
- ii) The Pay Policy Statement 2024/25 and annexes be updated to incorporate the uplifts to pay when the 2024/25 Local Government Services pay award is agreed, and 2024/25 increases to pension contributions, allowances, expenses, and payable enhancements when this information is available.

#### Foundation Living Wage Payment Method and Apprentice Pay Rate

The committee considered a report on the outcome of a review of the Foundation Living Wage payment method and Apprentice pay rate, presented by Mark Wynn, Executive Director of Resources and Deborah Barrow, Head of Human Resources.

**Resolved:** That

- i) Approval be given to change the Foundation Living Wage payment method to a hybrid model, as set out in the report;
- ii) Noting that the current entry level Apprentice pay rate is £11.59 per hour and from April 2024 the National Living Wage will be £11.44 per hour, approval be given to align the entry level Apprentice pay rate at the upper National Living Wage rate; and

- iii) Further to ii), approval be given to "red circle" the current entry level Apprentice pay rate until it is increased in line with the National Living Wage pay rate from April 2025 and in future years.

### **Matters Arising under Urgent Business since the Last Meeting**

The committee considered a report which summarised the decisions taken under the Employment Committee's Urgent Business procedure since its last meeting.

**Resolved:** That the matters arising under Urgent Business since the last meeting be noted.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part B**

Electoral Division affected:  
None;

**Corporate Priorities:**  
N/A;

**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

**Brief Summary**

The reports of the Pension Fund Committee from its meetings on 1 December 2023 and 9 February 2024 are attached at Appendix 'A'.

The agenda, Part I reports and minutes of both meetings are available to view [here](#) and Members can also contact the officers specified in each report for further information about each item.

**Recommendation**

That the reports of the Pension Fund Committee, as now presented, be noted.

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

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



## Meeting of the Pension Fund Committee 1<sup>st</sup> December 2023

**Chair:** County Councillor Eddie Pope

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

#### Minutes of the meeting held on 15th September 2023

**Resolved:** That the Minutes of the meeting held on 15<sup>th</sup> September 2023 are confirmed as an accurate record and signed by the Chair.

#### Budget Monitoring 2023/24 – Q2

**Resolved:** That the financial results of the Fund for the 6 months up to 30th September 2023 together with the budget and forecast variances set out in the report presented are noted.

#### Local Pensions Partnership Annual Report and Accounts

The Committee considered the Local Pensions Partnership Annual Report and Accounts for the year ended 31<sup>st</sup> March 2023 which included a strategic report and financial statements of the Company. In response to a query regarding staffing the Chief Executive of the Local Pensions Partnership (LPP) confirmed that the LPP Budget, to be presented to Committee in March 2024, would include provision for additional staff.

**Resolved:** That the Annual Report and Accounts for the Local Pensions Partnership Limited for the year ended 31<sup>st</sup> March 2023, as set out at Appendix 'A' to the report presented, is noted.

#### Lancashire County Pension Fund Strategic Plan 2023/24 - Progress Update

The Committee considered the report and noted that work relating to the Local Pensions Partnership Governance review had taken longer than expected and an additional meeting of the Committee had been proposed for 9<sup>th</sup> February 2024 to consider a revised Shareholder Agreement. Work on the Fund Resource Review had also been impacted and a report on the outcome of the review, including provision of additional resources within the Pensions Team, was expected to be presented to Committee in March 2024. In addition, it was noted that a report on overpayments would be provided.

**Resolved:** That the progress to date on the Funds Strategic Plan for 2023/24 is noted.

### **Pension related training for members of the Committee**

The Committee considered a report on the pension related training for members of the Committee which had taken place since the previous meeting and noted that a training questionnaire would be issued to members of the Committee in December 2023.

**Resolved:** That the participation of individual members of the Committee at the training events referred to in the report is noted and documented in the Training Record.

### **Responsible Investment Report**

The Committee received an update report on responsible investment activity during the third quarter of 2023 and was informed that the Head of Fund would be attending the Local Authority Pension Fund Forum Annual Conference.

**Resolved:** That the update on responsible investment activity by Local Pensions Partnership Investments Ltd during Q3, as set out in the report presented, is noted.

### **Date of Next Meeting**

The Committee noted that the next scheduled meeting would be held at 10.30am on 8<sup>th</sup> March 2024 in Committee Room 'A' - The Tudor Room at County Hall, Preston and would be preceded by a 30-minute briefing for Committee members in the same room (topic to be confirmed).

### **2024/25 programme of meetings and an additional meeting in February 2024**

The Committee received a report on the 2024/25 programme of meetings for the Pension Fund Committee, as agreed by Full Council in October 2023, and considered a proposal to hold an additional meeting in February 2024 regarding the Local Pensions Partnership Governance Review.

#### **Resolved:**

1. That an additional meeting of the Committee be held at 10.30am on 9<sup>th</sup> February 2024 in Committee Room 'C' - The Duke of Lancaster Room, at County Hall, Preston to consider the LPP Governance Review.
2. That the 2024/25 programme of meetings of the Committee, as approved by Full Council in October 2023, and set out in the report, is noted.

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

### Local Pensions Partnership Administration 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 considered a detailed report on the performance of the pension administration service for the 3 months to 30<sup>th</sup> September 2023, together with a supplementary update report for October 2023. Members of the Committee discussed complaints, volume of retirement case work, retirement notifications process, AVCs and the performance of the helpdesk and the Head of Fund presented a report on administration metrics based on discussions with the Local Pension Board in October 2023.

**Resolved:** That the updates on the pension administration activity and performance, as set out in the report presented and given at the meeting, are noted.

### Lancashire County Pension Fund - Risk Register

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 full risk register for the Lancashire County Pension Fund and specific risks associated with the implementation of new systems, statutory provision of information and the McCloud remedy. Geopolitical risks and communication/engagement with Fund employers were also discussed.

**Resolved:** That the current Lancashire County Pension Fund Risk Register, as set out in Appendix 'B' to the report presented, is noted.

The Chair of the Lancashire Local Pension Board left the meeting at this point.

### Local Pensions Partnership - Shareholder 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 considered a report on activity by the Local Pensions Partnership Ltd since the last meeting, together with an update on the outcome of the Government consultation on investment pooling.

**Resolved:** That the updates set out in the report and given at the meeting are noted.



## **Investment Context 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.

**Resolved:** That the update on the various macro-economic factors that influence the investment market in which the Lancashire County Pension Fund operates is noted.

## **Investment Performance 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 detailed report on the performance of the Fund to the end of September 2023, including the portfolio performance over the longer term, current asset allocations/cashflow and the position of the Fund in relation to future investment pooling.

**Resolved:** That the performance of the Lancashire County Pension Fund up to the end of September 2023, as set out in the report presented, is noted.

Representatives from the Local Pensions Partnership Ltd left the meeting at this point.

## **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.

**Resolved:** That the Minutes of the Investment Panel held on 14<sup>th</sup> September 2023 are noted.

The Chief Executive from the Local Pensions Partnership Ltd re-joined the meeting for the next item only.

## **Local Pensions Partnership Investments Ltd - Defined Benefit Liabilities**

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 a proposed solution for a potential issue for Local Pensions Partnership Investments Ltd regarding capital adequacy.

**Resolved:** That the Committee:

1. Note that existing employees of Local Pensions Partnership Investments Ltd who are active members of the Local Government Pension Scheme (LGPS) either via Lancashire County Pension Fund or London Pension Fund Authority (LPFA) will, in future, continue their membership of the LGPS via LPFA; and
2. Approve that from 1<sup>st</sup> April 2024 new employees of Local Pension Partnership Investments Ltd will cease to be offered membership of the LGPS and that an alternative Defined Contribution pension offer be provided instead.

### **Independent Investment Advisers - strategic objectives**

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 noted that an assessment of compliance had found that the Independent Investment Advisers had successfully delivered on each of the three current strategic objectives and considered a revised set of five strategic objectives.

**Resolved:** That the updated strategic objectives for the Independent Investment Advisers to the Lancashire County Pension Fund, as set out in Appendix 'B' to the report presented, are approved.

### **Independent Investment Adviser to the Pension Fund- contract extension**

Exempt information as defined in paragraphs 1,2 and 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.

**Resolved:** That the contract extension to Ms M George for a further 12 months up to 28th February 2025 is approved as continuity in her role as Independent Investment Adviser is considered essential for the Pension Fund to ensure a continuing level of expertise and advice in respect of pensions investment matters.

### **Lancashire County Pension Fund Procurement Update - Contracts**

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 procurement activity undertaken by the Fund to date in relation to actuarial services, and the strategy for the procurement of Custody Services for the Fund.

**Resolved:** That the Committee:

1. Note the award of the contract for actuarial services as set out in the report presented.
2. Approve that the County Council's Procurement Service undertake a procurement exercise (via the National LGPS Framework) to appoint an independent provider to undertake custody services for the next 6 years and to approve the tender award criteria and evaluation methodology as set out in the report presented.

# Meeting of the Pension Fund Committee

## 9<sup>th</sup> February 2024

**Chair:** County Councillor Eddie Pope

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

#### Minutes of the last meeting

**Resolved:** That the Minutes of the meeting held on 1<sup>st</sup> December 2023 are confirmed as an accurate record and signed by the Chair.

#### Date of Next Meeting

It was noted that the next scheduled meeting of the Committee would be held at 10.30am on 8th March 2024 in Committee Room 'A' - The Tudor Room at County Hall, Preston.

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

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 detailed report on the proposed updated Shareholder Agreement between Lancashire County Council and the London Pension Fund Authority regarding the Local Pensions Partnership (LPP), which had been developed in consultation with Shareholder representatives as part of the Governance review of LPP.

In presenting the report the Head of Fund and Mr S Dove, Partner - Corporate & Commercial Division, at Capsticks Solicitors, highlighted some sections of the Agreement and answered questions from Committee members.

#### Resolved:

1. That, subject to any minor amendments to be agreed with the Director of Law and Governance, the updated Shareholder Agreement in relation to the Local Pensions Partnership (as set out at Appendix 'C' to the report presented) is approved and recommended to Full Council for approval.
2. That the Director of Law and Governance be given delegated powers to consider any amendments requested by the Pension Fund Committee, Full



Council on 14<sup>th</sup> March 2024 or the LPFA Board on 19<sup>th</sup> March 2024 and amend the Shareholder Agreement as appropriate.

3. That a report on the sections of the Articles of Association for the Local Pensions Partnership Ltd which require updating be presented to the Committee on 14<sup>th</sup> June 2024 for consideration.



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part B**

Electoral Division affected:  
None;

**Corporate Priorities:**  
N/A;

**The Overview and Scrutiny Committees**

(Appendix 'A' refers)

Contacts for further information:

Samantha Parker, Tel: (01772) 538221, Senior Democratic Services Officer, [sam.parker@lancashire.gov.uk](mailto:sam.parker@lancashire.gov.uk); Gary Halsall, Tel: (01772) 536989, Senior Democratic Officer, [gary.halsall@lancashire.gov.uk](mailto:gary.halsall@lancashire.gov.uk); Misbah Mahmood, Tel: (01772) 530818, Senior Democratic Services Officer, [misbah.mahmood@lancashire.gov.uk](mailto:misbah.mahmood@lancashire.gov.uk).

**Brief Summary**

The most recent cycles of meetings of the Overview and Scrutiny Committees took place in the months of December 2023, and January and February 2024. The reports of the committees are attached as follows at Appendix 'A':

- Scrutiny Management Board (16 January 2024)
- Children, Families and Skills (13 December 2023 and 31 January 2024)
- Community, Cultural and Corporate Services (12 December 2023 and 6 February 2024)
- Environment, Economic Growth and Transport (5 December 2023 and 25 January 2024)
- Health and Adult Services (4 December 2023 and 22 January 2024)

The agenda, reports and minutes of the meetings 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 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 Scrutiny Management Board (16 January 2024)

**Chair:** County Councillor David Westley

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

#### Money Matters 2023/24 Position – Quarter 2

Members were presented with the key highlights from the Money Matters 2023/24 Position – Quarter 2 report provided to Cabinet at its meeting held on 7 December 2023.

**Resolved:** That the report be considered.

#### Medium Term Financial Strategy Update 2024/25 – 2026/27

Members were presented with a copy of the Medium-Term Financial Strategy Update 2024/25 - 2026/27 report to be considered by Cabinet at its meeting on 18 January 2024 which contained an updated position compared to that presented to Cabinet and Full Council in February 2023

**Resolved:** That;

- i. The information as presented be noted.
- ii. The comments from the Scrutiny Management Board in relation to saving proposals GET007 and GET009 be passed onto Cabinet.

#### Budget Savings Tracker

The Board was provided with an update on the tracking and delivery of savings agreed by Full Council in the current and previous financial years.

**Resolved:** That;

- i. The information as presented in the report be noted.
- ii. A revised report be presented to the next scheduled meeting of the Scrutiny Management Board on 16 April 2024.

#### Work Programmes 2023/24

Members were presented with the 2023/24 work programmes for all the scrutiny committees and the Scrutiny Management Board with an update included on the activity of the Political Governance Working Group.

**Resolved:** That the;

- i. Work programmes and progress on recommendations be noted.
- ii. Update on the activity of the Political Governance Working Group be noted.

### **Scrutiny In-Year Requests**

Members were presented with two in-year request forms received for the Boards consideration. In addition, the Environment, Economic Growth and Transport Scrutiny Committee had made two requests for additional items to appear on its work programme for 2023/24.

**Resolved:** That the;

- i. In year request for the Health and Adult Services Scrutiny Committee to review gluten free prescriptions be not agreed.
- ii. In year request for the Health and Adult Services Scrutiny Committee to review the employment type day provision for people with autism and or learning disabilities be agreed and for this to be included on the 2024/25 work programme.
- iii. Two requests from the Environment, Economic Growth and Transport Scrutiny Committee be agreed.

### **Report on the activity of the Councillor Support Steering Group**

The Board was provided with an overview of matters presented and considered by the Councillor Support Steering Group at its meeting held on 25 October 2023.

**Resolved:** That the report of the Councillor Support Steering Group be received.





## Meeting of the Children, Families and Skills Scrutiny Committee (13 December 2023)

**Chair:** County Councillor Sue Hind

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

#### **Alternate Provision Strategy**

The Chair welcomed County Councillor Jayne Rear, Cabinet Member for Education and Skills, Julie Bell, Interim Director for Education, Culture and Skills and Sally Richardson, Head of Service Inclusion to the meeting.

Members were provided with an overview of the work that had been completed to date and the action planned to support the implementation of the Alternative Provision Strategy 2023-2026.

**Resolved:** That the action taken to date and planned in relation to the Alternative Provision Strategy be supported with no further recommendations from the committee at this time.

#### **SEND Sufficiency Plan**

The Chair welcomed County Councillor Jayne Rear, Cabinet Member for Education and Skills, Julie Bell, Interim Director for Education, Culture and Skills and Dr Sally Richardson, Head of Service Inclusion to the meeting.

The Board was provided with a brief overview of developments to date in relation to increasing the range and availability of more specialist provision across the county was provided to the committee.

**Resolved:** That the proposals that are being developed to increase the range and availability of specialist provision across Lancashire be supported with no further recommendations from the committee at this time.

## Meeting of the Children, Families and Skills Scrutiny Committee (31 January 2024)

**Chair:** County Councillor Sue Hind

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

#### School and Post 16 Transport

The Chair welcomed County Councillor Rupert Swarbrick, Cabinet Member for Highways and Transport, Oliver Starkey, Head of Service Public and Integrated Transport, Debbie Ormerod, Access to Education Lead Officer, Nanette Hog, Admissions and Transport Co-Ordinator, Sarah Hirst, 16-19 Education and Skills Lead and Andrew Glover, Principal Transport Officer for School Transport to the meeting.

The report circulated with the agenda pack provided an update on the County Council's Home to School Transport Policy. It provided information on the 'Think Transport' publicity campaign which provided parents with information when making their primary and secondary school applications. The report also included information on the Post-16 Transport Policy.

**Resolved:** That the following recommendations be shared with the Cabinet Member for Highways and Transport:

- i. Consideration be given to investing in software that can provide tracking data on passenger routes, use of passes and how often routes are used to better manage, monitor, and rationalise the services provided in relation to school transport.
- ii. Further information to be provided on how risks are mitigated in relation to standees on buses.

#### Education Attainment Data

The Chair welcomed County Councillor Jayne Rear, Cabinet Member for Education and Skills, Julie Bell, Interim Director of Education, Skills and Culture and Aby Hardy, Head of Education Improvement to the meeting.

The report circulated with the agenda pack provided a summary of the attainment of children and young people in Lancashire in the 2023 Summer exam season.

**Resolved:** That the following recommendations be shared with the Cabinet Member for Education and Skills:

- i. When available, the 2024 Attainment Data Tables to be made available to members of the committee.
- ii. Outcomes of the Disadvantaged Conference with schools to be shared with the committee once available.



## **Meeting of the Community, Cultural, and Corporate Services Scrutiny Committee (12 December 2023)**

**Chair:** County Councillor Ged Mirfin

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

#### **People Services: Council Workforce Update including Benchmarking: Recruitment, Retention, Reward and Performance Management**

The Chair welcomed County Councillor Alan Vincent, Cabinet Member for Resources, HR and Property (Deputy Leader), Lucy Thompson, Director of People, Deborah Barrow, Head of Service Human Resources, and Rachel Rump, Head of Service Skills, Learning and Development to the meeting.

Members were provided with an in-depth data snapshot of the current workforce including the size of the authority, the workforce demographics and the insights from the data that can assist the county council in its workforce attraction, retention, and development strategies.

**Resolved:** That the following recommendations be shared with the Cabinet Member for Resources, HR, and Property (Deputy Leader):

- i. A future report or briefing note to the committee at an appropriate time be provided to consider the following:
  - a. The mean and mode age of employees in reference to Age Profile, to be provided and a further breakdown of age profile by service area.
  - b. In relation to gender, a further breakdown to be provided for each service area.
  - c. A breakdown of geographic data in terms of where our employees live, for those living outside of the county, where possible.
  - d. Consideration to be given to how the organisation is dealing with an aging workforce.
  - e. Benchmarking data on other similarly comparable authorities in this area of work to be provided as and when available.

- f. Further data to be provided to breakdown which service areas vacant posts are held in, what the pay levels are and how long vacancies have been vacant for.
  - g. Exit interview data to be considered to develop a greater understanding of why employees have left the organisation.
  - h. Details of the steps being taken to ensure that staff are more involved in change management at the authority.
- ii. Consideration be given to the following mechanisms to further strengthen the recruitment and retention of employees:
- a. Staying in touch with former employees for feedback to be gathered and a greater understanding of why they left the organisation and the concept of 'Saty Interviews' to be explored to identify any potential issues or barriers for employees considering leaving the authority.
  - b. A press release to promote the work the county council is doing with apprenticeships.
  - c. Closer working with local universities and employers to develop bespoke training programmes or courses where there is a job 'guaranteed' at the end of the course. Consider how this work is being delivered across other comparable authorities.
  - d. The formation of an Alumni of Forum of former employees who would be ambassadors for the organisation.
  - e. Greater work shadowing and mentoring opportunities for existing employees.

### **Lancashire County Council's People Strategy**

Lucy Thompson, Director of People, Deborah Barrow, Head of Service Human Resources, and Rachel Rump, Head of Service Skills, Learning and Development, presented the report to the committee.

The report provided a further update to the presentation and reports presented to the Community, Cultural and Corporate Services Scrutiny Committee in December 2022, and it was noted that since the last update, an organisational People Strategy had been developed and launched and the report provided an update on purpose and progress.

**Resolved:** That Lancashire County Council's People Strategy be welcomed with no further recommendations from the committee at this time.



## Meeting of the Community, Cultural and Corporate Services Scrutiny Committee (6 February 2024)

**Chair:** County Councillor Ged Mirfin

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

#### **Culture Review: What it is, Impact in terms of Place / Economy and Engaging with Young People**

The Chair welcomed County Councillor Peter Buckley, Cabinet Member for Communities and Cultural Services, County Councillor Ash Sutcliffe, Lead Member for Cultural Services and Skills, Andy Walker, Head of Service Business Growth, Steve Lloyd, Head of Cultural Services, and Heather Fox, Cultural Development Manager, to the meeting.

A presentation was provided on REMADE: Cultural Investment Strategy for Lancashire and covered how the strategy would facilitate the remaking and recognition of culture to deliver Lancashire Enterprise Partnership's vision for Lancashire through its main priority areas, desired outcomes, and economic growth dimension.

A report and presentation were also provided to the committee detailing the role of culture and its impact and presented the draft Cultural Strategy Services Strategy 2024-28 which expanded on these themes. The report highlighted the reviews to the existing strategy and a refresh to inform the direction of the service for the next four years to deliver better outcomes for the people of Lancashire.

**Resolved:** That the following recommendations be shared with the Cabinet Member for Communities and Cultural Services and where possible, be used to inform the draft Cultural Services Strategy for 2024-2028:

- i. Consideration be given to how the county council can further support, grow, and work with our National Portfolio Organisation holders that exist in Lancashire to attract even more funding including a breakdown of the rubric contained in the ACE Create IT Strategy Document.
- ii. A piece of work to take place to understand the footprint of where NPO organisations are located within Lancashire and whether they are eligible for National Lottery Heritage Funding, National Lottery Community Funds and Sports England at a district level.
- iii. Examination of individual District Local Plans / Core Strategy documents produced by districts to better understand their cultural strategies.

- iv. Information to be provided on the role of advocacy organisations the county council works with such as Arts Lancashire, Digital Lancashire, Lancashire Cultural Network and Visit Lancashire.
- v. Development of a Directory of Festivals in Lancashire to be considered and regard be given to how significant events and festivals are shared wider in Lancashire. Consideration be given to a package of support to be provided for events where sponsorship can be leveraged in.
- vi. Consideration be given to the role of culture as part of the Corporate Cohesion Strategy and Workforce Equalities Strategy update which is due to be presented to the committee in May 24.
- vii. Refer the report provided to the committee to Children, Families and Skills Scrutiny Committee for them to review the report in terms of the updates provided on Education and Skills.
- viii. Officers to revisit a series of reports produced and commissioned since 2012 including The Work Foundation on The Creative Economy in Lancashire and the LCC Scrutiny Task Group Report – Towards a Stronger Sense of Place.
- ix. A further report to come back to the committee in November 2024 to update the committee on how work is progressing.

### **Lancashire Culture and Sport Fund / Crowdfund Lancashire**

County Councillor Peter Buckley, Cabinet Member for Communities and Cultural Services, County Councillor Ash Sutcliffe, Lead Member for Cultural Services and Skills, Steve Lloyd, Head of Cultural Services, and Heather Fox, Cultural Development Manager, presented a report to the committee.

The report provided an insight into Crowdfund Lancashire which was the crowdfunding platform that administered the Lancashire Culture & Sport Fund. Crowdfund Lancashire and the Lancashire Culture and Support Fund empowered Lancashire communities to shape the culture and sport offer where they live, giving community groups autonomy to fund and deliver projects that are of need in their locality.

**Resolved:** That the following recommendations be shared with the Cabinet Member for Communities and Cultural Services:

- i. That the following recommendations from the report be supported:
  - a. To continue to reach Lancashire residents and community groups in more areas so all districts have an equitable share of the Lancashire Culture & Sport Fund.
  - b. To continue to target under-represented areas and communities through working with district councils and community organisations.



- c. To lower the current maximum pledge of £20,000 to £15,000. This would allow the panel to support more projects at higher pledge amounts, meaning more funds could be spread across the county and increasing the likelihood of more projects reaching their crowdfunding target.
- ii. That recommendation iii from the report to prioritise those projects in low-income and for under-represented areas not be supported at this time.
- iii. Officers to consider how venues can be utilised and accessed more for community events, allowing communities to have greater access to venues and facilities that are available in Lancashire.



## Meeting of the Environment, Economic Growth and Transport Scrutiny Committee (5 December 2023)

**Chair:** County Councillor Rob Bailey

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

#### Lovecleanstreets App Review

The Chair welcomed to the meeting County Councillor Rupert Swarbrick, Cabinet Member for Highways and Transport, Phil Durnell, Director of Highways and Transport, Sarah Scott, Highways Operational Support and Liaison Manager, and Ned Dave, Senior ICT Architect.

The committee was presented a report which provided details on changes that had been implemented in the Love Clean Streets application (app) in response to issues that had been raised.

**Resolved:** That:

- i. The Cabinet Member for Highways and Transport gives consideration to;
  - a. Expanding the Love clean streets app to include borough council issues (e.g., Fly tipping, street cleansing) where they specifically affect the highway.
  - b. Creating a new category for weeds in the app's reporting system.
  - c. Provide emergency contact numbers for councillors, to avoid members reporting these via the app.
- ii. The projected dates on the forward plan for developing the app be shared with the Environment, Economic Growth and Transport Scrutiny Committee.
- iii. A Briefing Note on future plans for gully emptying be provided to the committee.

#### Levelling Up East Lancashire: Creating Opportunities through Safer, Greener, and Healthier Travel

The Chair welcomed to the meeting County Councillor Aidy Riggott, Cabinet Member for Economic Development and Growth, and Andrew Mullaney, Director of Environment and Planning.

The committee was presented a report which provided the background to the Levelling Up Fund within East Lancashire, the County Council's successful bid and next steps.

**Resolved:** That a further update on Levelling Up East Lancashire focussing on expected outcomes, how these would be measured, expectations and timelines on what is hoped to be achieved be provided at an appropriate time in 2024.

### **Work Programme 2023/24**

A copy of the committee's work programme for 2023/24 which contained an update on progress with responses to the committee's recommendations on road closures was presented.

**Resolved:** That;

- i. The Environment, Economic Growth and Transport Scrutiny Committee work programme for 2023/24 be noted.
- ii. The formal response from the Cabinet Member for Highways and Transport to the committee's recommendations on road closures be noted.
- iii. A request to add a new topic to the Environment, Economic Growth and Transport Scrutiny Committee's work programme for 2023/24 on reviewing the Transport Asset Management Plan (TAMP) be made to the Scrutiny Management Board at its next scheduled meeting on 16 January 2024.

## **Meeting of the Environment, Economic Growth, and Transport Scrutiny Committee (25 January 2024)**

**Chair:** County Councillor Rob Bailey

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

#### **Lancashire Road Safety**

The Chair welcomed to the meeting County Councillor Rupert Swarbrick, Cabinet Member for Highways and Transport, John Davies, Head of Service Highways Management Service, Tony Crook, Road Safety Manager, Michael White, Highway Regulation Manager and Eddie Mills, Traffic and Safety Manager.

The committee was presented a report which provided key information on the number of killed or seriously injured collisions that have occurred on Lancashire roads. The report also explained some of the road safety teams work within 2 education and engagement, speed awareness, safety engineering and what these teams delivered for the council to make Lancashire roads safer.

**Resolved:** That;

- i. The new terms of reference for the Lancashire Road Safety Partnership be shared with the Environment, Economic Growth and Transport Scrutiny Committee.
- ii. A list of responsibilities setting out the statutory, custom and practice aspects of each of the organisations in the partnership be provided.
- iii. A request to convene an Inquiry Day on the Lancashire Road Safety Partnership be made to the Scrutiny Management Board at its meeting scheduled on 16 April 2024.

#### **Water Resources Management**

The Chair welcomed to the meeting County Councillor Shaun Turner, Cabinet Member for Environment and Climate Change, John Davies, Head of Service Highways Management Service, Ray Bennett, Principal Development Support Officer, Laura Bigley, Principal Flood Risk Officer and Kirstie Williams, Highways Group Manager – Countywide Projects.

The committee was presented a report which provided an introduction into what a Sustainable Drainage System (SuDS) is. The report highlighted the roles of various teams within the Highways Service in relation to water management and gave examples of SuDS schemes within Lancashire.

**Resolved:** That no recommendations on Water Resource Management be made at this time.



## **Meeting of the Health and Adult Services Scrutiny Committee (4 December 2023)**

**Chair:** County Councillor David Westley

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

#### **NHS Recovery and Transformation**

The Chair welcomed Kevin Lavery, Chief Executive, Lancashire and South Cumbria Integrated Care Board and Maggie Oldham, Deputy CEO/Chief of Transformation and Reconfiguration, Lancashire and South Cumbria Integrated Care Board to the meeting.

Members were provided with a report on the development of NHS Lancashire and South Cumbria Integrated Care Board (ICB) as well as an update on the Recovery and Transformation Programme.

**Resolved:** That;

- i. The ongoing development of the Lancashire and South Cumbria ICB, particularly in relation to the work being undertaken on recovery and transformation be considered.
- ii. A further update be provided to the committee in 12 months' time.

## Meeting of the Health and Adult Services Scrutiny Committee (22 January 2024)

**Chair:** County Councillor David Westley

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

#### Service Update: Public Health, Wellbeing and Communities

Dr Sakthi Karunanithi, Director of Public Health and Wellbeing, Paula Hawley-Evans, Consultant in Public Health attended the meeting to present a service update on public health, wellbeing, and communities.

The presentation provided an overview of the transformation priorities for public health. The three priorities brought to the committee by the report were improving business procedures, workforce development and data and intelligence.

**Resolved:** That;

- i. The Public Health, Wellbeing and Communities Service Update be noted, and further service updates be added to the agenda for future committee meetings.
- ii. The following items be included as part of the 2024/25 work programme of the Health and Adult Services Committee and Steering group:
  - Public Health Annual Business Plan 2024/25
  - A more detailed report of data and intelligence as outlined in the presentation.
  - A further update on Social Prescribing and clean air initiatives.
- iii. An update to the Public Health team's review on smoking and pregnancy be provided to the committee in a future meeting.
- iv. The distribution list and channels for the Public Health newsletter be reviewed to ensure committee members are alerted to work being undertaken including that with the parish and district councils to assist with further supporting the service.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 14 March 2024**

Report submitted by: Director of Law and Governance

**Part B**

Electoral Division affected:  
None;

**Corporate Priorities:**  
N/A;

**Report of the Lancashire Combined Fire Authority**  
(Appendix 'A' refers)

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

**Brief Summary**

Appendix 'A' sets out summary reports of the Lancashire Combined Fire Authority following its meetings on 18 December 2023 and 19 February 2024. These are now presented to Full Council for information.

**Recommendation**

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

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

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





# Appendix A

## REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY - 18 DECEMBER 2023

### Chairman's Welcome and Introduction

Members received an update on the following:

#### Major Fire Incident in Lancaster

On Sunday 3 December 2023 ten fire engines from Lancashire and Cumbria were called to a derelict commercial building fire at the former SupaSkips site on Port Royal Avenue, Lancaster. The fire was deep-seated in 13,000 tonnes of compacted waste and the Service had been on site every day working with national and local partners. Lancaster City Council had provided funding to clear the site which was now expected to be before Christmas.

#### Gas Explosion in Blackburn

The Service had attended a gas explosion on London Road, Blackburn the previous evening. The drone and Service dog were used to assist in the rescue of a casualty from the collapsed building.

#### Demonstration of Hagglund Vehicle

The Chair invited Members to a demonstration of the Hagglund Vehicle on the rise of the meeting. He advised that the all-terrain Hagglund vehicle made it easier to access rural areas during extreme weather events. The Hagglund had now been converted for flood response and would be better able to support the communities in Lancashire.

#### Staff News

Members noted that the Service had recently celebrated the dedication and talent of over fifty staff who were honoured with long service, good conduct awards, commendations, Star Awards and for academic accomplishments. The Authority congratulated winners and those shortlisted in the Asian Fire Service Association and the Excellence in Fire and Emergency Awards.

The Clerk to the Authority and Monitoring Officer advised that this would be the last meeting for the Principal Member Services Officer who would be leaving the Service early in the New Year. The Chairman and Leader of the opposition thanked Mrs Brooks for her dedication and reliability over the many years she had been in the role.

#### Presentation by Fire Cadets, Isaac Kelly and Kit Nicholls

The Assistant Chief Fire Officer was pleased to introduce Fire Cadets Isaac Kelly and Kit Nicholls who had attended the meeting to present to Members their experiences and inform of the benefits of the Fire Cadets programme from their personal perspective and for the Service. Members applauded the presentations given and on behalf of the Authority the Chair wished Isaac and Kit every success in their future careers.

### North West Fire Control - Continuing the Collaboration

The report set out the background to North West Fire Control centre (NWFC) which was created after the collapse of a national project. NWFC served the areas of Cheshire, Cumbria, Greater Manchester and Lancashire. From May 2014 staff started answering Lancashire's 999 calls, mobilising resources to incidents and assisting operational staff with the management of incidents.

NW Fire Control Limited (the Company) as the legal entity that provided the services to the partner fire and rescue services was jointly owned by the fire and rescue authorities and liability was limited by guarantee. NWFC had been a difficult and costly exercise to create with parties to the collaboration advised that it should be seen as a long-term and 'almost permanent' arrangement, due to the complexity and cost of ending it.

The Authority was committed to continuing the NWFC collaboration and agreed increased costs associated with: i) shared costs (based on an apportionment model) which increased Lancashire's proportion from 25.5% to 28.05%; ii) the replacement of a new mobilising system; and, iii) additional resourcing costs to deliver aspects of the business plan that supported increased expectations on the sector as a result of recommendations from the Manchester Arena Inquiry and a new Fire Standard for fire control rooms.

### **Updated Whistleblowing Policy**

His Majesty's Inspectorate of Constabulary and Fire and Rescue Services had published a report on values and culture in Fire and Rescue Services in March 2023. The report recommended that Chief Fire Officers should make sure that their Service provided a confidential way for staff to raise concerns via their Whistleblowing processes by 1 October 2023. This recommendation was supplemented by the National Fire Chief Council's recommendations on values and culture. In response, the Service had established Safecall, with effect from August 2023.

### **Fire Protection Reports**

Members received a report that summarised Lancashire Fire and Rescue Service prosecutions pertaining to fire safety offences under the Regulatory Reform (Fire Safety Order) 2005. There were currently three cases in the judicial system for offences with one set for trial in July 2024, one set for sentencing at Preston Crown Court in December 2023 and one plea hearing had recently been adjourned until January 2024.

Given the rapidly evolving regulatory change in building fire safety, an update on Fire Protection and Business Support was also provided, detailing how the Service was adapting delivery whilst developing its workforce, to ensure that it kept pace with the changes and improved public and firefighter safety within the built environment.

Members noted that since April 2023 there had been 1,977 business fire safety checks delivered, of which 1,702 (86%) had resulted in a satisfactory outcome, with 275 being deemed unsatisfactory resulting in follow up business safety advice. The protection department followed up activities which had resulted in three legal notices being issued, including the prohibition of two premises and around 100 informal letters issued to indicate fire safety improvements.

The new Building Safety Act came into force on 1 October 2023, requiring Responsible Persons of High-Rise buildings to register their building with the Building Safety Regulator (BSR). To date LFRS had been notified that only 30% of the county's relevant buildings had been registered. LFRS operated as part of the Northwest Region to support the Building Safety Regulator (the Health and Safety Executive) and had implemented a dedicated role within its Protection team.

Members also noted arson risk reduction included five cases of which three incidents involved youths, one defendant following a guilty plea to 'arson being reckless as to whether life is endangered' was sentenced to serve two years and ten months in prison and one defendant who also pleaded guilty received five years imprisonment.

### **Operational Incidents of Interest**

The Authority received a report that provided information relating to operational incidents of note since the last meeting. As this had been a very busy operational period, the report detailed only the larger deployments or more complex incidents. Full details of the following incidents were provided in the report:

- Six fire engines attend a commercial building fire in Bamber Bridge;
- Three fire engines attend a car on fire with persons trapped;
- Ten fire engines attend a commercial building fire in Blackburn;
- Four fire engines attend disused waste storage building in Lancaster;
- Fire crews attend a fatal boat fire in Nateby;
- Six fire engines attend a commercial building fire in Blackburn;
- Four fire engines attend a fatal incident on the river Lune;
- Fire crews attend a fatal house fire near Ribchester;
- Ten fire engines attend a commercial building fire in Longridge;
- LFRS attend a suspected explosive device in Burnley.

DAVID O'TOOLE  
Chair

LFRS  
Fulwood

## **REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY - 19 FEBRUARY 2024**

### **Chairman's Welcome and Introduction**

The Chair announced that as they were considering the 2024/25 Council Tax Precept and Budget, any Member in arrears on their Council Tax could not vote or speak on that item.

The Chair invited Members to a viewing of the Service's new Command Unit on the rise of the meeting.

### **Pay Policy Statement for 2024/25**

In accordance with the provisions of the Localism Act 2011 a pay policy statement for 2024/25 was considered and approved. The pay policy published data on senior salaries and the structure of the workforce and demonstrated the principles of transparency. The pay policy statement set out the Authority's policies for the financial year relating to the remuneration of its chief officers; the remuneration of its lowest paid employees; and the relationship between the remuneration of its chief officers and that of other employees who were not chief officers.

### **Budget Report 2024/25**

The Financial Strategy encompassed: the Medium Term Financial Strategy (MTFS), the Capital Strategy, the Reserves Strategy, and the Treasury Management Strategy.

The Authority considered and approved a report of the Treasurer that presented a Net budget requirement for 2024/25 of £75.2m. The Authority considered and approved council tax options for 2024/25 which met the requirements to a deliver a balanced budget, taking into account the current economic climate and the commitments of the Service, and determined a 2.99% (5 pence per week) increase resulting in a council tax of £84.73 for a Band D property.

### **Fire Protection Reports**

Members received a report that summarised Lancashire Fire and Rescue Service prosecutions pertaining to fire safety offences under the Regulatory Reform (Fire Safety Order) 2005. There were currently four cases in the judicial system for offences and one set for trial in July 2024, one set for sentencing in January 2024 and two were set for plea hearings in February 2024.

Given the rapidly evolving regulatory change in building fire safety, an update on Fire Protection and Business Support was also provided, detailing how the Service was adapting delivery whilst developing its workforce, to ensure that it kept pace with the changes and improved public and firefighter safety within the built environment.

Protection teams continued to investigate and build files in relation to further cases where offences were believed to have been committed, which involved a number of types of premises. The LFRS Protection Department was also supporting a joint enforcement case

with a local authority, Health & Safety Executive and Lancashire Constabulary regarding a complex converted mill.

Members noted that during the 23/24 performance year to end December 2023, there had been 2,517 business fire safety checks delivered. Around 275 had led to unsatisfactory outcomes and were triaged by Fire Protection teams during the period with both informal and formal enforcement taken.

The new Building Safety Act came into force on 1 October 2023, requiring Responsible Persons of High-Rise buildings to register their building with the Building Safety Regulator (BSR). LFRS operated as part of the Northwest Region to support the Building Safety Regulator (the Health and Safety Executive) and had implemented a dedicated role within its Protection team.

Members also noted arson risk reduction included one case with one defendant, who was also the occupier, following a guilty plea to 'arson with reckless' was sentenced to 32 months imprisonment.

### **Operational Incidents of Interest**

The Authority received a report that provided information relating to operational incidents of note since the last meeting. As this had been a very busy operational period, the report detailed only the larger deployments or more complex incidents. Full details of the following incidents were provided in the report:

- Waste fire within former power station in Lancaster.
- Fatal road traffic collision in Down Holland.
- Person rescued from Blackpool building fire.
- Explosion involving domestic properties in Blackburn.
- Road traffic collision with car on fire in Lytham.
- Male trapped under wagon in Altham.
- Firefighters rescue casualties from Blackpool domestic building fire.

DAVID O'TOOLE  
Chair

LFRS  
Fulwood



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

### 1. By County Councillor Ali:

In recent months Care Quality Commission-registered Care companies providing services in Lancashire have recruited workers from abroad. Councillors have received very concerning reports of workers being exploited by some of these companies with low pay and poor working conditions, and being reliant on food banks to survive.

This Council asks the Chief Executive to:

- (i) Write to the Chief Constable to express our concern about these practices and ask him to reassure Council that reports of such practices are treated as a priority and investigated.
- (ii) Arrange a meeting with relevant agencies, including the Pan Lancashire Antislavery Partnership and the Care Quality Commission, and representatives of all political groups on the council to discuss the concerns of councillors in Lancashire and how modern slavery is being tackled.

### 2. By County Councillor Yates:

#### Sanitary Bins for Male Toilets

This Council notes that three to six million people in the UK experience urinary incontinence. This is often seen as a women's issue, but it is time to break the silence around male incontinence.

1 in 25 men aged over forty will experience some form of urinary leakage every year and 1 in 20 men aged sixty or over will experience bowel incontinence. As many as 69% of men may experience urinary incontinence following surgery for prostate cancer, the most common cancer in men.

Men who need to dispose of their sanitary waste often have no direct access to a sanitary bin in male toilets and are often forced to carry their own waste in a bag.

This Council believes that men should be able to dispose of incontinence products hygienically, safely, easily and with dignity wherever they go, and that men who need to dispose of their sanitary waste should have direct access to a sanitary bin in male toilets.

This Council resolves:

- (i) To support Prostate Cancer UK's 'Boys need Bins' campaign and ask the Leader of the Council to write on behalf of the Council to our local MPs seeking their support for this campaign and Prostate Cancer UK's request for Government to update any necessary regulations to ensure that 'suitable means for the disposal of sanitary dressings' is provided in all toilets.
- (ii) That Lancashire County Council should introduce the provision of sanitary bins in all county council male toilets in both public and in council buildings.

- (iii) To encourage other providers of public and workplace toilets in our area to make male sanitary bins available in their facilities.

### **3. By County Councillor Parr:**

#### Improving Women's Health

Genitourinary Syndrome of Menopause (GSM) causes a change in the microbiome of the vagina from good bacteria and lactobacilli to pathogenic ones. This is the primary cause of Urinary Tract Infections (UTI's) in older women. UTIs cause pain, irritation, and incontinence to many thousands of older women in Lancashire. Many are so affected that they require hospital admission, and some die through UTI related sepsis.

In the last 5 years, almost 40,000 women in Lancashire were hospitalised with UTI's. Many more go to their GPs, and many others suffer in silence. The current advice is to tell women to increase hydration, washing and finally to have antibiotics, which have some success, albeit temporary, in dealing with the condition. This comes with the ever-present risk of making the infection antibiotic resistant.

For the majority of women, the use of vaginal oestrogen is a highly successful treatment and can be applied in a variety of ways. Unfortunately, its efficacy is not well signposted by the medical profession, perhaps because until this year training on the menopause was not compulsory in medical schools.

This council requests that the Chief Executive writes to the Health Secretary and the Shadow

- All leaflets and online information on this subject are updated advising sufferers that vaginal oestrogen is available and effective, and removing other out of date advice.
- All GPs are made aware of the treatment and encouraged to prescribe it.
- All GPs make a discrete record of the incidence of UTIs in their patients, and the effectiveness of prescribed treatment.

This council also requests that the Chief Executive:

- Contacts the management of care homes within Lancashire and advises them of this treatment.
- Arranges training for all social workers and supporting staff to ensure that they are aware of this treatment when assessing people for social care and updating their care plans.

### **4. By County Councillor Dowding:**

#### **Lancashire County Council notes:**

The Eden Morecambe Project is widely recognised to have a potential hugely beneficial impact on the local economy, across Lancashire and the North more widely - creating jobs, skills, training and supply chains in the green economy. The plans are now moving forward at pace.



Meanwhile the announcement last month that Lancashire will receive a huge funding boost of £494m over 7 years from 2025 to transform transport across the County offers the opportunity to guarantee that Eden Morecambe as a state of the art sustainable visitor attraction is supported by an efficient, reliable, quality low carbon transport system, to and within Morecambe as a visitor destination. Additional funding for transport attached to the devolution proposal for a new Combined County Authority will enhance the sustainable transport offer even further.

**The County Council therefore resolves:**

Subject to government guidance on the use of the funding, to strive to ensure that investment is prioritised in:

- Public transport options including electrification of the Lancaster - Morecambe - Heysham rail line/or battery alternatives.
- Active travel infrastructure for walking, wheeling and cycling including pedestrianisation/reduced traffic flows in streets of high areas of footfall.
- Reducing on street parking in residential areas to avoid disruption to residents.
- Infrastructure for public transport and cycling and walking in Lancaster city centre in order to maximize the public realm benefits across the whole Lancaster district while fulfilling the spirit of the County's obligations within the Development Consent Order attached to the opening of the Bay Gateway to Morecambe.



# Agenda Item 14

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

Document is Restricted



# Appendix A

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

Document is Restricted



# Appendix B

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

Document is Restricted

