

## **Full Council**

Thursday, 28th February, 2019 at 1.00 pm in the Council Chamber, County Hall, Preston

## **Agenda**

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  4. **Confirmation of the Minutes from the Meetings held on 13 December 2018 and 14 February 2019** (Pages 3 - 28)
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  6. **The Localism Act 2011 - Pay Policy Statement 2019/20**  
(Pages 53 - 84)
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  8. **Development Control Committee - Public Participation**  
(Pages 87 - 96)
  9. **Re-appointment of Lancashire Local Pension Board Chair**  
(Pages 97 - 100)
  10. **Urgent Business**

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

**B. Matters for Information**

11. **Report of the Cabinet (Part B)** (Pages 101 - 110)

12. **Report of County Council Committees**

To receive reports from:

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(b) **The Employment Committee** (Pages 115 - 120)

(c) **The Pension Fund Committee** (Pages 121 - 130)

(d) **The Overview and Scrutiny Committees** (Pages 131 - 140)

(e) **The Lancashire Health and Wellbeing Board** (Pages 141 - 146)

13. **Report of the Lancashire Combined Fire Authority** (Pages 147 - 150)

**C. Notices of Motion**

14. **To consider the Notices of Motion submitted under Standing Order B36** (Pages 151 - 156)

Angie Ridgwell  
Chief Executive and  
Director of Resources

County Hall  
Preston

29 March 2019

# Agenda Item 3

## Questions submitted under Standing Order B28

No.	To be asked by:	Question:	For answer by (Cabinet Member):
1.	CC Snape	Despite the fact that the Ormskirk to Preston train line has been identified as the worst service in the country for cancelled and late trains, which clearly demonstrates why we need to bring the train service under public control, would the Cabinet Member for Highways and Transport work with us on a cross party basis to establish a new train station at Midge Hall in Leyland for the good of the local community.	CC Iddon
2.	CC Ali	Age UK has estimated that over <u>54,000</u> elderly people have died while waiting for social care since the government promised to deliver a Green Paper on reform in March 2017. Since the Green Paper was announced, 626,701 people have been refused care by their local authorities with 7,240 using their savings to pay for care. Could the Cabinet Member for Adult Services please tell the Council how many people in Lancashire have been refused care since 2017, and how many have lost their lives due to the government's incompetence?	CC Gooch
3.	CC Greenall	West Lancashire Borough Council recently published its Local Plan Review Preferred Options document, which contains proposals to build almost 16,000 dwellings in West Lancashire. Given that Lancashire County Council supports the broad quantum and location of the proposed growth, but acknowledges it will need to be supported by appropriate levels of transport infrastructure and associated services, can the Cabinet Member for Highways and Transport please advise what type of transport infrastructure will be offered to the people of West Lancashire East, given they already encounter serious problems with traffic congestion in the areas where the construction of over 6,000 dwellings is proposed?	CC Iddon



# Agenda Item 4

## Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston, on Thursday, 13th December, 2018

### Present:

County Councillor Anne Cheetham (Chairman)

### County Councillors

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

## 1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Munsif Dad, Paul Greenall, Andrea Kay, Sobia Malik, Jean Parr, and Jenny Purcell.

## Announcements

### *Deaths*

The Chairman reported the recent sad death of former County Councillor David Watts, who passed away on 17 November 2018.

The Council stood in silent tribute.

### *Recognitions*

- Services for Adults with Disabilities

The County Council is now in a position where its full range of registered care services run for adults with disabilities are all now rated either 'Good' or 'Outstanding', well above the national England average of around 80% in these categories and nearer to 75% in the North West and in Lancashire.

Nicola Clear, Head of Disability Services; Julia Allen, County Manager, Disability Service; Julie Ray, Disability Officer; and Kellie Anne Buczynski, Disability Officer were present at Full Council and were congratulated on this achievement.

- Lancashire Archives Volunteering

Ancestors at Sea - the Lancashire Archives Crew List Project was the winner of the National Archive Volunteering Award for 2018.

Jacque Crosby, Archives Service Manager; Alison Ferguson, Archive Assistant; Nigel Barker, Volunteer; Sue Bromley, Volunteer and Stephen Benson, Volunteer (and President of the National Federation of Family History Societies) were present at Full Council and were congratulated on this achievement.

- Coroner's Support Service

Janet Mather, Coroner's Service Support Manager, was a finalist in the leadership excellence category of the Guardian Public Service Awards 2018.

Janet Mather, Coroner's Service Support Manager; and Dr James Adeley, HM Senior Coroner, Lancashire and Blackburn with Darwen, were present at Full Council and Janet Mather was congratulated on this achievement.

- Rossendale Youth Council

At the invitation of the Chairman, County Councillor Phillippa Williamson, Lead Member for Young People, informed Full Council of the recent 'Diana Award', in memory of the late Diana, Princess of Wales, presented to Rossendale Youth Council. Members of the Youth Council were unable to be present but had been presented with medals by the Leader of the County Council at a recent meeting of the Cabinet/Youth Council. Full Council congratulated the Youth Council on this achievement.

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

Name of Councillor	Agenda Item Number	Nature of Interest (non-pecuniary unless stated)
Margaret Pattison	NoM 1	Member of Development Control Committee
Kevin Ellard	NoM 1	Member of Development Control Committee
Carl Crompton	NoM 1	Member of Development Control Committee
Bernard Dawson	NoM 1	Member of Development Control Committee
Lorraine Beavers	5	Named in report
Nikki Hennessy	5	Named in report
Jenny Mein	NoM 1	Member of Development Control Committee
Azhar Ali	5	Named in report

## 3. Question Time

County Councillor Barrie Yates asked his question regarding the re-opening of libraries and the Cabinet Member for Community and Cultural Services replied.

In respect of Question 2, the Chairman advised Full Council that the question had been withdrawn.

## 4. Confirmation of the Minutes from the Meeting held on 18 October 2018

**Resolved:** - That the minutes of the meeting of Full Council held on 18 October 2018 be confirmed and signed by the Chairman.

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

County Councillor Alan Schofield presented a report setting out the conclusions of the independent auditor on the Neighbourhood Wellbeing Initiative Grants and in doing so moved that Full Council:

"Recognises that there was an alarming breakdown in the proper mechanisms for controlling the county council's expenditure and that the report by the independent auditors demonstrates what can happen if a county councillor adopts the roles of officers and those officers charged with the responsibility of ensuring financial probity at all time are then then unable to carry out their responsibilities effectively".

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

For (41)

A Atkinson	J Cooney	J Marsh	M Salter	A Vincent
P Britcliffe	G Driver	S Morris	A Schofield	C Wakeford
I Brown	J Eaton	E Nash	J Shedwick	G Wilkins
P Buckley	C Edwards	D O'Toole	D Smith	P Williamson
J Burrows	D Foxcroft	M Perks	A Snowden	B Yates
S Charles	A Gardiner	E Pope	D Stansfield	
A Cheetham	G Gooch	J Rear	P Steen	
S Clarke	M Green	P Rigby	C Towneley	
A Clempson	K Iddon	A Riggott	S Turner	

Against (26)

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

Abstain (8)

G Dowding	A Hosker	L Oades	J Sumner
P Hayhurst	D Howarth	J Potter	D Whipp

The motion was therefore CARRIED, and it was:

**Resolved:** - to recognise that there was an alarming breakdown in the proper mechanisms for controlling the county council's expenditure and that the report by the independent auditors demonstrates what can happen if a county councillor adopts the roles of officers and those officers charged with the responsibility of ensuring financial probity at all time are then unable to carry out their responsibilities effectively.

## 6. Report of the Political Governance Working Group

County Councillor David O'Toole moved a report setting out the recommendations of the Political Governance Working Group.

The following amendment was proposed by County Councillor Azhar Ali, seconded by County Councillor Lizzi Collinge:

- (i) Approve the following changes proposed by the Political Governance Working Group to the Constitution:



- (a) Full Council to start at 1pm
  - (b) A new standing order B36(6) to limit an individual County Councillor to submitting one notice of motion per meeting.
- (ii) Ask the Chief Executive to write to the Local Government Association inviting them to undertake a peer review of the Council's political governance.
  - (iii) Authorise the Director of Corporate Service to make any consequential changes to other parts of the constitution arising from these changes.

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

For (35)

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

Against (41)

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

The amendment was therefore LOST.

The following amendment was proposed by County Councillor David Howarth, seconded by County Councillor John Potter:

Delete Standing Order B38(3) and remove the time limits on debating resolutions.

On being put to the vote, the amendment was LOST.

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

Add a new clause within the constitution to create the right for members of the public and county councillors to present petitions at County Council Committee and Cabinet meetings.

On being put to the vote, the amendment was LOST.

The following amendment was proposed by County Councillor John Potter, seconded by County Councillor Gina Dowding:

Include a clause within the constitution enshrining the right of all county councillors to speak to agenda items at meetings of the Cabinet.

On being put to the vote, the amendment was LOST.

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

**Resolved: - To:**

- (i) Approve the changes proposed by the Political Governance Working Group to the Constitution, as set out in the report, now presented.
- (ii) Authorise the Director of Corporate Services to make any consequential changes to other parts of the Constitution arising from these changes.

## **7. Urgent Business**

There was no urgent business to be considered.

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

County Councillor Geoff Driver moved the report of the Cabinet from its meetings on 11 October 2018 and 8 November 2018.

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

## **9. Report of County Council Committees**

### **9(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 29 October 2018.

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

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

County Councillor Geoff Driver moved the report of the Employment Committee from its meetings on 23 October 2018 and 12 November 2018.

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

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

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

Children's Services Scrutiny Committee - 10 October 2018

External Scrutiny Committee - 16 October 2018

Health Scrutiny Committee - 6 November 2018

Internal Scrutiny Committee - 16 November 2018

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

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

County Councillor Shaun Turner moved the report of the Lancashire Health and Wellbeing Board from its meeting on 20 November 2018.

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

## **10. Notices of Motion**

### **1. It was moved by County Councillor John Fillis and seconded by County Councillor Julie Gibson that:**

Suspend Fracking in Lancashire

Following the earthquakes being identified around the Fracking site on Preston New Road, we call upon the Chief Executive and Director of Resources to write to the Prime Minister on behalf of Lancashire County Council requesting that:

- (i) Fracking on the Preston New Road site is suspended by order of the government.
- (ii) An independent inquiry investigates the earthquakes being recorded within the local area.
- (iii) Fracking is suspended in Lancashire until the independent inquiry publishes its findings.

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

Following the micro seismic events that have been detected around the Fracking site on Preston New Road, council expresses its appreciation for the highly detailed and professional monitoring of the exploration at Preston New Road by our officers and a number of specialist bodies that have made it the most closely supervised in Europe.

Council therefore requests the Chief Executive and Director of Resources to write to the Secretary of State requesting that the drilling company and the monitoring agencies continue all efforts to ensure the safety of everyone and to close down operations immediately should any part of the operation become unsafe.

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

For (40)

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

Against (34)

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

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

For (38)

T Ashton	S Clarke	K Iddon	P Rigby	C Towneley
A Atkinson	A Clempson	J Marsh	A Riggott	S Turner
P Britcliffe	J Cooney	S Morris	M Salter	A Vincent
I Brown	G Driver	E Nash	J Shedwick	C Wakeford
P Buckley	C Edwards	D O'Toole	D Smith	G Wilkins

J Burrows	A Gardiner	M Perks	A Snowden	P Williamson
S Charles	G Gooch	E Pope	D Stansfield	
A Cheetham	M Green	J Rear	P Steen	

Against (31)

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

Abstain (5)

C Crompton	D Foxcroft	B Yates
J Eaton	M Pattison	

The motion was CARRIED and it was therefore:

**Resolved: - That:**

Following the micro seismic events that have been detected around the Fracking site on Preston New Road, council expresses its appreciation for the highly detailed and professional monitoring of the exploration at Preston New Road by our officers and a number of specialist bodies that have made it the most closely supervised in Europe.

Council therefore requests the Chief Executive and Director of Resources to write to the Secretary of State requesting that the drilling company and the monitoring agencies continue all efforts to ensure the safety of everyone and to close down operations immediately should any part of the operation become unsafe.

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

**2. It was moved by County Councillor Ed Nash and seconded by County Councillor Tim Ashton that:**

Lancashire County Council believes in the absolute right of all citizens to peaceful and lawful protest.

However, recent unlawful protest actions carried out at Preston New Road in Fylde that have resulted in obstruction to the highway and significant disruption to traffic and the lawful business of residents give cause for concern.

In particular disquiet has been voiced that Lancashire Police are slow to remove obstructions to ensure the free flow of traffic and to remove those acting unlawfully.

In addition, Council notes that the Police action has so far cost over £3million and that this impacts negatively on the Police budget and thereby frontline policing in Lancashire.

This Council therefore:

- (i) Calls on the Chief Constable of Lancashire to ensure that adequate provision is made and necessary measures taken to minimise disruption.
- (ii) Requests that the Chief Executive writes to the Home Secretary to express this concern and requests that police action at this, and other similar protests, are funded by Central Government.

The following amendment was proposed by County Councillor Gina Dowding which was accepted as a friendly amendment by Councillor Ed Nash in accordance with Standing Order B42:

Lancashire County Council believes in the absolute right of all citizens to peaceful and lawful protest.

However, recent unlawful protest actions carried out at Preston New Road in Fylde that have resulted in obstruction to the highway and significant disruption to traffic and the lawful business of residents give cause for concern.

In particular disquiet has been voiced that Lancashire Police are slow to remove obstructions to ensure that free flow of traffic and to remove those acting unlawfully.

In addition, Council notes that the Police action has so far cost over £7million and that this impacts negatively on the Police budget and thereby frontline policing in Lancashire.

This Council therefore:

- (i) Calls on the Chief Constable of Lancashire to ensure that adequate provision is made and necessary measures taken to minimise disruption.
- (ii) Calls on the Chief Constable to ensure all police officers attending any protests are adequately and properly trained to give utmost priority to the health and safety of the public, protestors, and police officers themselves at all times.
- (iii) Requests that the Chief Executive writes to the Home Secretary to express this concern and requests that police action at this, and other similar protests, are funded by Central Government.

The following amendment was proposed by County Councillor Azhar Ali and seconded by County Councillor John Fillis:

Lancashire County Council believes in the absolute right of all citizens to peaceful and lawful protest.

However, recent unlawful protest actions carried out at Preston New Road in Fylde that have resulted in obstruction to the highway and significant disruption to traffic and the lawful business of residents give cause for concern.

In addition, Council notes that the Police action has so far cost over £7million and that this impacts negatively on the Police budget and thereby frontline policing in Lancashire.

This Council therefore:

- (i) Calls on the Chief Constable of Lancashire to ensure that adequate provision is made and necessary measures taken to minimise disruption.
- (ii) Requests that the Chief Executive writes to the Home Secretary Sajid Javid MP and the Prime Minister Theresa May MP to ask for a fairer funding deal for Lancashire Police in light of the government cuts which have led to over 800 police officers being lost off the streets of Lancashire and for the full costs of Policing 'fracking' sites to be covered by central government.

Following a period of debate, County Councillor Azhar Ali withdrew his amendment.

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

**Resolved:** - That:

Lancashire County Council believes in the absolute right of all citizens to peaceful and lawful protest.

However, recent unlawful protest actions carried out at Preston New Road in Fylde that have resulted in obstruction to the highway and significant disruption to traffic and the lawful business of residents give cause for concern.

In particular disquiet has been voiced that Lancashire Police are slow to remove obstructions to ensure that free flow of traffic and to remove those acting unlawfully.

In addition, Council notes that the Police action has so far cost over £7million and that this impacts negatively on the Police budget and thereby frontline policing in Lancashire.

This Council therefore:

- (i) Calls on the Chief Constable of Lancashire to ensure that adequate provision is made and necessary measures taken to minimise disruption.

- (ii) Calls on the Chief Constable to ensure all police officers attending any protests are adequately and properly trained to give utmost priority to the health and safety of the public, protestors, and police officers themselves at all times.
- (iii) Requests that the Chief Executive writes to the Home Secretary to express this concern and requests that police action at this, and other similar protests, are funded by Central Government.

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

In light of the wide-ranging opinions expressed about the Brexit deal achieved by the Prime Minister, and the far-reaching and long-term effects on the residents, communities, businesses and public sector organisations within Lancashire, Council resolves:

- To undertake and publish as quickly as possible a Brexit Impact Assessment of the current deal on the economy, environment, and health of individuals and communities in Lancashire.
- To write to Lancashire's MPs and the Brexit Secretary asking them to support proposals to give the people of Lancashire a final say on whether to accept or reject the deal.

The following amendment was proposed by County Councillor Julie Gibson and seconded by County Councillor John Fillis:

In light of the wide-ranging opinions expressed about the Brexit deal achieved by the Prime Minister, and the far-reaching and long-term effects on the residents, communities, businesses and public sector organisations within Lancashire, Council resolves:

- To establish a cross-party Cabinet Working Group, chaired by the Cabinet Member for Economic Development, Environment and Planning. This group will facilitate the development of a support strategy for Lancashire Businesses in their efforts to export and import to the EU, and internationally, in preparation for life after Brexit.

On being put to the vote, the amendment was LOST.

The substantive motion was then put to the vote and was LOST.

Angie Ridgwell  
Chief Executive and Director  
of Resources

County Hall  
Preston



## **Minutes**

At a meeting of the Full Council held at Council Chamber, County Hall, Preston,  
on Thursday, 14th February, 2019

### **Present:**

County Councillor Anne Cheetham (Chairman)

### **County Councillors**

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

## 1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Jenny Purcell and Matthew Tomlinson.

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

The Full Council was notified that Members had been invited to make declarations of pecuniary and non-pecuniary interests in matters on the agenda in accordance with the County Council's Code of Conduct for Members. The following interests were declared:

Name of Councillor	Agenda Item Number	Nature of Interest (non-pecuniary unless stated)
D Howarth	4.	Member of South Ribble Borough Council Member of Penwortham Town Council
J Potter	4.	Member of Preston City Council
D Whipp	4.	Member of Pendle Borough Council Member of Barnoldswick Town Council

## 3. Report of the Cabinet (Part A) - Lancashire County Council's Corporate Strategy

County Councillor Geoff Driver, Leader of the County Council, moved a report setting out the recommendations of the Cabinet in respect of the County Council's Corporate Strategy.

**Resolved:** - That:

- (i) The adoption of the county council's corporate strategy entitled 'Our Vision for Lancashire' as set out in the report, now presented, be approved;
- (ii) The set of accompanying high level key performance metrics as set out in the report, now presented, be approved and that the intention to engage scrutiny in their ongoing development be noted.

## 4. Revenue Budget 2019/20 and Financial Strategy 2019/20 to 2022/23; Capital Delivery Programme 2019/20; Council Tax and Precept 2019/20; Treasury Management Strategy and Non-Treasury Investment Strategy 2019/20

County Councillor Geoff Driver, Leader of the County Council, moved the report of the Cabinet from its meeting on 7 February 2019 regarding the:

- Revenue Budget 2019/20 and Financial Strategy 2019/20 to 2022/23;
- Capital Delivery Programme 2019/20;
- Council Tax and Precept 2019/20;

together with the report of the Audit, Risk and Governance Committee from its meeting on 28 January 2019, regarding the Treasury Management Strategy and Non-Treasury Investment Strategy 2019/20.

The motion was seconded by County Councillor Albert Atkinson, Deputy Leader of the County Council.

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

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

Following a period of debate, a recorded vote on the Amendment was taken. The names of those Members who voted for or against the Amendment, and those who abstained, are set out below:

For (32)

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

Against (44)

A Atkinson	J Cooney	A Kay	M Salter	C Wakeford
M Barron	G Driver	J Marsh	A Schofield	G Wilkins
P Britcliffe	J Eaton	S Morris	J Shedwick	P Williamson
I Brown	C Edwards	E Nash	D Smith	B Yates
P Buckley	D Foxcroft	D O'Toole	A Snowden	
J Burrows	A Gardiner	M Perks	D Stansfield	
S Charles	G Gooch	E Pope	P Steen	
A Cheetham	M Green	J Rear	C Towneley	
S Clarke	P Greenall	P Rigby	S Turner	
A Clempson	K Iddon	A Riggott	A Vincent	

Abstain (4)

D Howarth	J Potter	J Sumner	D Whipp
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The Labour Group's amendment was therefore LOST.

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

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

Following a period of debate, a recorded vote on the Amendment was taken. The names of Members who voted for or against the Amendment, and those who abstained, are set out below:

For (4)

D Howarth	J Potter	J Sumner	D Whipp
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Against (45)

A Atkinson	A Clempson	P Greenall	E Pope	D Stansfield
M Barron	J Cooney	P Hayhurst	J Rear	P Steen
P Britcliffe	G Driver	K Iddon	P Rigby	C Towneley
I Brown	J Eaton	A Kay	A Riggott	S Turner
P Buckley	C Edwards	J Marsh	M Salter	A Vincent
J Burrows	D Foxcroft	S Morris	A Schofield	C Wakeford
S Charles	A Gardiner	E Nash	J Shedwick	G Wilkins
A Cheetham	G Gooch	D O'Toole	D Smith	P Williamson
S Clarke	M Green	L Oades	A Snowden	B Yates

Abstain (30)

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

The Liberal Democrat Group's amendment was therefore LOST.

The following amendment to the Capital Delivery Programme 2019/20 was proposed by County Councillor Kim Snape and seconded by County Councillor Julia Berry:

Proposed additions to the capital programme:

	£m
Feasibility Study - Midgehall Railway Station	0.050
Feasibility Study - Back on Track (Fleetwood)	0.050
Feasibility Study - Coppull Railway Station	0.050

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

Following a period of debate, a recorded vote on the Amendment was taken. The names of Members who voted for or against the Amendment, and those who abstained, are set out below:

For (36)

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

Against (43)

A Atkinson	J Cooney	K Iddon	P Rigby	C Towneley
M Barron	G Driver	A Kay	A Riggott	S Turner
P Britcliffe	J Eaton	J Marsh	M Salter	A Vincent
I Brown	C Edwards	S Morris	A Schofield	C Wakeford
P Buckley	D Foxcroft	E Nash	J Shedwick	G Wilkins
J Burrows	A Gardiner	D O'Toole	D Smith	P Williamson
S Charles	G Gooch	L Oades	A Snowden	B Yates
A Cheetham	M Green	E Pope	D Stansfield	
A Clempson	P Hayhurst	J Rear	P Steen	

Abstentions (0)

The Amendment was therefore LOST.

The following amendment to the Capital Delivery Programme 2019/20 was proposed by County Councillor John Fillis and seconded by County Councillor Gillian Oliver:

Proposed addition to the capital programme:

£m

Residents Parking Schemes

0.250

The addition to the capital programme to be funded from the transitional reserve.

Following a period of debate, a recorded vote on the Amendment was taken. The names of Members who voted for or against the Amendment, and those who abstained, are set out below:

For (35)

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

Against (43)

A Atkinson	A Clempson	P Hayhurst	P Rigby	C Towneley
M Barron	J Cooney	K Iddon	A Riggott	S Turner
P Britcliffe	G Driver	A Kay	M Salter	A Vincent
I Brown	J Eaton	J Marsh	A Schofield	C Wakeford
P Buckley	C Edwards	S Morris	J Shedwick	G Wilkins
J Burrows	D Foxcroft	E Nash	D Smith	P Williamson
S Charles	A Gardiner	D O'Toole	A Snowden	B Yates
A Cheetham	G Gooch	E Pope	D Stansfield	
S Clarke	M Green	J Rear	P Steen	

Abstentions (0)

The Amendment was therefore LOST.

The following amendment to the Capital Delivery Programme 2019/20 was proposed by County Councillor Erica Lewis and seconded by County Councillor Yousuf Motala:

Proposed addition to the capital programme:

£m

Gully Cleaning Smart Sensors

0.250

The addition to the capital programme to be funded from the transitional reserve.

Following a period of debate, a recorded vote on the Amendment was taken. The names of Members who voted for or against the Amendment, and those who abstained, are set out below:

For (30)

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

Against (44)

A Atkinson	A Clempson	P Hayhurst	J Rear	P Steen
M Barron	J Cooney	K Iddon	P Rigby	C Towneley
P Britcliffe	G Driver	A Kay	A Riggott	S Turner
I Brown	J Eaton	J Marsh	M Salter	A Vincent
P Buckley	C Edwards	S Morris	A Schofield	C Wakeford
J Burrows	D Foxcroft	E Nash	J Shedwick	G Wilkins
S Charles	A Gardiner	D O'Toole	D Smith	P Williamson
A Cheetham	G Gooch	L Oades	A Snowden	B Yates
S Clarke	M Green	E Pope	D Stansfield	

Abstain (5)

P Greenall	D Howarth	J Potter	J Sumner	D Whipp
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The Amendment was therefore LOST.

The following amendment to the Capital Delivery Programme 2019/20 was proposed by County Councillor Azhar Ali and seconded by County Councillor Miles Parkinson:

Proposed additions to the capital programme

	£m
Provide a full business case for the M65/Pendle village bypass and request the DFT and TFN to match fund jointly	0.250
Provide a full business case to connect Rossendale to Greater Manchester by rail. Match funding to be sought from DFT & TFN.	0.250

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

During consideration of this item, County Councillor Anne Cheetham declared a pecuniary interest as a Director of the East Lancashire Railway and vacated the

Chair. County Councillor Paul Rigby, Vice-Chairman of the County Council, took the Chair and presided for the consideration of this item only.

Following a period of debate, a recorded vote on the Amendment was taken. The names of Members who voted for or against the Amendment, and those who abstained, are set out below:

For (30)

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

Against (45)

A Atkinson	J Cooney	P Greenall	E Pope	D Stansfield
M Barron	G Dowding	P Hayhurst	J Rear	P Steen
P Britcliffe	G Driver	K Iddon	P Rigby	C Towneley
I Brown	J Eaton	A Kay	A Riggott	S Turner
P Buckley	C Edwards	J Marsh	M Salter	A Vincent
J Burrows	D Foxcroft	S Morris	A Schofield	C Wakeford
S Charles	A Gardiner	E Nash	J Shedwick	G Wilkins
S Clarke	G Gooch	D O'Toole	D Smith	P Williamson
A Clempson	M Green	L Oades	A Snowden	B Yates

Abstentions (0)

The Amendment was therefore LOST.

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

- Revenue Budget 2019/20 and Financial Strategy 2019/20 to 2022/23;
- Capital Delivery Programme 2019/20;
- Council Tax and Precept 2019/20;

together with the recommendations of the Audit, Risk and Governance Committee regarding the Treasury Management Strategy and Non-Treasury Investment Strategy 2019/20.

A recorded vote was taken and the names of Members who voted for or against the Motion, and those who abstained, are set out below:



For (42)

A Atkinson	A Clempson	K Iddon	A Riggott	S Turner
M Barron	J Cooney	A Kay	M Salter	A Vincent
P Britcliffe	G Driver	J Marsh	A Schofield	C Wakeford
I Brown	J Eaton	S Morris	J Shedwick	G Wilkins
P Buckley	C Edwards	E Nash	D Smith	P Williamson
J Burrows	D Foxcroft	D O'Toole	A Snowden	B Yates
S Charles	A Gardiner	E Pope	D Stansfield	
A Cheetham	G Gooch	J Rear	P Steen	
S Clarke	M Green	P Rigby	C Towneley	

Against (35)

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

Abstain (0)

The motion was CARRIED and it was:

**Resolved: -**

That the Cabinet's recommendations in respect of:

- The revenue budget for 2019/20 and financial strategy 2019/20 to 2022/23;
- The capital delivery programme for 2019/20;
- The council tax requirement and precept for 2019/20;

and the Audit, Risk and Governance Committee's recommendations on the Treasury Management Strategy and Non-Treasury Investment Strategy 2019/20,

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

## Annexes

### Annex 1 - Labour Group Amendment

#### Proposed additions to the revenue budget

	£m
Reinstatement of Waste – Household Waste Recycling Centre Service Provision (SC001)	0.367
Reinstatement of Integrated Transport Services - Provision of Bus Passes for Secondary Excluded, wherever possible (SC012)	0.000
Reinstatement of Home care for older adults and people with disabilities – promoting single-handed care (SC505)	0.307
Reinstatement of Older People Care Services – Day Services (SC514)	0.040
Reinstatement of Lancashire Wellbeing Service (SC610)	0.503
Reinstatement of Welfare Rights Service (SC608)	0.000
Reinstatement of Lancashire Break Time (SC119)	0.683
Reinstatement of Health Improvement Services (SC609)	0.337
Reinstatement of Home Improvement Services (SC611)	0.220
Provide additional funding for Community Transport (CMTY024)	0.087
Provide additional funding for winter gritting temporary routes	0.110
Reinstatement of Highways – Gully Emptying (SC029)	0.000
Reinstatement of Highways Network Regulation (Parking – on street pay and display) (SC034)	0.000
Non-recurrent County Nursery Schools Funding Reserve	1.000
<b>Total cost of proposed amendments:</b>	<b>3.654</b>

The amendments to be funded from the transitional reserve.

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

The proposals have been validated as being deliverable financially in 2019/20. In validating the proposals, I have been mindful that:

- There are no compensatory savings offered which will place a greater call on reserves in 2019/20 and increase the structural deficit in the budget.
- A number of the savings proposed for reinstatement having a larger financial impact in 2020/21 and beyond.

Over the term of the financial strategy, the proposals would further increase the structural funding gap by £10.568m to £57.984m in 2022/23.

The transitional reserve would be depleted more quickly, and would be exhausted during 2022/23.

## Annex 2 - Liberal Democrat Group Amendment

### (1) Proposed Additions to the Revenue Budget

	<b>Additional Cost of Proposals 19/20</b>
	<b>£m</b>
Reinstate funding for Household Waste Recycling Centres (SC001):	0.367
Reinstate funding for SEND Breaktime service (SC119):	0.683
Reinstate funding for Lancashire Wellbeing Service (SC610):	0.503
Reinstate funding for Welfare Rights Service (SC608) nil effect 19/20	.000
Reverse proposed on-street parking (SC034) saving £212k of investment across 2019/20 and 2020/21 from not implementing the proposal.	0.000
Provide funding for street light energy costs to allow more flexible policy on times of dimming in locations where there are community safety concerns:	0.500
Fund additional reactive maintenance to highway drainage, with delegation to districts where there is local capacity to carry out work (including drainage schemes in capital programme):	0.318
Fund set up costs of a Local Lancashire Lottery with the aim to generate funds to replace the funding lost to charitable and other organisations being cut through axing of LCC funding streams:	0.007
Fund six person team (part year) to market county council facilities and services to generate income (see savings):	0.200
<b>Total Cost of Proposed Amendments:</b>	<b><u>2.578</u></b>

## Financing the Proposed Additions to the Budget

	<b>Revenue Savings</b>
	<b>£m</b>
Reduction in costs of agency staff:	1.000
Additional net income from profitable use of county council's Physical assets (e.g. weddings at Wycoller), traded services and greater income generation from Outdoor Education facilities	1.000
Increase staff vacancy factor by a further ½%	1.643
Cease provision of Member Champion grants	0.050
Reduce Special Responsibility Allowance of Leader of County Council (with pro-rata adjustments to SRAs geared to that level) by 10% and cease SRAs for Member Champions:	0.062
<b>Total Revenue Savings:</b>	<b><u>3.755</u></b>

**Transfer to transitional reserve £1.177m**

## (2) Proposed Additions to the Capital Programme

ADD:

	<b>£m</b>
Additional funding to carry out road and pavement repairs:	15.000
Increase drainage maintenance budget:	1.282
Additional road repair funding in Pendle: (See deletion below)	1.700
<b>Total Additions to Capital Programme:</b>	<b><u>17.982</u></b>

### (3) Proposed Amendments to the Capital Programme

	£m
Delete M65 Junction 13 Eastern roundabout signalisation	1.700
(Funded from 2017/18 NPIF)	
<b>Total Reductions from Capital Programme:</b>	<b><u>1.700</u></b>

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

The proposals have been validated as being deliverable financially in 2019/20 and indeed marginally reduce the deficit in that year.

In validating the proposals, I have been mindful that:

- The additional £1m revenue saving proposed in respect of additional income and has not been subject to as rigorous a validation process as the income generating proposals contained within the budget report.
- The reduction of agency staff costs and increasing the vacancy factor would need to be very closely monitored to determine the impact on services with the risk that, in some areas, there could be a negative impact on service delivery.
- The increase of £16.282m in the Capital Programme will need to be funded from prudential borrowing with an estimated additional annual revenue cost of £1.1m in future years.
- A number of the savings proposed for reinstatement having a larger financial impact in 2020/21 and beyond.

Over the term of the financial strategy, the proposals would further increase the structural funding gap by £2.698m to £50.024m in 2022/23.

The Transition Reserve would be depleted more quickly, although would still be sufficient to manage though 2022/23.

Angie Ridgwell  
Chief Executive and Director  
of Resources

County Hall  
Preston

## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Head of Legal and Democratic Services

**Part A**

Electoral Division affected:  
None;

## Members' Allowance Scheme 2019/20

(Appendix 'A' refers)

Contact for further information:

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

### Executive Summary

This report sets out the proposed Members' Allowance Scheme for 2019/20.

### Recommendation

The Full Council is asked to consider the recommendations set out in the report and approve the 2019/20 Members' Allowance Scheme, as presented at Appendix 'A'.

### Background and Advice

The County Council is required to approve its Members' Allowance Scheme before the beginning of each financial year.

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the County Council to have regard to the recommendations of its Independent Remuneration Panel before making or amending the Members' Allowance Scheme.

As part of the council's 2019/20 budget considerations, the Cabinet at its meeting on 3 December 2018 agreed to recommend Full Council to approve the following changes to the 2019/20 Members' Allowance Scheme. The Full Council at its meeting on 14 February 2019 approved the recommendations in principle, subject to consultation with the Independent Remuneration Panel:

- The annual uprating of the Basic and Special Responsibility Allowances to be frozen in 2019/20.
- Cease the payment of subsistence allowances to Members and Co-opted members.

The Independent Remuneration Panel has considered and support the proposed changes to the 2019/20 Members' Allowance Scheme.

The Panel also considered a proposal to amend the Members' Allowance Scheme to reflect the long held position that Members are expected to use public transport and not claim mileage expenses for journeys made beyond Lancashire. The Panel noted that it is often cheaper to travel by public transport and the county council can benefit from discounts for advance booking where available. It was agreed that Full Council be recommended to amend the Scheme to prohibit Members and Co-opted members from using personal vehicles to travel beyond 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. If the Full Council is minded to approve this amendment, Members and Co-opted members could still elect to use their own vehicle for journeys beyond Lancashire, but they would only be able to claim the equivalent public transport cost unless the journey had been previously approved by the Cabinet Member with responsibility for Members Allowances. .

The proposed 2019/20 Members' Allowance Scheme, incorporating the above recommendations, is attached at Appendix 'A' for the consideration of Full Council. If Full Council is not minded to approve the above recommendations, the proposed Scheme at Appendix 'A' will have to be amended accordingly to include a 2% uprating of Basic and Special Responsibility Allowances as provided for in Section 13 of the Scheme and/or the continued entitlement to Subsistence Allowances and/or the continued payment of mileage expenses for journeys made beyond Lancashire.

### **Consultations**

The council's Independent Remuneration Panel.

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

No significant risks have been identified.



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

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A



## Lancashire County Council

### Members' Allowance Scheme

#### 1.0 Background

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

- 1.1 This Scheme shall have effect for the period 1 April 2019 to 31 March 2020 and subsequent years.
- 1.2 The County Council is required to convene a panel of independent persons, the Independent Remuneration Panel, and have regard to its recommendations on the allowances that are paid.
- 1.3 Each year the County Council has to publish details of its Scheme, and the amounts paid to each Councillor under the Scheme. The record is open to inspection by any local government elector for the County Council's area during normal working hours, and electors are entitled to make a copy of any part of the record.

#### 2.0 Scheme definitions

- 2.1 In this Scheme:

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

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

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

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

#### 3.0 Allowances General

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

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

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

#### **4.0 Basic Allowance**

- 4.1 Subject to paragraphs 9.0 and 10.0 below, a basic annual flat rate Allowance of £10,675 shall be paid to every Councillor. The amount of Basic Allowance is also shown in paragraph 1.1 of Schedule 'A' of this Scheme.

- 4.2 This Allowance is paid monthly and is intended to recognise the time commitment of all Councillors including such inevitable calls on their time as meetings with Council officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of Councillors' homes.

#### **5.0 Special Responsibility Allowance**

- 5.1 Subject to paragraphs 9.0 and 10.0 below, each Councillor or Co-opted member who holds a special responsibility as defined within the Regulations and specified within this Scheme, will receive a Special Responsibility Allowance as shown in Schedule 'B' of this Scheme.

- 5.2 Special Responsibility Allowances are paid monthly.

- 5.3 There is no statutory limit on the number of Special Responsibility Allowances which may be paid to a Councillor. However, the Council on the recommendation of its Independent Remuneration Panel has agreed that a Councillor may not receive more than one Special Responsibility Allowance.

#### **6.0 Dependants' Carers' Allowance**

- 6.1 Subject to paragraphs 6.2 and 6.3, a Dependants' Carers' Allowance may be claimed in respect of named children aged 16 or under or in respect of other named dependants where there is medical or social evidence that care is required.

- 6.2 Payment of Dependants' Carers' Allowance shall:

- (a) Be based on actual receipted expenditure subject to a maximum hourly rate and a maximum annual Allowance, as specified in paragraph 3 of Schedule 'A' of this Scheme.
- (b) Not be made where a Councillor already receives a carer's allowance from the Department for Works and Pensions.

- (c) Not be payable where the carer is a parent or is a member of the household.
- (d) Not be payable unless the carer has been cleared by the Disclosure and Barring Service.

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

## **7.0 Co-optees Allowance**

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

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

## **8.0 Travelling Allowances**

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

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

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

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

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

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

following the Director of Corporate Services being notified of a change of address.

## **9.0 Renunciation**

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

## **10.0 Adjustments to Entitlements in Year**

10.1 The provisions of this paragraph apply in relation to the entitlement of a Councillor to Allowances where, in the course of a year:

- (a) The scheme is amended.
- (b) A person becomes, or ceases to be, a Councillor.
- (c) A Councillor accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.
- (d) A Councillor is suspended or partially suspended from his/her responsibilities or duties as a Member of the County Council.

10.2 If, during the year, the Scheme is amended and this results in a change to a Councillor's entitlement to Special Responsibility Allowance and/or Basic Allowance, the actual entitlement shall be based on:

- (a) A proportion of the original annual Allowance based on the number of days up to the date of amendment plus
- (b) A proportion of the revised annual Allowance based on the number of days from the date of amendment.

10.3 When the term of office of a Councillor either begins and/or ends during the course of a year, the entitlement to Basic Allowance shall be based on the number of days in office during that year. Similar pro rata entitlements will apply in situations where Basic Allowance is amended under sub-paragraph 10.2 above.

10.4 Where, for a part of the year, a Councillor has such special responsibilities as specified in this Scheme, the entitlement to Special Responsibility Allowance shall be based on the number of days during that year that the Councillor has held such special responsibilities, such entitlement being pro rata to a full year. Similar pro rata entitlement will apply in situations where Special Responsibility Allowances have been amended under sub-paragraph 10.2 above.

10.5 Where a Councillor is suspended or partially suspended from his/her responsibilities or duties as a Member of the County Council in accordance with Part III of the Local Government Act 2000 (or Regulations made under that Part), the part of the Basic, Special Responsibility, Travel Allowances payable in respect of the period of suspension may be withheld by the County Council.

## **11. Submission of Claims**

11.1 Separately, individual claims for Dependants' Carers' Allowances and Travel shall be made on a monthly basis and shall be submitted to Democratic Services on or before the 4<sup>th</sup> day of each month. This applies especially to year end claims (i.e. claims for Allowances for duties performed up to and including 31 March each year). Claims submitted after 31 May for the preceding financial year will not be accepted.

11.2 Claims **must** be submitted via the electronic Members' Allowances System as soon as possible at the end of each month. Claims may be submitted by non-electronic means (by an agreed paper based method) only in exceptional circumstances approved by the Director of Corporate Services.

11.3 Claims **must** be submitted within two months of the period to which they relate or a payment will not be made unless it is approved by the Chief Executive, good cause having been shown by the member submitting the late claim.

11.4 Each claim shall provide details of the duties undertaken together with adequate supporting information in relation to claims for travel. Such information must include the Place and Time for both the start and finish of each claim.

11.5 Each claim shall be certified by the Councillor or Co-opted member that he/she has **actually and necessarily incurred** the expenditure claimed in the performance of Approved Duties as defined in Schedule 'D' and that he/she will not make any other claim in respect of that expenditure other than under this Scheme.

## **12.0 Payment of Allowances**

12.1 Payments of Basic Allowance and Special Responsibility Allowance shall be made monthly on the last working day of each month.

12.2 Claims for Travel and Dependants' Carers' Allowances which are received by Democratic Services on or before the 4<sup>th</sup> day of each month shall be paid on the last working day of that month.

12.2 The monthly amount payable in respect of the Basic Allowance and a Special Responsibility Allowance shall be one-twelfth of the annual allowance(s) specified in this Scheme and subject to paragraphs 9 and 10.0 above.

### **13. Scheme Amendments**

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

### **14. General Information**

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



**Lancashire County Council**  
**Members' Allowance Scheme**  
**Schedule 'A'**

**1.0 Basic Allowance**

1.1 An annual Basic Allowance of £10,675 is payable to each Councillor.

**2.0 Special Responsibility Allowance**

2.1 Based on an annual Special Responsibility Allowance total of £370,743 the actual individual Allowances are detailed in Schedule 'B'. The amounts quoted in Schedule 'B' are in respect of a full year term of office.

**3.0 Dependants'/Carers' Allowance**

3.1 Payment of a Dependants'/Carers' Allowance, as provided for in Paragraphs 6.1 to 6.3 of this Scheme, shall be based on actual receipted expenditure subject to a maximum hourly rate of £7.33. Total payments in any one year shall not exceed £1,535.

**4.0 Travelling Allowances**

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

**5.0 Chairman and Vice-Chairman of the County Council Allowances**

5.1 An annual Allowance of £16,007 is payable to the Chairman of the County Council and the Vice-Chairman shall receive an annual allowance of £8,004.

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

<b>Position</b>		<b>Amount £</b>	<b>% of Leader</b>
Leader		30,484	100.00
Deputy Leader		21,338	70.00
Cabinet Members	6@	16,766	55.00
Lead Members	5@	8,382	27.50
Champions	5@	5,335	17.50
Chairs	Overview & Scrutiny	7,620	25.00
	Corporate Parenting Board	7,620	25.00
	Development Control	7,620	25.00
	Pension Fund	7,620	25.00
	Regulatory	7,620	25.00
	Audit and Governance	7,620	25.00
	Corporate Complaints	7,620	25.00
	Lancs County Dev Ltd	7,620	25.00
Deputy Chairs	Overview & Scrutiny *	3,582	47.00
Majority Group	Secretary	4,573	15.00
	Whip	4,573	15.00
Largest Opposition Group	Leader	16,766	55.00
	Deputy Leader	8,382	27.50
	Secretary	3,048	10.00
	Whip	3,048	10.00

\* This is the % of the amount paid to a chair of Overview & Scrutiny Committees

## Lancashire County Council

### Members' Allowance Scheme

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

##### Travelling by Private Vehicle

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

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

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

##### Overnight Accommodation

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

In exceptional circumstances where it is not possible for the County Council to make a direct booking on behalf of a Councillor or Co-opted member, the actual receipted cost of accommodation, will be reimbursed to the Councillor or Co-opted member. Such reimbursement will be subject to a maximum allowance per night of £151.27 for London and £131.71 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 £73.05 will be provided to cover costs incurred on transport whilst actually abroad. An unused portion of this allowance must be returned to the County Council.

## **Lancashire County Council**

### **Members' Allowance Scheme**

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

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

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

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

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

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

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

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

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

## **Lancashire County Council**

### **Members' Allowance Scheme**

#### **Schedule 'E' – Supporting Guidance**

##### **Annex 1 – Contacts, Enquiries and Other General Matters**

If Councillors or Co-opted members:

- a) require help with the submission of claims for Allowances or wish to question any payment made to them, would they please contact Lisa Cook, Democratic Services on 01772 536552.
- b) wish to raise a point of principle or require clarification of the Members' Allowance Scheme, would they please contact Chris Mather, Democratic Services on 01772 533559.

##### **Cases of Uncertainty**

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

Any such matters should be raised with the Chief Executive by contacting Chris Mather, Democratic Services on 01772 533559.

##### **Attendance Record**

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

##### **Record of Payments**

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

## **Annex 2 - Travelling Allowances - Additional Guidance and Provision**

### **General**

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

### **Travel by public transport**

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

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

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

### **Travel by Private Vehicle**

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

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

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

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



## **Travel by Taxi**

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

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

## **Overnight Accommodation**

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

## **Travel Abroad**

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

## **Annex 3 – Taxation**

### **PAYE**

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

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

Tel: 0300 200 3300

Address:

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

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

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

## **Annex 4 - National Insurance**

### **General Liability for National Insurance Contributions**

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

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

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

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

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

### **Persons of Pensionable Age**

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

### **Married Women and Widows**

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

### **Dual Employment etc.**

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

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

## Annex 5 - Insurance Arrangements

### Liability Insurance

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

### Personal Accident Insurance

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

The benefits provided by this policy are as follows:

- a) For death or permanent total disablement, a lump sum of £200,000 (£7,500 if no dependants).
- b) For other permanent partial disablement(s) (e.g. loss of a finger) a lump sum percentage of £200,000 on a scale determined according to the severity of the injury.
- c) For temporary total or partial disablement, actual loss of net earnings up to a maximum of £200 per week for a maximum period of 104 weeks.
- d) In addition to the benefits outlined in paragraphs a), b) and c) above, the following benefits are provided whilst traveling abroad on County Council business:

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

### Notes

- i) There is no upper age limit on the policy
- ii) At the age of 75, the lump sum benefits for death and permanent total disablement are limited to a maximum of £30,000, or £7,500 in the event of death leaving no dependents. Benefits for permanent partial disablement and all temporary disablement cease to be payable at the age of 75.

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

### **Motor Vehicle Insurance**

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

## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Head of Legal and Democratic Services

**Part A**

Electoral Division affected:  
None;

## The Localism Act 2011 - Pay Policy Statement 2019/20

(Appendix 'A' refers)

Contact for further information:

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

### Executive Summary

This report sets out the county council's proposed 2019/20 Pay Policy Statement as required by the Localism Act 2011.

### Recommendation

The Full Council is asked to consider the recommendations of the Employment Committee and approve the 2019/20 Pay Policy Statement as set out at Appendix 'A'.

### Background and Advice

The Localism Act 2011 requires local authorities to prepare a pay policy statement each year. The pay policy statement must articulate the council's approach to the remuneration of chief officers on appointment, subsequent progression and any use of bonus or performance related pay. In preparing pay policy statements local authorities must have regard to any guidance issued or approved by the Secretary of State. In preparing this statement for 2019/20 regard has been had to Guidance issued by the Department for Communities and Local Government.

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

manner as the local authority sees fit which must include publication on the local authority's website.

The pay policy statement must set out the local authority's policies for the financial year relating to:

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

The statement must set out:

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

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

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

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

### **Updated Pay Policy Statement**

The Employment Committee considered the proposed 2019/20 Pay Policy Statement, including a new pay spine and the annual adjustment to the Foundation Living Wage, at its meeting on 11 February 2019, and agreed that the Full Council should be recommended to approve the Statement as presented at Appendix 'A'.

The Pay Policy Statement takes account of the recommendations within the Hutton Review of Fair Pay in the Public Sector (March 2011) that 'government should not cap pay across public services, but should require that from 2011/12 all public service organisations publish their top to median pay multiples each year to allow the public to hold them to account.' The Statement therefore sets out the council's aim that the pay multiple between the median FTE salary and that of the Chief Executive will not exceed 1:16.



The pay multiple between the 2018 median FTE salary and that of the Chief Executive and Director of Resources is 1:11.36, which represents a slight increase from the figure (1:11.18) reported in the last pay policy statement.

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

## **Consultations**

The proposed Pay Policy Statement for 2019/20 has been shared with the recognised trade unions at the Joint Negotiating and Consultative Forum.

## **Implications:**

This item has the following implications, as indicated:

## **Risk management**

The Full Council is under a statutory duty to agree an annual Pay Policy Statement and this function cannot be delegated.

## **Financial**

There are no direct financial implications arising from the adoption of the Pay Policy Statement.

## **Local Government (Access to Information) Act 1985**

### **List of Background Papers**

Paper	Date	Contact/Tel
Openness and accountability in local pay: Guidance under section 40 of the Localism Act	February 2012	Katie Dunne (01772) 535787
Openness and accountability in local pay: Guidance under section 40 of the Localism Act (Supplementary Guidance)	February 2013	Katie Dunne (01772) 535787

Reason for inclusion in Part II, if appropriate

N/A



# Annual Pay Policy Statement 2019/20

(The Localism Act 2011)

## Introduction

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

The following pay policy statement has been approved by Full Council and will come into effect from 1 April 2019. This annual pay policy statement will be subject to annual review and approval by Full Council by 31 March each year. In exceptional circumstances the statement may be reviewed/amended mid-year by the Full Council.

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

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

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

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

### 1. The Council's Pay and Grading Structure

1.1 Section 112 of the Local Government Act 1972 provides that a local authority shall appoint such officers as they think fit for the proper discharge of their functions. Officers so appointed shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the local authority thinks fit.

1.2 In determining the pay and remuneration of all of its employees, the council will comply with all relevant employment legislation. The council will ensure that there is no pay discrimination within its pay and grading structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

- 1.3 The remuneration of the vast majority of employees of the council, other than those employee groups set out below, is in accordance with an objectively evaluated grade profile or job description as determined under the council's job evaluation scheme. The evaluated score for the grade profile/job description will determine the grading level paid within a locally agreed pay spine (the Lancashire Pay Spine (see Annex 1). The council presently use the Local Government Single Status Job Evaluation Scheme (the NJC scheme) to evaluate posts up to Grade 6 on the Lancashire Pay Spine and the Hay Group Job Evaluation Scheme for other managerial and professional grades.
- 1.4 The following employee groups are not presently paid in accordance with an evaluated grade profile/job description determined by the council, unless employees have subsequently been appointed to a post that is paid in accordance with the Lancashire Pay Spine, and instead nationally or locally determined rates apply:
- Employees whose pay and conditions are determined by the Soulbury Committee;
  - Employees whose pay and conditions of service are determined by the Joint Negotiating Committee for Youth and Community Workers;
  - Employees who have transferred from the NHS to the council following a TUPE or statutory transfer;
  - Employees who have retained terms and conditions of employment from other employers following a TUPE transfer to the council.
- 1.5 The council presently adopts the national pay bargaining arrangements in respect of the revision of pay spines through any agreed annual pay increases negotiated with joint trade unions. Changes to the National Joint Council (NJC) for Local Government Services ('Green Book') pay agreement will introduce a new National Pay Spine (NPS) with effect from 1 April 2019, which the council is required to apply and incorporate into its contracts of employment for the vast majority of employees who are subject to NJC conditions of service. The council has therefore been required to make changes to the Lancashire Pay Spine, provided at Annex 1, in order to implement the pay agreement and to assimilate affected staff onto the new National Pay Spine points with effect from 1 April 2019.
- 1.6 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates. The enhancements to pay and allowances/expenses payable as determined from time to time are provided at Annex 2 (Payable Enhancements) and Annex 3 (Allowances and Expenses) respectively.
- 1.7 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers have discretion to offer a higher scale point to secure the best candidate.

- 1.8 Progression within each grade will normally be by annual increment at 1 April each year subject to the maximum of the grade. However, heads of service have discretion to advance an individual employee's incremental progression within the grade on the grounds of special merit or ability to assist in the retention of able professional or other staff.
- 1.9 Any temporary supplement to the salary scale for the grade for taking on additional duties or responsibilities must be approved in accordance with the council's agreed policy relating to honoraria payments and acting up allowances.
- 1.10 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

## **2. Chief Officer Remuneration**

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

- 2.3 The council's pay and grading structure is as approved by Full Council. The grade profile/job description of each chief officer post has been objectively evaluated using a recognised job evaluation scheme (the Hay Group Job Evaluation Scheme). The evaluated score of the grade profile/job description will determine the grading level paid within the Lancashire Pay Spine. Salary packages take account of such factors as the requirements of the job, the relative size of the organisation, local and national market rates and the relationship with other posts within the grading structure.
- 2.4 Details of chief officers' basic salaries are set out below (salaries are as applicable at 1 April 2019). A structure chart identifying all posts covered by the statutory definition of chief officer posts is provided at Annex 4. The structure chart includes a post of Director of Programmes and Project Management that has been disestablished but has a permanent post holder undertaking the role until 16 April 2019.

### **Chief Executive**

The current basic salary package of the post of Chief Executive and Director of Resources/Head of Paid Service is £211,023 per annum, a single, spot salary (SCP 90).

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

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

### **Executive Directors**

The current basic salary package for posts designated as Executive Director fall within a range of five incremental points between £126,173 (SCP 85) rising to a maximum of £137,123 (SCP 89).

The post of Executive Director of Education and Children's Services attracts a market supplement of £25,566 per annum, which is paid in addition to the salary for an Executive Director graded post.

### **Director Grades**

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

- Director Grade 1 (D1) - £82,880 (SCP 70) rising to £90,973 (SCP 74)
- Director Grade 2 (D2) - £92,775 (SCP 75) rising to £100,871 (SCP 79)

- Director Grade 3 (D3) - £111,439 (SCP 80) rising to £122,052 (SCP 84)

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

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

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

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

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

#### 2.7 Other Remuneration Elements

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

- A lease car. The current maximum contribution by the county council, based on the annual rental payable for any vehicle, is £6,000 (£6,500 for the Chief Executive and Director of Resources); or,
- As an alternative to a lease car, or where engaged on a contract for less than three years, a chief officer may opt to receive a cash equivalent sum of £5,300 per annum (as at 1 April 2019) (this sum is subject to annual review);
- The council operates a policy of reimbursing the membership fees incurred by a chief officer in relation to membership of a professional body;
- Official business mileage undertaken by chief officers is reimbursed at the prevailing advisory rate set by HMRC in relation to company cars. This rate is calculated on the basis that it does not include any taxable profit and no National Insurance Contribution liability as the rate is intended to reflect actual fuel costs.
- Other allowances and expenses which chief officers may claim are as set out within the list provided at Annex 3 (Allowances and Expenses). The allowances and expenses which may be claimed are as applicable to other employees of the council.
- Chief officers are not permitted to claim any payable enhancements as documented at Annex 2 (for example, planned overtime payments or enhancements for weekend working).



2.7.2 To meet specific operational requirements it may be necessary in exceptional circumstances for an individual to temporarily take on additional duties or responsibilities. Where this is necessary and justified a temporary supplement to the salary scale for the grade must be approved in accordance with the council's agreed policy relating to honoraria payments and acting up allowances.

## 2.8 Performance Related Pay/Bonus Scheme

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

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

## 2.9 Recruitment of Chief Officers

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

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

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

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

The maximum amount payable under the relocation scheme is £7,177 net of VAT (as at 1 April 2018) plus an additional discretionary element of £2,000 is payable in exceptional circumstances. The Employment Committee has further discretion to agree to relocation allowances outside the provisions of the relocation scheme where they consider this to be reasonable and appropriate.

- 2.9.5 Where the council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through an appropriate procurement process ensuring that the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In making such assessments it should be noted that in respect of such engagements the council is not required to make either pension or national insurance contributions for such individuals. The posts of Director of Growth, Environment and Planning, and Director of Highways and Transport, are currently being covered by interims on this basis, pending a permanent appointment being made to both roles. If an interim worker uses an intermediary personal service company the council is responsible for assessing their tax and national insurance liability under the IR35 rules, alongside deducting and paying the correct tax.

## 2.10 Payments on Termination of Employment

- 2.10.1 The council's policies in relation to redundancy payments and early retirement are set out respectively within its Employer Discretions Policy, Redundancy Payments Scheme, Early Retirement and Business Efficiency (Early Retirement) Policies. The council's policy in relation to payments on termination is as summarised below:

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

Under Regulation 31 of the Local Government Pension Scheme Regulations 2013, the Council may award additional pension of not more than £6,822 a year (as at 1 April 2018) in exceptional and justifiable circumstances.

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

2.10.3 Any other forms of severance payment falling outside these provisions must be authorised by or on behalf of the Full Council.

#### 2.11 Tax Avoidance Measures

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

### **3. Lowest Paid Employees**

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

3.2 With effect from 1 April 2014 the council became a Foundation Living Wage employer. From 1 April 2019 all employees will be paid a minimum of £9.00 per hour, which is the equivalent of £17,364 per annum. (This excludes staff in schools, as the decision as to whether to adopt the Foundation Living Wage sits with the individual Governing Body of each school). The council has committed to adjusting its Foundation Living Wage rate within six months of the national rate being updated, subject to Full Council approval.

3.3 As at 1 April 2019, the lowest grading levels within the Lancashire Pay Spine are the Foundation Living Wage (FLW), and Grade 1 in the case of apprentice posts, both of which are a single point salary of £17,364 per annum.

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

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

4.2 Local authorities are recommended to publish the pay multiple between the highest paid employee and the median average earnings across the organisation. The current pay levels within the council define the multiple between the average full time equivalent salary (excluding chief officer posts) and the Chief Executive and Director of Resources as being:  
Median average 1:11.36 (figures based upon 2018 median average FTE salary of £18,672 and Chief Executive and Director of Resources' salary of £212,185 (including the cash equivalent lump sum).

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

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

The council's policy aim is for the multiple between the median salary and that of the highest paid officer to not exceed 1:16 (currently 1:11.36 based on 2018 salary data).

## **5. Accountability and Decision Making**

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

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

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

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

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

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

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

The benefits are adjusted where the aggregate of the pension and the earnings in the new employment exceed the rate of pay on leaving the first employment. There is no discretion for the council as administrator of the Lancashire Pension Fund on whether or not they apply this particular abatement in respect of benefits payable as a result of the previous award of compensatory added years.

- 6.3 It is a condition of the council's redundancy procedure that employees wishing to apply for voluntary redundancy must agree in writing that they will not apply for future employment with the council for a period of three years following the date of the termination of their former employment.
- 6.4 The council will not re-engage as a chief officer under a contract for services any former employee of the council who, on ceasing employment with the council, was in receipt of a severance payment, a redundancy payment or a pension from the council for a period of three years following the date of the termination of their former employment.

## 7. Pension Contributions

- 7.1 Where employees become members of the Local Government Pension Scheme, the council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The rate effective from 1 April 2017 (set at 31 March 2016) is 15.1%. Although this is the certified rate, the council has exercised an option to pre-pay this contribution as a lump sum payment. In addition, and in line with the last valuation, the council also pays deficit recovery payments which have also been pre-paid as a lump sum payment. The Fund will be actuarially valued again on 31 March 2019 with the new adjusted rates set to take effect from 1 April 2020.
- 7.2 The employee contribution rates for members of the Local Government Pension Scheme are reviewed on 1 April each year. The rates as effective from 1 April 2018 are as set out below:

<u>Pensionable pay range</u>	<u>Employee Contribution Rate</u>
Up to £14,100	5.5%
£14,101 to £22,000	5.8%
£22,001 to £35,700	6.5%
£35,701 to £45,200	6.8%

£45,201 to £63,100	8.5%
£63,101 to £89,400	9.9%
£89,401 to £105,200	10.5%
£105,201 to £157,800	11.4%
£157,801 or more	12.5%

**Teachers' Pension Scheme (applicable to those employees whose pay and conditions of service are determined by the Joint Negotiating Committee for Youth and Community Workers) – contribution rates effective from April 2015**

<u>Annual Salary Rate</u>	<u>Employee Contribution Rate</u>
Up to £25,999.99	7.4%
£26,000 to £34,999.99	8.6%
£35,000 to £41,499.99	9.6%
£41,500 to £54,999.99	10.2%
£55,000 to £74,999.99	11.3%
£75,000 and above	11.7%

The employer contribution rate from September 2015 is 16.48%.

**NHS Pension Scheme (applicable to those employees who are able to retain membership of the NHS Pension Scheme) – 2015/16 through to 2018/19 rates**

<u>Full Time Equivalent Salary</u>	<u>Employee Contribution Rate</u>
Up to £15,431.99	5.0%
£15,432.00 to £21,477.99	5.6%
£21,478.00 to £26,823.99	7.1%
£26,824.00 to £47,845.99	9.3%
£47,846.00 to £70,630.99	12.5%
£70,631.00 to £111,376.99	13.5%
£111,377.00 and over	14.5%

From 1 April 2017, the employer contribution rate is 14.38%.

Lancashire Pay Spine - 01/04/18			Grades - 01/04/2018		Lancashire Pay Spine - 01/04/19			Comments
6	16,394	8.50	Grade 1 - 229 NJC points	164	SCP 1	£17,364	£9.00	
FLW	16,882	8.75		FOUNDATION LIVING WAGE (FLW)	FLW	£17,364	£9.00	
10 (FLW)	16,882	8.75			SCP 3	£18,065	£9.36	
11	17,007	8.82	FLW Grade 3		SCP 3	£18,065	£9.36	
12	17,173	8.90	255 - 299 NJC points		SCP 4	£18,426	£9.55	
13	17,391	9.01			SCP 4	£18,426	£9.55	
14	17,681	9.16		Grade 4	SCP 5	£18,795	£9.74	
15	17,972	9.32		300 - 359 NJC points	SCP 5	£18,795	£9.74	
16	18,319	9.50			SCP 6	£19,171	£9.94	
17	18,672	9.68			SCP 6	£19,171	£9.94	
18	18,870	9.78	Grade 5		SCP 7	£19,554	£10.14	
19	19,446	10.08	360 - 419 NJC points		SCP 8	£19,945	£10.34	
20	19,819	10.27	158 - 186 Hay points		SCP 9	£20,344	£10.54	
					SCP 10	£20,751	£10.76	
21	20,541	10.65			SCP 11	£21,166	£10.97	
22	21,074	10.92		Grade 6	SCP 12	£21,589	£11.19	
				420 - 479 NJC points	SCP 13	£22,021	£11.41	SCP 13 not to be used/inactive
23	21,693	11.24		187 - 222 Hay points	SCP 14	£22,462	£11.64	
24	22,401	11.61			SCP 15	£22,911	£11.88	
					SCP 16	£23,369	£12.11	SCP 16 not to be used/inactive
25	23,111	11.98			SCP 17	£23,836	£12.35	
					SCP 18	£24,313	£12.60	SCP 18 not to be used/inactive
26	23,866	12.37			SCP 19	£24,799	£12.85	
27	24,657	12.78	Grade 7		SCP 20	£25,295	£13.11	
			480 - 539 NJC points		SCP 21	£25,801	£13.37	SCP 21 not to be used/inactive
28	25,463	13.20	223 - 264 Hay points		SCP 22	£26,317	£13.64	
29	26,470	13.72			SCP 23	£26,999	£13.99	
30	27,358	14.18			SCP 24	£27,905	£14.46	
31	28,221	14.63			SCP 25	£28,785	£14.92	
32	29,055	15.06		Grade 8	SCP 26	£29,636	£15.36	
33	29,909	15.50		540 - 599 NJC points	SCP 27	£30,507	£15.81	
34	30,756	15.94		265 - 313 Hay points	SCP 28	£31,371	£16.26	
35	31,401	16.28			SCP 29	£32,029	£16.60	
36	32,233	16.71			SCP 30	£32,878	£17.04	
37	33,136	17.18	Grade 9		SCP 31	£33,799	£17.52	
38	34,106	17.68	600 - 659 NJC points		SCP 32	£34,788	£18.03	
39	35,229	18.26	314 - 373 Hay points		SCP 33	£35,934	£18.63	
40	36,153	18.74			SCP 34	£36,876	£19.11	
41	37,107	19.23			SCP 35	£37,849	£19.62	
42	38,052	19.72		Grade 10	SCP 36	£38,813	£20.12	
43	39,002	20.22		660 - 719 NJC points	SCP 37	£39,782	£20.62	
44	39,961	20.71		374 - 443 Hay points	SCP 38	£40,760	£21.13	
45	40,858	21.18			SCP 39	£41,675	£21.60	
46	41,846	21.69			SCP 40	£42,683	£22.12	
47	42,806	22.19	Grade 11		SCP 41	£43,662	£22.63	
48	43,757	22.68	720 - 779 NJC points		SCP 42	£44,632	£23.13	
49	44,697	23.17	444 - 526 Hay points		SCP 43	£45,591	£23.63	
50	45,652	23.66			SCP 44	£46,566	£24.14	
51	46,642	24.18		Grade 12	SCP 45	£47,575	£24.66	
52	47,579	24.66		780 - 849 NJC points	SCP 46	£48,531	£25.15	
53	48,549	25.16		527 - 645 Hay points	SCP 47	£49,520	£25.67	
54	49,523	25.67			SCP 48	£50,514	£26.18	
55					SCP 49			

56			Not Used	SCP 50			
57				SCP 51			
58	54,805	28.41	Grade 13 850 - 909 NJC points 646 - 765 Hay points	SCP 52	£55,902	£28.98	
59	55,836	28.94		SCP 53	£56,953	£29.52	
60	56,871	29.48		SCP 54	£58,009	£30.07	
61	57,511	29.81		SCP 55	£58,662	£30.41	
62	58,639	30.39		SCP 56	£59,812	£31.00	
63	59,766	30.98		SCP 57	£60,962	£31.60	
64					SCP 58		
65			Not Used	SCP 59			
66				SCP 60			
67	64,616	33.49		SCP 61	£65,909	£34.16	
68	65,859	34.14	Grade 14 910 - 969 NJC points 766 - 909 Hay points	SCP 62	£67,177	£34.82	
69	67,097	34.78		SCP 63	£68,439	£35.47	
70	68,102	35.30		SCP 64	£69,465	£36.01	
71	69,471	36.01		SCP 65	£70,861	£36.73	
72	70,834	36.72		SCP 66	£72,251	£37.45	
73					SCP 67		
74			Not Used	SCP 68			
75				SCP 69			
76	81,254	42.12	D1 910 - 1065 Hay points	SCP 70	£82,880	£42.96	
77	83,235	43.14		SCP 71	£84,900	£44.01	
78	85,221	44.17		SCP 72	£86,926	£45.06	
79	87,205	45.20		SCP 73	£88,950	£46.11	
80	89,189	46.23		SCP 74	£90,973	£47.15	
81	90,955	47.14	D2 1066 - 1194 Hay points	SCP 75	£92,775	£48.09	
82	92,941	48.17		SCP 76	£94,800	£49.14	
83	94,926	49.20		SCP 77	£96,825	£50.19	
84	96,912	50.23		SCP 78	£98,851	£51.24	
85	98,893	51.26		SCP 79	£100,871	£52.28	
86	109,253	56.63	D3 1195 - 1339 Hay points	SCP 80	£111,439	£57.76	
87	111,854	57.98		SCP 81	£114,092	£59.14	
88	114,455	59.33		SCP 82	£116,745	£60.51	
89	117,056	60.67		SCP 83	£119,398	£61.89	
90	119,658	62.02		SCP 84	£122,052	£63.26	
91	123,699	64.12			SCP 85	£126,173	£65.40
92	126,386	65.51	ED 1340 - 2060 Hay points	SCP 86	£128,914	£66.82	
93	129,068	66.90		SCP 87	£131,650	£68.24	
94	131,752	68.29		SCP 88	£134,388	£69.66	
95	134,434	69.68		SCP 89	£137,123	£71.07	
96	206,885	107.23		CE	SCP 90	£211,023	£109.38



## Payable Enhancements

1 April 2019

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

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

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

Sleeping-in Duty Payment	£36.08	NJC rates apply.  Rate with effect from 1 April 2019.
Tool Allowance	£7.53 per week	Lancashire agreed term and condition, increased in line with NJC for Local Government Services pay awards.  Rate with effect from 1 April 2019.

### **Planned Overtime:**

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

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

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

### **Employees Called Upon to Return to Work:**

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

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

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

### **Night Work:**

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

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

### **Shift Working:**

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

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

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

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

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

### **Split Duty:**

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

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

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

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



Allowances and Expenses

Type of Allowance or Expense	Amount or Rate Payable	Effective Date	Additional Information
Subsistence allowances (L.Ag)	<p>The maximum amounts that can be claimed are as follows :</p> <p>Breakfast - £7.53</p> <p>Lunch - £7.74</p> <p>Dinner/Evening Meal - £12.82</p>	<p>1 April 2018</p> <p><u>Note:</u> These allowances will be increased as from 1 April each year by the annual increase in the Retail Price Index (RPI) published in the preceding November.</p>	<p>Subsistence allowances will be payable to employees who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure.</p> <p>Subsistence allowances will only be payable when an individual travels outside the boundaries of Lancashire (for this purpose the boroughs of Blackburn with Darwen and Blackpool will be regarded as being within the Lancashire boundary).</p> <p>Receipts for the full amount paid are required in respect of all claims.</p> <p>See <a href="#">Requirements to Qualify for Meal Allowances</a> guidance for further details.</p>
Meal charges for residential and allied staff (resident and non-resident staff) (N.Ag)	<p>Breakfast - £1.00</p> <p>Dinner/Main Meals - £1.72</p> <p>Tea - £0.48</p> <p>Snack Supper - £0.79</p> <p>-----</p> <p><b>Total - £3.99</b></p> <p>For ease of administration, these rates may be used on the following basis:</p> <p>Weekly - £28.13</p> <p>Monthly - £121.97</p> <p>Per Annum - £1,463.62</p>	<p>1 April 2018</p> <p><u>Note:</u> These charges are reviewed annually in line with movements in the appropriate sectors of the RPI.</p>	<p>The Green Book (Part 3 Paragraph 8) provides that arrangements in the former APT &amp; C and Manual national agreements in relation to (i) free meals and (ii) accommodation and meal charges will remain in place unless and until alternative arrangements are agreed locally.</p>

Overnight allowance (including London) (CCAP)	<p>In exceptional circumstances, where it is not possible for the County Council to make a direct booking, the actual <u>receipted cost</u> of accommodation, including breakfast, will be reimbursed subject to the following maximum limits:</p> <p>On business in London - £151.27</p> <p>On business outside London - £131.71</p>	<p>1 April 2018</p> <p><u>Note:</u> These allowances are linked to the Members' Allowance Scheme agreed by the County Council and will be updated in line with that scheme.</p>	<p>Wherever possible overnight accommodation will be booked and paid for by the County Council either directly or via Business Travel Plus. Normal subsistence allowance arrangements will apply in relation to any meals not provided.</p> <p>See <a href="#">Overnight Allowance</a> guidance for further details.</p>
Expenses where employees are travelling outside Great Britain (CCAP)	<p>See <a href="#">Expenses where Employees are Travelling Outside Great Britain</a> guidance for further details in respect of claiming for accommodation, travel (to/from the country) and hospitality.</p> <p>For all other expenses, including travel whilst abroad and subsistence expenses, a flat rate of £84.00 per day should be claimed and invoices/receipts need not be produced.</p>	<p>Flat rate amount effective from 1 April 2018.</p> <p><u>Note:</u> The flat rate amount will be increased from 1 April each year by the annual increase in the RPI published in the preceding November.</p>	<p>The following arrangements apply in respect of employees travelling outside Great Britain in connection with their official duties.</p> <p>For these purposes travel to Northern Ireland, the Isle of Man and the Channel Islands qualifies for payment of the allowance.</p>
Relocation allowances (CCAP)	<p>Up to a maximum of £7,177 (net of VAT).</p> <p>The maximum allowance payable to any appointed employee will be the maximum allowance operating at the date of their appointment.</p>	<p>1 April 2018</p> <p><u>Note:</u> The revised allowance will operate from 1 April each year and will be based on the annual percentage increase in the RPI as at the preceding January.</p>	<p>Heads of Service may authorise the payment of relocation allowances.</p> <p>See <a href="#">Relocation Allowance Scheme</a> for further details.</p>



<p>Mileage allowances (L.Ag)</p> <p><b><u>Business mileage</u></b></p>	<p><b><u>Car Users</u></b></p> <p>45.0p per mile for the first 10,000 business miles in the tax year. 25.0p per mile for each business mile over 10,000 in the tax year.</p> <p><b><u>Motorcycles</u></b> 24.0p per mile.</p> <p><b><u>Bicycles</u></b> 20.0p per mile.</p> <p><b><u>Car Contract Hire Users</u></b> Variable. See 'Additional Information' (opposite).</p>	<p>1 July 2012</p> <p><u>Note:</u> These rates will be updated in line with any changes to the HMRC rates.</p> <p>1 April 2012</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><b><u>Car, Motorcycle and Bicycle Users</u></b> Business mileage is reimbursed at the HMRC approved mileage rates.</p> <p><b><u>Car Contract Hire Users</u></b> Business mileage for car contract hire users (including all employees graded Director 1 and above on the Lancashire Pay Spine in receipt of a lease car or cash equivalent sum) is reimbursed at the HMRC advisory fuel rates for company cars, details of which can be found at <a href="https://www.gov.uk/government/publications/advisory-fuel-rates">https://www.gov.uk/government/publications/advisory-fuel-rates</a>.</p> <p>This mileage rate will apply to all mileage undertaken by car contract hire users.</p>
<p><b><u>Training mileage</u></b></p>	<p><b><u>Car Users</u></b> 12.0p per mile.</p> <p><b><u>Motorcycles</u></b> 12.0p per mile.</p>	<p>1 September 2018</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><b><u>Training Mileage</u></b> The training mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at <a href="https://www.gov.uk/government/publications/advisory-fuel-rates">https://www.gov.uk/government/publications/advisory-fuel-rates</a>.</p>

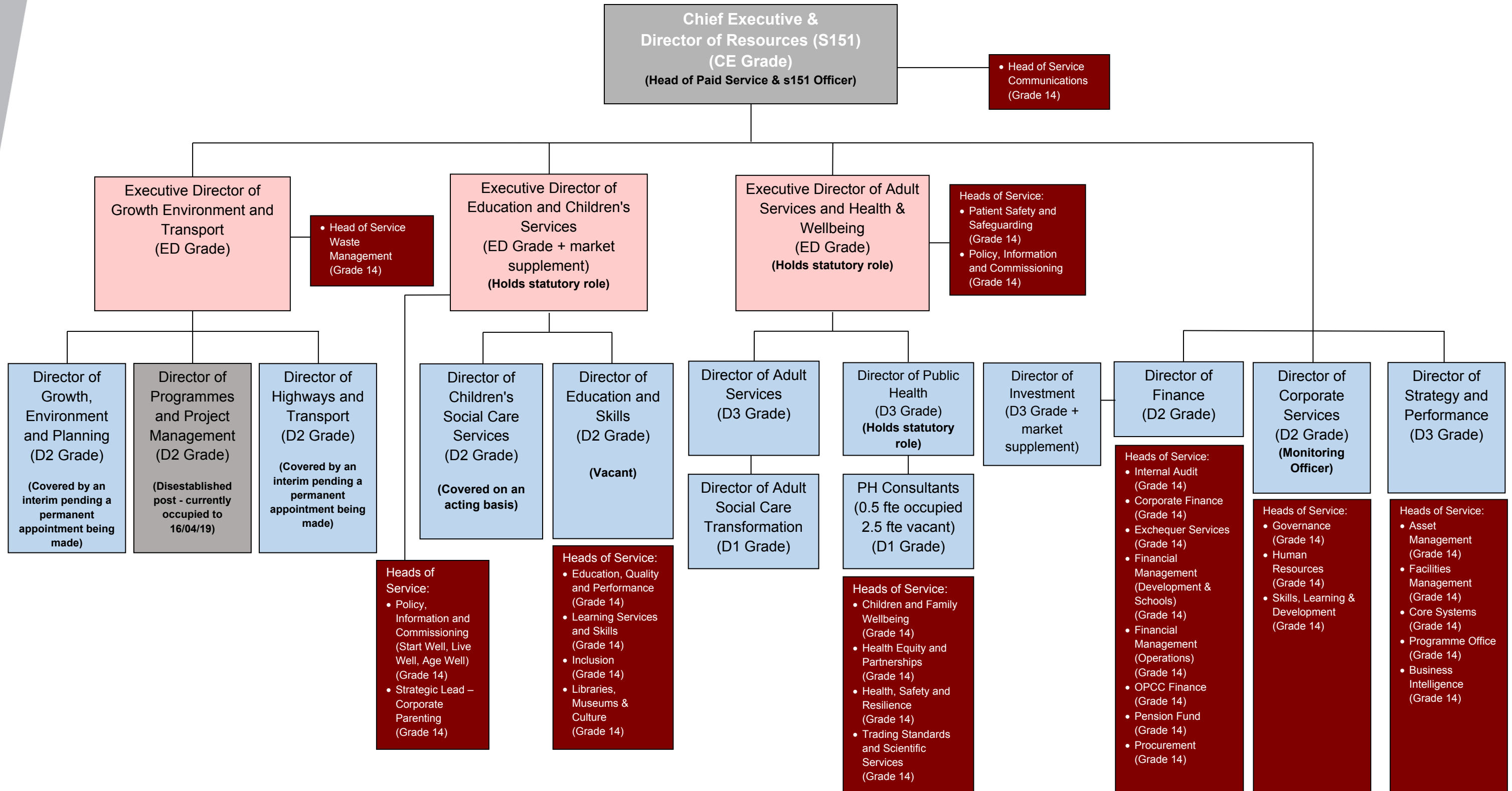
<p><b><u>Excess travel mileage</u></b></p>	<p><b><u>Car Users</u></b> 12.0p per mile.</p> <p><b><u>Motorcycles</u></b> 12.0p per mile.</p>	<p>1 September 2018</p> <p><b>Note:</b> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><b><u>Excess Travel Mileage</u></b> Excess travel mileage is the difference in mileage between home and current workbase and home to new workbase. See <a href="#">Excess Travel Policy</a> for further details.</p> <p>The excess travel mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at <a href="http://www.gov.uk/government/publications/advisory-fuel-rates">http://www.gov.uk/government/publications/advisory-fuel-rates</a>.</p> <p>Excess travel will not be included in the calculation of the business mileage threshold for car users.</p>
<p>Travelling expenses for medical examinations (N.Ag)</p>	<p>See 'Excess Travel Mileage Rate' (above)</p>	<p>1 July 2012</p>	<p>When employees have travelled to attend medical examinations at the Authority's request reimbursement will, depending upon the mode of travel, either be at the appropriate public transport rate or at the prevailing mileage rate applicable for excess travel.</p>
<p>DSE users – reimbursement of cost of eyesight tests and spectacles (CCAP)</p>	<p>The maximum amount of reimbursement is:</p> <p>For eyesight tests - £19.90 For spectacles - £49.00</p>	<p>5 February 2014</p>	<p>See <a href="#">DSE Guidance on Eye and Eyesight Tests</a>.</p>
<p>Allowances for first aid qualifications (CCAP)</p>	<p>For designated first aid representatives - £104 per annum</p> <p>For designated deputy first aid representatives - £52 per annum</p> <p>This allowance will not be payable where the requirement to hold a first aid qualification forms part of an employee's core duties and responsibilities.</p>	<p>N/A</p>	<p>Heads of Service have delegated authority to approve the number of first aiders and the payment of the appropriate First Aid allowance.</p> <p>See <a href="#">Guidance on the Health and Safety (First Aid) Provision</a>.</p>

Payment of prescription charges for inoculation against Hepatitis 'B' (L.Ag)	Cost of prescription/Hepatitis 'B' inoculation.	N/A	Reimbursement of prescription charges is available for inoculation against Hepatitis 'B', on the recommendation of a General Practitioner following medical assessment, for employees whose work brings them into contact with Hepatitis 'B'.
Laundry expenses – tax relief (CCAP)	Tax relief – claim to be submitted to HM Revenue and Customs.	N/A	Where employees are issued with items of uniform/protective clothing that the County Council expects the employee to launder at regular intervals for reasons of cleanliness, hygiene, safety or appearance, they can make a claim to HM Revenue and Customs for tax relief. Further information can be found at <a href="https://www.gov.uk/tax-relief-for-employees">https://www.gov.uk/tax-relief-for-employees</a> .
Long service award (CCAP)	Up to a maximum of £285.00 (excluding VAT)	1 July 2017  <u>Note:</u> This amount will be increased in value every two years in line with inflation.	See <a href="#">Recognition of Long Service Policy</a> for further details.
Professional body membership fees	For employees graded Director 1 and above on the Lancashire Pay Spine:  Cost of professional body membership fee, expenses and paid leave of absence in connection with membership and attendance at meetings of one professional body (not a trade union or an organisation that has the objectives of a trade union).  In addition, the Chief Executive may approve the payment of one additional fee to a separate body where it is considered to be in the interest of the County Council for membership to be maintained. In	N/A	This is a former Chief Officer term and condition of employment and as such only applies to employees graded Director 1 and above on the Lancashire Pay Spine.  Membership of the professional body and attendance at the meetings must be seen as being beneficial to the County Council.

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

**Chief Officer Structure with Grades – 1 April 2019**

**Annex 4**





## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Chief Executive and Director of Resources

**Part A**

Electoral Division affected:  
(All Divisions);

### Financial Threshold for Key Decisions

Contact for further information:

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

#### Executive Summary

The Council is required, each year, to specify the financial threshold above which decisions should be treated as Key Decisions as defined in Standing Order 19(1).

#### Recommendation

It is recommended that Full Council confirms the financial threshold for Key Decisions, for the purposes of Standing Order 19(1), be increased to £1.6m for 2019/20.

#### Background and Advice

Standing Order 19(1) 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 (a), a decision with a significant financial impact on the county council, the current threshold is £1.5m.

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 19 (key decisions).”

The current threshold of £1.5m approved by full council in February 2018 has remained constant since 2017/18. The Chief Executive and Director of Resources has, in consultation with Legal and Democratic Services, reviewed the financial threshold for key decisions. The recommendation arising from the review is that the threshold should be increased to reflect compound RPI inflation. It is proposed, therefore, that the threshold for 2019/20 should be £1.6m.

### **Consultations**

As above

### **Implications:**

This item has no significant implications for the council.

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

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



## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Director of Corporate Services

**Part A**

Electoral Division affected:  
(All Divisions);

## Development Control Committee – Public Participation

(Appendix 'A' refers)

Contact for further information:

Democratic Services, Tel: (01772) 533380,  
democratic.services@lancashire.gov.uk

### Executive Summary

A review of public participation at meetings of the Development Control Committee.

### Recommendation

That the Full Council be asked to:

- (i) Approve the revised public speaking arrangements, for inclusion in the 'Protocol of Good Practice on Development Control Matters' at Appendix 'N' to the Constitution.
- (ii) Authorise the Director of Corporate Services to make any consequential amendments to the Constitution arising from these changes.
- (iii) Agree that the revised arrangements apply to planning applications that come before the Development Control Committee for consideration following this decision.

### Background and Advice

In January 2003, on the recommendation of the Full Council, the Development Control Committee adopted the current public participation procedure.

The current procedure offers members of the public the opportunity to address the committee for up to 4 minutes on a planning application. Where there is an organised group (such as a residents association or established community group), they may request a 30 minute presentation slot. These are usually held two days before the meeting. Anyone wishing to speak must give at least 3 working days' notice.

Where there are large numbers of objectors/supporters wishing to address the committee, the Chair of the committee has the discretionary power to decide how many people may speak at the meeting and how many 30 minute presentations to allow.

Effective arrangements for public speaking are essential to making sure members of the committee understand the issues in full. This does not just relate to the number of speakers, but also in ensuring that there is no unnecessary repetition of issues already clearly understood and also that the issues raised by speakers are relevant to the decision being taken, and are matters which the committee can and should legitimately take into account.

Allowing a large number of people to speak on a planning application increases repetition and can increase the amount of non-relevant material. Feedback from councillors indicates that repetition and non-relevant information from speakers is distracting and has a detrimental impact on the business of the meeting and the ability to make good decisions.

Additionally, managing large numbers of speakers can place a strain on the resources of the council, and in some cases, the resources of other partners, such as the police.

It is apparent, on reviewing arrangements, that the county council is significantly out of step with virtually all similar authorities across the country, which generally have less generous public speaking facilities. It is therefore proposed to review the council's public speaking arrangements.

There are no statutory requirements on councils to allow public speaking at planning committee meetings. However, it is widely considered best practice to allow public speaking, and officers are not aware of any authorities where it does not happen. The Local Government Association provides guidance which makes the following points:

- Public speaking generally enhances confidence in decisions, but can make meetings longer and harder to manage.
- Authorities who allow public speaking should have clear rules.
- The time allowed for speakers for and against should be the same.
- Speakers should not be allowed to circulate papers.
- Speakers should speak on representations already made in writing to the council.

For most planning applications, the number of people wishing to speak is relatively small, and does not present an issue with regard to the smooth running of the committee. However, on occasion, controversial applications can attract a large number of speakers, and the council's current arrangements effectively mean that there is no way of limiting the number of speakers without risking a legal challenge. This means there is a degree of uncertainty around every meeting, and this places a strain on the council's resources.

A recent survey of similar authorities found that most place extensive restrictions on the number of speakers. The majority of the councils allow between three and six speakers at the committee meeting (speakers for, against and the elected member for the area). A table showing the public participation procedures in respect of these authorities is set out at Appendix 'A'.

### 30 minute presentations

There are some specific issues with the 30 minute presentations. The current rules allow these for organised groups of objectors or supporters, with the only restriction being that the Chair may decide to place a limit on the number of presentations. This can place the Chair in a position where he or she comes under significant pressure from interested groups. Any decision made by the Chair may also form part of a legal challenge on the fairness of the process. The 30 minute presentations also require members of the committee to be available on an additional date, and creates difficulties and additional work for officers if members cannot attend as a briefing note must then be prepared to ensure that all members have access to the same evidence.

## **Revised proposals**

### 30 minute presentations

It is proposed to streamline the Council's public speaking procedure by withdrawing the opportunity to address the Committee for up to 30 minutes. Members of the public who wish to submit detailed information on a planning application may do so during the consultation period. Any such representations would be summarised in the committee report. It is considered that the additional arrangements set out below would provide plenty of time and opportunity for a group of people either for or against an application to have sufficient time to get their points across, and with a reduced chance of repetition of material already heard.

### Speaking at the Committee meeting

It is also proposed to help manage speaking at Development Control Committee meetings by placing a cap on the number of speakers. Whilst most councils limit the number to a small handful, it is considered that, at this stage, such a step in Lancashire would be too great and contrary to public expectations.

It is therefore proposed to limit public speaking at committee to 1 hour 30 mins, and at the same time, limit individual speakers to 3 minutes. This gives 30 slots for public speaking (15 slots 'for' and 15 slots 'against' an application).

This level of public speaking is far higher than permitted at other authorities, and there are no applications considered by the committee in the last 3 years where this limit would have had to be implemented. It gives plenty of opportunity for the committee to hear the views of the public, whilst ensuring there is less chance of repetition and non-relevant material and more certainty around timings to allow for the smooth running of the committee.

Where there are more than 30 applications for slots, the following priority will be given:

1. The applicant or their agent:

They will always be given a slot if they wish to take it.

2. Elected representatives for the area:

The Parish or Town Council, the District Council, and the MP for the area in which the application is based will be provided with a slot. Each local authority will be given one slot each, and the MP a single slot. The County Councillor for the area will also be provided with a slot.

3. Members of the public:

The remaining slots in each category (for and against) will be allocated to members of the public. Where the number of speakers exceeds the number of remaining slots in each category, priority will be given to those most affected (this will be calculated on the distance between the speakers' property and the application site boundary). It is proposed that there would be a limit of one representative per household. If a speaker is unable to attend the meeting, then in certain circumstances, their speech (if available) will be read out by an officer of the county council.

## Running Order

The current running order of speakers is as follows:

- anyone objecting to the planning application
- a representative from the Parish/Town Council
- anyone in favour of the proposal

This reflects the running order of the majority of authorities surveyed. However, the council may wish to amend the running order to reflect a more equitable balance whilst still allowing the applicant the 'right of reply' as follows:

- anyone objecting to the planning application
- anyone in favour of the proposal
- elected representatives
- the applicant/agent

In accordance with the current arrangements, it is proposed to allow one opportunity to speak on an application or linked applications. If the committee postpone a decision to gather more information or make a site visit, speakers who have already spoken on the applications/s will not be allowed to address the meeting again.

It should be noted that for the vast majority of planning applications the changes that are proposed will make no difference to the public as it is relatively rare to get a

request for a 30 min presentation and for there to be more than 30 speakers at committee itself.

Members of the public are required to formally submit a request to speak. An electronic registration form is available on the council's [website](#) for this purpose. A paper version is also available.

To allow officers to have sufficient time to prepare an oral response to points raised at the committee meeting and to avoid applications being deferred whilst information is sought, anyone wishing to address the committee is requested to give an indication of the points they wish to make when they register to speak.

It is also proposed to continue with the current notice period whereby anyone wishing to speak must give at least 3 working days' notice. However, for major planning applications, an alternative set time period would be introduced. This will allow the council to consider all requests and to effectively manage the number of speakers.

#### Other matters

At the discretion of the Chair, it is proposed to allow speakers to submit a limited number of photographs or illustrations in support of their presentation. These should be sent to the Committee officer at least 3 working days before the meeting so that they may be passed to Committee Members to consider in advance of the meeting. In line with current practice, no documentation will be allowed to be circulated at the meeting with the exception of the Officers 'Update Sheet'.

It is further suggested that these arrangements are formalised in the "Code of Good Practice on Development Control Matters", and will therefore become part of the council's Constitution.

The above procedures will be put into effect for any applications that come before the Development Control Committee following the decision of the Full Council.

#### **Conclusion**

In summary, the amendments include:

- i) The disestablishment of the 30 minute presentations.
- ii) A limit of 30 speakers on each planning application or linked application at Development Control Committee meetings.
- iii) A limit of 3 minutes per speaker.
- iv) The introduction of separate arrangements for anyone wishing to speak on a major planning application whereby a set time period would be announced within which to register to speak.

v) The opportunity for members of the public to present a limited number of hard copy photographs/illustrations prior to the meeting.

vi) A revised running order as follows:

- anyone objecting to the planning application
- anyone in favour of the proposal
- elected representatives
- the applicant or their agent

If approved, the revised rules on public speaking will be included in the Protocol of Good Practice on Development Control Matters. The Director of Corporate Services will make any consequential amendments to the Constitution arising from these changes. The revised arrangements will apply to any planning applications that come before the Development Control Committee following the decision of the Full Council.

**Implications:**

This item has the following implications, as indicated:

**Risk management**

Public perception - There will be less opportunity for the public to air their views directly to the committee. However, when compared with similar sized local authorities, the proposed revised public speaking procedures are considered to be generous and allow for extensive public participation. It should also be noted that for the vast majority of planning applications the changes that are proposed will make very little difference to the public as it is relatively rare to get a request for a 30 min presentation and for there to be more than 30 speakers at committee itself.

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

## Public speaking arrangements - other authorities

Council	Duration	Number of speakers	Policy where more than allocated no. of speakers	Deadline to submit a request to speak	Circulation of presentational aids at the meeting	Presentations outside the formal committee meeting.	Running Order
East Sussex County Council	3 mins	<b>Six</b> - 3 for and 3 against including applicant or their agent.	If speakers can't agree between themselves then the Chair will decide who may speak	By 12 noon three working days before the meeting	No	No	1.Objectors 2. Supporters
Kent County Council	5 mins	<b>Four/Five</b> – Usually objectors (x2), Parish Councillor, local county councillor and the applicant or their agent.	As above. Members of the public can ask to speak if they feel that something is either missing from the report or has been insufficiently stressed.	By 12 noon two working days before the meeting	No	No	1.Parish Cllr 2. Supporter or Objector 3. Applicant 4. Local County Cllr
Cheshire West and Chester Council	3 mins	<b>Four</b> – 1 for and 1 against, plus the ward councillor and the applicant. For major applications further speakers may be allowed at the discretion of the Chair.	Speakers to agree between themselves	By 12 noon on the day preceding the committee meeting	No	No	1.Objectors 2. Supporters 3. Parish/town council 4. Applicant

Council	Duration	Number of Speakers	Policy where more than allocated no. of speakers	Deadline to submit a request to speak	Circulation of presentational aids at the meeting	Presentations outside the formal committee meeting	Running Order
Suffolk County Council	<b>5 mins</b>	<b>Five</b> – 1 for and 1 against, plus the ward councillor, County Councillor and the applicant. In exceptional circumstances the Chair may allow more	If more than one speaker in any category then speakers to agree between themselves who will speak or agree to share the 5 minutes.	In writing, no later than 12 noon on the day before the meeting.	On occasion – This is subject to the agreement of the Chair	<b>No</b>	1. Objector 2. Supporter 3. Parish Cllr 4. Applicant 5. County Cllr
Essex County Council	3 mins	<b>Five</b> - 1 for and 1 against plus the Borough or Parish Cllr, applicant and local County Councillor. May be extended at discretion of the Chair for major applications	First come, first served basis.	By 5pm two working days before the meeting	Not on the day of the committee meeting	No	1. Borough or Parish Councillor 2. Objector 3. Applicant 4. Supporter 5. County Cllr
Cumbria County Council	5 mins	<b>No limit</b> (at the discretion of the Chair).	No limit on the number of speakers but like minded speakers encouraged to share the 5 minutes	Three working days before the meeting	Not known	No	1. Public 2. Applicant
West Sussex County Council	5 mins	<b>Six</b> - 3 in support and 3 against	Speakers to agree between themselves who will speak.	Two working days before committee	Not on the day of the meeting	No	1. Against 2. For 3. Local Member
				<b>Deadline to submit a request</b>	<b>Circulation of</b>	<b>Presentations</b>	



Council	Duration	Number of speakers	Policy where more than allocated no. of speakers	to speak	presentational aids at the meeting	outside the formal committee meeting	Running Order
Nottinghamshire County Council	3 mins  Major apps 10 mins	<b>Nine</b> – 3 in support – 3 against plus parish/district councillor and MP. For major applications, <b>6</b> x 10 min slots (3 for, 3 against)	First come , first served basis	2 clear working days. For major apps – Requests for 10 min slots to be agreed in advance by Chair of Committee	Not at the meeting. Visual aids permitted for 10 minute slots	No	1.Objectors 2. Supporters 3. Local Member
Gloucestershire County Council	4 mins	<b>Ten</b> - 5 in support and 5 against.	Silent	1 clear working day prior to meeting	No	No	1. objectors 2. supporters 3. Applicant 4. Councillors
Warwickshire County Council	3 mins	<b>Six</b> – 3 in support and 3 against <b>plus</b> local County and local parish/district councillors.	First come, first served basis. If more speakers than slots then encouraged to share. If speakers can't agree between themselves then the Chair will decide who may speak	3 working days prior to meeting	No	On rare occasions	1. County Cllr 2. Other Cllrs 3. objectors 4. supporters 5. applicant
Cornwall Council	3 mins	<b>Minor applications</b> - <b>Three</b> - 1 for and 1 against plus the Ward Councillor <b>Major applications</b> – <b>six</b> - 2 in each category	First come, first served basis.	By 12 noon two working days before the meeting	No	<b>No</b>	1.Objectors 2. Supporters 3. Applicant



## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Director of Corporate Services

**Part A**

Electoral Division affected:  
None;

## Re-appointment of Lancashire Local Pension Board Chair

Contact for further information:

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

### Executive Summary

The contract for the current independent Chair of the Lancashire Local Pension Board is due to expire on 31 March 2019 and it is proposed to reappoint the Chair.

### Recommendation

Full Council is asked to approve the re-appointment of Mr William Bourne as the independent Chair of the Lancashire Local Pension Board with effect from 1 April 2019 for an initial 2 years with an option for an extension for a further 2 years, as set out in the report.

## Background and Advice

The Full Council at its meeting on 18 December 2014 approved the establishment of the Lancashire Local Pension Board as required by the Local Government Pension Scheme (Amendment) Regulations 2014.

In February 2015 the Urgency Committee approved a joint appointment process with the London Pensions Fund Authority to appoint a single Chair for the respective Local Pension Boards within the timescale required by the Public Service Pensions Act 2013.

Mr William Bourne was subsequently appointed on a 2 year contract (which could be extended for a further 2 years) on a starting salary of £10,000 to be increased by inflation which was shared between the two Funds. The current contract is due to come to an end on 31 March 2019 and in view of Mr Bourne's experience and contribution to the work of the Board since its inception, it is proposed that he be reappointed for a further term of office.

Discussions have taken place between the Lancashire County Pension Fund and the London Pensions Fund Authority and a provisional 2 year contract with provision to extend it for a further 2 years is supported by all parties concerned. The new contract includes a starting salary of £12,500 which will be adjusted annually in accordance with the Consumer Price Index. The cost of the salary will be shared between the Lancashire County Pension Fund and the London Pensions Fund Authority.

The new contract offers a number of benefits for the Lancashire Local Pension Board:

- It maintains continuity during a Fund Valuation year and during on-going transitional work with the Local Pensions Partnership;
- It recognises the experience and positive impact Mr Bourne's contributions have made to the work of the Lancashire Local Pension Board;
- It negates having to do a costly and time consuming full recruitment exercise, especially in the knowledge that there are very few suitably qualified candidates available.

After Mr Bourne had left Lancashire Local Pension Board meeting on 29 January 2019 the Board discussed the proposal and resolved that the unanimous support of the Board for the reappointment of Mr Bourne, as independent Chair of the Lancashire Local Pension Board, be reported to the Pension Fund Committee on 1 February 2019. The Pension Fund Committee subsequently agreed to recommend Full Council to approve the reappointment of Mr Bourne, as set out in this report, with effect from 1 April 2019.

### **Consultations**

The London Pensions Fund Authority and Mr Bourne have been consulted and agreed the proposal.

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

No significant risks have been identified.

### **Financial**

The new contract includes a starting salary of £12,500 which will be increased annually in accordance with the Consumer Price Index. The salary costs will be shared between the Lancashire County Pension Fund and the London Pensions Fund Authority.

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

## Report of the Cabinet (Part B)

Contact for further information:

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

### Executive Summary

The report of the Cabinet from its meetings on 3 December 2018, 17 January 2019 and 7 February 2019.

### Recommendation

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

## Background and Advice

The agenda and minutes of the meetings below may be viewed at  
<http://council.lancashire.gov.uk/ieListMeetings.aspx?Committeeld=122>.

## Meeting 3 December 2018

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

#### **Money Matters 2018/19 Position - Quarter 2**

**Resolved:** That

- i. the current forecast underspend of £1.379m on the revenue budget in 2018/19 be noted.
- ii. the reduced funding gap of £46.090m covering the period 2019/20 to 2022/23 as set out in the revised financial outlook forecast for the council be noted.
- iii. the budget adjustments for 2019/20, and following years' changes, included in the revised Medium Term Financial Strategy be approved

- iv. the contents of the county council's reserves position be noted and the transfers between reserves contained within the report be approved.
- v. the management actions identified totalling £26.841m be noted, with officers to proceed with their implementation.
- vi. the budget proposals set out in Appendix 'C', be approved for consultation, the outcomes of the consultation to be reported back to Cabinet for consideration in due course.
- vii. the budget proposals set out in Appendices 'C' and 'D' be approved, officers be authorised to proceed with their implementation and that the 2019/20 budget be based upon these revenue decisions.

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

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

- i. Supported Accommodation for Young People
- ii. Outcome based commissioning of Edge of Care Services
- iii. Cleaning and Facilities Services Framework Agreement

### **Proposed Parking Controls for Various Roads, Fulwood, Preston - Objections**

**Resolved:** That the making of a Traffic Regulation Order as set out in the report be approved.

### **Proposed Zebra Crossing, Lancaster Road, Knott End-on-Sea**

**Resolved:** That the installation of a zebra crossing and associated works on Lancaster Road, Knott End-on-Sea as set out in the report be approved.

### **A601(M) Carnforth Link Revocation of Special Road Scheme**

**Resolved:** That

- i. the approach outlined in the report be approved
- ii. Once agreement is reached under S278 Highways Act that the developer meets the costs to make a Scheme under S16 and 326 Highways Act 1980, that the Director of Corporate Services be authorised to revoke the special road designation of the A601(M) between the B6254 Kellet Road and the M6 Junction 35 roundabout, and the Junction 35 roundabout, and to carry out the relevant procedural steps and promote same for confirmation by the Secretary of State.

### **Amendment to Friends of Lancashire Libraries Constitution**

**Resolved:** That the amendment to the Friends of Lancashire Libraries Constitution and Terms of Reference as set out in the report be approved.



## **Better for Children: Lancashire's Children's Services Development Plan**

**Resolved:** That

- i. the draft Better for Children: Lancashire's Children's Services Development Plan be approved, subject to further details being confirmed.
- ii. the Executive Director of Education and Children's Services, in consultation with the Cabinet Member for Children, Young People and Schools, be authorised to approve the final version of the plan.

## **Corporate Parenting Strategy 2018 – 2022**

**Resolved:** That

- i. the draft Corporate Parenting Strategy 2018 - 2022 and Promises to Children in Care and Care Leavers, as set out in the report, be approved.
- ii. the Executive Director of Education and Children's Services, in consultation with the Cabinet Member for Children, Young People and Schools, be authorised to approve the final version of the Corporate Parenting Strategy and Promises to Children in Care and Care Leavers.

## **The Future of Bleasdale Church of England Primary School**

**Resolved:** That

- i. the information in the report be noted.
- ii. stage 1 consultation be undertaken, starting on 7 January 2019, on the proposed closure of Bleasdale Church of England Primary School, with effect from 31 August 2019.

## **Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People**

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

## **Adult Social Care Fee Uplifts - 2019/20**

**Resolved:** That the following uplifts be approved, effective from 1 April 2019:

- i. Residential and nursing care Older Peoples approved residential care rates:
  - Nursing Standard 3.91%
  - Nursing Dementia 3.95%
  - Residential Standard 3.86%
  - Residential Higher 3.98%
  - Residential Dementia 4.01%For other client groups, 4.01% and the minimum fee level for new placements increased to £567.33.
- ii. Homecare (all client groups). Where care has been commissioned off-framework, an inflationary uplift of 4.53% is applied; in line with the 2018/19 cost increase associated with the Homecare Framework.

- iii. Supported Living. Increase waking hour rate to £15.17 per hour and change the basis of night time payments to a fixed rate of £47.43 per night, with a top up of £11.73 for the period 1 April 2019 to 30th September 2019, to allow time for service providers to implement new staff terms and conditions.
- iv. Direct Payments – 4.53%.
- v. Carers – Uplift the fixed payments of £210/£315 to £220/£330 respectively.
- vi. Shared Lives – 4.85 %.
- vii. Day Care (Non "Older People" services) – 3.92 %.
- viii. Rolling Respite and Provider Brokerage – Uplift in line with the relevant service (e.g. homecare/residential care).

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

### **Request for Waiver of Procurement Rules**

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

### **Schools Condition Led Capital Programme**

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

### **Whalley Church of England School - Additional Funding Requirement for Proposed Capital Project to Facilitate School Expansion**

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

### **St. Mary's Catholic Primary School, Langho**

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

### **Establishment of an Urban Development Fund for Lancashire**

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

## **Meeting 17 January 2019**

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

#### **Request Approval to Commence Procurement Exercises**

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

- i. Provision of library stock and other library materials
- ii. Provision of fresh produce, water and additional food groups
- iii. Insurance programme for Lancashire Renewables Limited

## **Eden of the North**

### **Resolved:** That

- i. the funding contribution of £250,000 to support business case preparation of Eden of the North be approved, subject to confirmed funding contributions from the Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council, with the total local contribution of £1m matched by Eden International.
- ii. the Executive Director of Growth, Environment, Transport and Community Services arrange a presentation for Lancashire County Council members by Eden International on the Eden of the North proposal
- iii. a progress report be made to Cabinet on the findings of the next phase of business case work and on the next steps in securing the delivery of Eden of the North at an appropriate point.

## **Irwell Vale Road, Aitken Street, Bowker Street and Milne Street, Edenfield - Proposed Changes to Weight Restrictions**

**Resolved:** That the making of a Traffic Regulation Order as set out in the report be approved.

## **Schools Budget 2019/20**

### **Resolved:** That:

- i. the report, including the 2019/20 Dedicated Schools Grant allocations, the final budget proposals for each funding block and comments made by the Lancashire Schools Forum be noted.
- ii. the Head of Service Financial Management (Development and Schools) be authorised to submit the final Schools Block budget proforma for 2019/20 to the Education and Skills Funding Agency by 21 January 2019, on the basis set out in the report.
- iii. the 2019/20 budgets for the Early Years, High Needs and Central Schools Services Blocks be approved.
- iv. the Dedicated Schools Grant Reserve underwrite the uncertainties around the Early Years and High Needs Blocks
- v. The decision be implemented immediately for the purposes of Standing Order C29 as any delay could adversely affect the execution of the County Council's responsibilities. The reason for this was to ensure that the necessary proforma could be submitted to the Education and Skills Funding Agency by the required deadline of 21 January 2019.

## **Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People**

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

## **Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies (Occupational Therapy, including Adaptations and Equipment)**

**Resolved:** That the implementation of the Occupational Therapy including Adaptations and Equipment policy as set out in the report be approved.

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

#### **Future Provision of ICT Services**

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

#### **Review of Mobile and Home Library Services**

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

### **Meeting 7 February 2019**

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

#### **Money Matters 2018/19 Position - Quarter 3**

**Resolved:** That

- i. the current forecast underspend of £8.462m on the revenue budget in 2018/19 be noted.
- ii. the increased funding gap of £47.209m covering the period 2019/20 to 2022/23 as set out in the revised financial outlook forecast for the Council be noted.
- iii. the budget adjustments for 2019/20, and following years' changes, included in the revised MTFS, be approved.
- iv. the contents of the county council's reserves position be noted and the transfers between reserves contained within the report be approved.
- v. Full Council on 14 February 2019 be recommended to approve a Band D Council Tax for 2019/20 reflecting a 3.99% increase including 1% to be used for social care as per the new flexibilities.
- vi. the in-year agreed capital programme is £120.903m with a forecast spend of £131.030m and therefore a delivery variance of £10.127m due to earlier than planned delivery of the multi-year programme, be noted.
- vii. a 2019/20 capital delivery programme estimated at £130.289m as presented within the body of the report be approved.
- viii. additional prudential borrowing of £34.924m for 2019/20 as identified within the Capital Programme report be approved.
- ix. the advice of the Chief Executive and Director of Resources in relation to the robustness of the budget and the adequacy of reserves be noted.

#### **Lancashire County Council Corporate Strategy**

**Resolved:** That Full Council be recommended to approve:

- i. The adoption of the county council's corporate strategy entitled 'Our Vision for Lancashire';

- ii. A set of accompanying high level key performance metrics, noting the intention to engage scrutiny in their ongoing development.

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

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

- i. Provision of fresh bread and morning goods
- ii. Carriageway Recycling.

### **Lancashire Bus Station Departure Charges**

This item was deferred to a later date.

### **Proposed Sustainable Travel Improvements in Brierfield**

**Resolved:** That

- i. a funding allocation within Hyndburn Burnley Pendle Growth Corridor programme of £440,000 be approved for a scheme proposal in Brierfield, Pendle.
- ii. a further report be presented to Cabinet in due course outlining proposals to deliver the sustainable transport improvements in Burnley with a contribution of £250,000 from the programme.
- iii. the implementation of the Brierfield town centre scheme as outlined in the report be approved subject to consultation
- iv. the sustainable transport element within the Hyndburn Burnley Pendle Growth Corridor be treated as fully committed.

### **Vehicle Restraint Systems Code of Practice**

**Resolved:** That the Vehicle Restraint Systems Code of Practice set out in the report be approved

### **Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2020/2021**

**Resolved:** That

- i. the admission numbers and admission arrangements for community and voluntary controlled primary schools, secondary schools and sixth forms for 2020/2021 as set out in the report be approved
- ii. the issues raised by Community and Voluntary Controlled Governing Bodies be noted and a the recommendations set out in response, as set out in the report, be approved
- iii. the admission numbers and criteria for admission set out in the report be approved to constitute the Authority's admission arrangements for 2020/2021.

## **Co-ordinated Admissions Scheme 2020/21 - Determination of the Qualifying Scheme**

### **Resolved:** That

- i. the scheme listed at Appendix 'A', and its accompanying timetable in Appendix 'B', be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2020/21
- ii. the Executive Director of Education and Children's Services be authorised to seek to secure the adoption of the scheme by the governing body of each Lancashire voluntary aided and foundation school and academy, in order to inform the Secretary of State for Education that a scheme has been introduced in Lancashire.

## **Determination of Home to School Transport Policy - Academic Year 2020/2021**

**Resolved:** That the Home to School Transport Policy for the academic year 2020/2021 as set out in the report be approved.

## **Libraries, Museums and Archives Fees and Charges Review 2018/19**

**Resolved:** That changes to library and archive fees and charges with effect from 1 April 2019 be approved as follows:

- i. To increase the maximum fine limit on an individual library item from £6 to £7.
- ii. To increase library photocopying charges for A4 black and white from 10p to 15p; for A4 colour from 25p to 50p; for A3 black and white from 10p to 25p and for A3 colour from 25p to 75p.
- iii. To reduce the cost of borrowing DVDs from £2 to £1 for adults and to reduce the cost of children's DVD rental ('U' rated titles) from £1 to 50p.
- iv. To introduce a reservation charge of 75p for CDs but to maintain the rental charge of 50p per week to bring into line with the reservation charge for printed books.
- v. To introduce fines of 20p per day for the late return of spoken word items (audio books) to bring into line with fines imposed for the late return of printed books.
- vi. To make a number of changes to hire charges and loan periods for materials borrowed from the music and drama collection as detailed in Appendix 'A'.
- vii. To increase the cost of tokens for self-service prints from archive microfilm/fiche from 75p to 80p.
- viii. To increase the archive record agent administrative charge from £50 per annum to £55 per annum.

## **Multi-Agency Self-Neglect Framework**

**Resolved:** That the Multi-Agency Self-Neglect Framework as set out in the report be approved

## **Extra Care Sheltered Services**

**Resolved:** That

- i. the cessation of the background care service (staff on site 24 hours per day) within 5 extra care schemes namely Beck View (Lancaster), Parkside Court (Morecambe), Plessington (Longridge) Torrentum (Thornton) and Croft (Freckleton) be approved.
- ii. the Executive Director of Adult Services and Health & Wellbeing, in consultation with the Cabinet Member for Adult Services, be authorised to determine the future provision of care in Molyneux Court, Preston.
- iii. the extension of contracts, initially until the end of May 2019, with the option to extend for a further 3 months where circumstances within individual schemes require a longer implementation period be approved.

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

### **Request for Waiver of Procurement Rules - Independent Advisor Pension Fund**

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

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

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





**Meeting of the Full Council**  
**Meeting to be held on Thursday, 28 February 2019**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

**The Audit, Risk and Governance Committee**  
(Appendix 'A' refers)

Debra Jones, Tel: (01772) 537996, Democratic Services Officer,  
debra.jones@lancashire.gov.uk

**Executive Summary**

The report of the Audit, Risk and Governance Committee from its meeting held on 28 January 2019 is attached at Appendix 'A'.

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

**Recommendation**

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

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

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



# Appendix A

## **Meeting of the Full Council – 28 February 2019**

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

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

##### **Accounting Policies used in the Preparation of the Statement of Accounts 2018/19**

The Committee considered a report outlining the accounting policies to be used in the preparation of the council's 2018/19 statement of accounts.

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

##### **Treasury Management Activity 2018/19**

The Committee considered a report which provided a review of treasury management activity from October to December 2018, including a summary of: economic conditions, borrowing, investments and results measured against treasury management indicators.

**Resolved:** That the report be noted.

##### **Treasury Management Strategy and Investment Strategy 2019/20**

Both strategies were recommended to the 14 February 2019 budget meeting of the Full Council for approval and more information can found [here](#).

##### **External Audit - Audit Progress Report and Sector Update 2018/19**

The Committee considered a report from Grant Thornton UK, the county council's external auditors, outlining the external audit progress report and sector update 2018/19 as of January 2019.

**Resolved:** That the report be noted.

##### **Internal Audit Progress Report**

The Committee considered a report summarising the work of the Internal Audit Service's including key findings, issues of concern and action taken up to 31 December 2018 across the county council.

**Resolved:** That the report be noted.

##### **Corporate Risk and Opportunity Register Quarter 3**

The Committee considered a summary of the quarter 3 corporate risk and opportunity register and the changes to the status of corporate risks were highlighted.

**Resolved:** That the report be noted.

### **Skills and Development Needs Review**

The Committee considered a review of the skills and development needs of the current committee members, highlighting training needs and how these would be addressed.

**Resolved:**

- (i) That the outcome of the review be noted.
- (ii) That the subject areas for initial training and the preferred training methods be confirmed.

### **Protocol for Grants to the Community and Voluntary Sector**

The Committee considered a protocol for the management and award of grants by the county council to the voluntary, community and faith sector to ensure robust governance.

**Resolved:**

- (i) That the protocol for the administration of grants to the voluntary and community sector be approved.
- (ii) That the Constitution be amended to ensure all grant schemes operated by the county council follow the protocol and that the Director of Corporate Services be authorised to approve the wording to be used in the Constitution.
- (iii) That the amendments to the Constitution be approved by Full Council in due course.

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

### **Lancashire Central – Cuerden**

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

The Committee received a report providing an update regarding the Lancashire Central Cuerden project.

**Resolved:** That the report be noted.

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 28 February 2019**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

**The Employment Committee**  
(Appendix 'A' refers)

Contact for further information:  
Debra Jones, Tel: (01772) 537996, Democratic Services Officer,  
debra.jones@lancashire.gov.uk

**Executive Summary**

The reports of the Employment Committee from its meetings held on 14 January and 11 February 2019 are attached at Appendix 'A'.

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

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

**Recommendation**

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

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



## Meeting of the Full Council – 28 February 2019

### Report of the Employment Committee meeting held on 14 January 2019

**Chair: County Councillor Geoff Driver**

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

#### **Recruitment & Retention payments for Fleet Services Technicians**

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

It was reported that officers had requested that the item be withdrawn for further consideration.

**Resolved:** That the item be withdrawn.

#### **Local Pension Partnership Pay Proposals**

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

The Committee considered a report from Local Pensions Partnership Ltd (LPPL) to increase the remuneration of a senior LPPL employee.

**Resolved:** That the remuneration proposal, including the back dating of the pay increase, put forward by Local Pensions Partnership Ltd, as set out in the report, be approved.

#### **Implementation of the NJC 2019 Pay Agreement and Assimilation to the new NJC National Pay Spine**

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

The Committee considered a report regarding:

- The implementation of the National Joint Council Pay Agreement with effect from 1 April 2019 and the options for assimilation to the new National Pay Spine.

- A proposal to apply the new Foundation Living Wage rate and integrate it within the National Pay Spine with effect from 1 April 2019.

**Resolved:**

- (i) That the National Joint Council Pay agreement be implemented with effect from 1 April 2019 and the most cost effective option (B) for assimilation be applied, as set out in the report presented.
- (ii) That the new Foundation Living Wage rate be applied and integrated within the National Pay Spine, as set out in the report presented, with effect from 1 April 2019.

**Report of the Employment Committee meeting held on 11 February 2019**

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

**The Localism Act 2011 – Pay Policy Statement 2019/20**

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

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

**Lancashire Renewables Ltd Mass Loss Operations**

(Not for Publication – Exempt information as defined in Paragraphs 1 and 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).

The Committee considered a report outlining a proposal to change the organisational structure of Lancashire Renewables Ltd to maintain the changes to waste processing services at Thornton Waste Recovery Park.

**Resolved:** That the changes in Lancashire Renewables Ltd's organisational structure, as set out in the report, to maintain the changes to waste processing services at Thornton Waste Recovery Park be approved.

**Lancashire Renewables Ltd Annual Pay Review**

(Not for Publication – Exempt information as defined in Paragraphs 3 and 4 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).

The Committee considered a report regarding the company's proposed basic salary increases from 1 January 2019, together with proposed changes to the recognition of service entitlement.



**Resolved:** That the implementation of Lancashire Renewables Ltd's pay proposal and the changes to the recognition of service entitlement, as set out in the report, be approved with effect from 1 January 2019, and following trade union and employee consultation.

### **Compensation Payments Policy**

(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).

The Committee considered a report a report which set out proposals to formalise the council's existing Compensation Payments Policy and to enter into a new collective agreement with the trade unions regarding the permanent operation of the policy.

**Resolved:** That the Compensation Payments Policy, as set out in the report, be approved on a permanent basis with effect from 1 November 2018.



**Meeting of the Full Council**  
**Meeting to be held on Thursday, 28 February 2019**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

**The Pension Fund Committee**  
(Appendices 'A' and 'B' refer)

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

**Executive Summary**

The reports of the Pension Fund Committee meetings held on 30 November 2018 and 1 February 2019 are attached as Appendices 'A' and 'B' respectively.

A copy of the agenda considered by the Committee at each meeting is available to view on the County Council's [website](#). Members can also contact officers specified in individual reports for further information.

**Recommendation**

That the reports of the Pension Fund Committee from the meetings held on 30 November 2018 and 1 February 2019, as set out in the appendices to this report, be noted.

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

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



# Appendix A

## Meeting of the Full Council - 28 February 2019

### Report of the Pension Fund Committee meeting held on 30 November 2018

Chair: County Councillor Eddie Pope

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

#### Progress on Delivering the Lancashire County Pension Fund Strategic Plan

The Committee considered a report on the progress of delivery of the specific objectives set out in the Lancashire County Pension Fund's 3 year Strategic Plan and the Committee noted that in the future some elements of the Plan would be linked to the Risk Register.

#### Decision taken:

1. That the progress made against the various objectives set out in the Lancashire County Pension Fund's 3 year Strategic Plan for the 6 months of the year, as set out in Appendix 'A' to the report presented, are noted.
2. That the Strategic Plan referred to in 1 above be referred to the Lancashire Local Pension Board for consideration with any comments to be reported to the meeting on 29<sup>th</sup> March 2019.

#### Lancashire County Pension Fund - Q2 Budget Monitoring

The Committee considered a report on the financial results for the Lancashire County Pension Fund for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2018 which compared those results with the agreed budget for the same period.

**Decision taken:** That the variances between the actual and budgeted results for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2018 and the forecast financial results for the year ending 31<sup>st</sup> March 2019, as set out in Appendix 'A' to the report presented, are noted.

#### Responsible Investment

The Committee considered a report on how the Fund was being supported in order to fulfil its commitment to long term responsible asset ownership in line with the approach set out in the agreed Investment Strategy Statement.

#### Decision taken:

1. That the new Annex on Climate Change to the Responsible Investment Policy for the Local Pension Partnership Investment Ltd, as set out in the report presented, is noted.
2. That the Responsible Investment Manager at the Local Pensions Partnership be requested to identify in future reports any companies that LAPFF was engaged with in which the Fund had investments.

## **Report of the Responsible Investment Working Group**

The Committee considered a report on the recommendations of the Working Group regarding a revised Responsible Investment Policy, proposed actions for the future development/implementation of that Policy, responses to four issues referred by the Committee together with a proposal from the London Pension Fund Authority to establish a joint Working Group with the Lancashire County Pension Fund on responsible investment.

### **Decision taken:**

1. That the draft Climate Change Policy presented to the meeting on the 23rd March 2018 be abandoned and the revised Responsible Investment Policy, as set out at Appendix 'A' to the report presented, approved.
2. That having considered the responses of the Working Group regarding the five action points to develop the Responsible Investment Policy, a new Action Plan (as set out at Appendix 'B' to the report presented) for the future development/implementation of the revised Responsible Investment Policy referred to at 1 above is approved.
3. That the responses of the Working Group regarding the four issues referred to it by the Pension Fund Committee on the 8th June 2018 and 14th September, 2018, as set out in the report presented, are noted.
4. That the Chair discuss the proposal to establish a joint Working Group on responsible investment on the basis set out in the report with the Chair of the London Pension Fund Authority and report back to the Committee at the meeting on the 29<sup>th</sup> March 2019.

### **Feedback from members of the Committee on pension related training, conferences and events**

The Committee considered a report on member attendance at various internal/external pension related training events which had taken place since the last meeting and individual members of the Committee gave feedback on specific conferences/events.

### **Decision taken:**

1. That the feedback given at the meeting from members of the Committee with regard to conferences/training events they had attended since the last meeting is noted.
2. That the Chair explore with LAPFF the possibility of encouraging companies to hold future pension related conferences in Preston.

## **Part II (Not open to the Press and Public)**

### **Local Pensions Partnership Update**

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

The Committee considered a report from the Local Pensions Partnership presented a report which included an update on the performance of the administration service and recognised that action had been taken to address the backlog of cases referred to at the previous meeting. However, there was considerable concern that the backlog had still not been cleared and clarification on that point was requested. The Committee also noted the recommendations of the Administration Working Group (which the Local Pension Partnership had established to oversee the stabilisation of the administration service) and the strategic plan for the implementation of a revised operating model in the future.

**Decision taken:** That the progress to date with regard to the pension administration service be noted and the Committee kept informed of further developments, particularly with regard to the clearance of the backlog of cases, communication with members of the Fund and the recommendations of the Administration Working Group.

### **LCPF Performance Overview - September 2018**

(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 Lancashire County Pension Fund which highlighted a number of key areas, including the economic/market background, the total Fund return as at 30<sup>th</sup> September 2018 and updates in relation to the performance of the equity, credit, real estate infrastructure and private equity portfolios.

#### **Decision taken:**

1. That the report and the updates on performance of the Fund presented at the meeting are noted.
2. That the Investment Panel be requested to discuss with the Local Pensions Partnership the proposed work plan to reach the target asset allocation in Real Estate.

### **Investment Panel Report**

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It was considered that in all the circumstances of

the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information).

The Committee considered a detailed report on matters considered by the Investment Panel since the last meeting and received an update from one of the independent advisers on the investment and marketing context in which the Fund operated.

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

### **Future development of a Responsible Investment Dashboard**

(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 an analysis of detailed information in relation to the Listed Equities Portfolio which had been referred to the Committee by the Responsible Investment Working Group for consideration in relation to future reporting.

**Decision taken:** That the level of analysis of the Listed Equities Portfolio, set out at Appendix 'A' to the report presented, is welcomed and similar reports regarding the Infrastructure, Private Equity and Credit portfolios should be presented to future meetings in order to broaden the coverage of information available to the Committee and inform the development of a Dashboard on responsible investment.

### **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 current version of the Risk Register associated with the Fund which had been reviewed by county council officers in consultation with colleagues from the Local Pensions Partnership and by the Lancashire Local Pension Board at their meeting on the 16th October 2018.

**Decision taken:** That the contents of the updated Risk Register, together with the Lancashire County Pension Fund Risk Summary document, as set out respectively at Appendices 'A' and 'B' to the report presented are noted.



# Appendix B

## **Meeting of the Full Council - 28 February 2019**

### **Report of the Pension Fund Committee Meeting held on 1 February 2019**

**Chair: County Councillor Eddie Pope**

#### **Part II (Not open to the press and public)**

##### **Local Pensions Partnership 2019/20 Strategic Plan and Budget**

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

The Committee received presentations from the Local Pension Partnership representatives in relation to the proposed 2019/20 budget and short term objectives and noted that the associated strategic plan had not changed from the one approved by Committee in June 2018.

It was reported that the Local Pension Partnership had faced challenges over the last 9 months and had responded to the issues raised by the Committee with regard to the pension administration service. A number of examples were given of recent improvements to the service and in relation to the ongoing performance of the Fund.

The Committee considered the budget set out at Appendix 'A' to the report which was primarily focussed on short term measures to provide a quality, cost effective service with an emphasis on the continuing improvement of the pension administration service. The current funding level was discussed and the Committee questioned the representatives from the Local Pension Partnership on various elements of the proposed budget and the short term objectives, requesting further clarification of the information provided where appropriate.

#### **Decision taken:**

1. That the Local Pensions Partnership 2019/20 budget, as set out in Appendix 'A' to the report presented, is approved.
2. That the 2019/20 short term objectives of the Local Pensions Partnership, as set out in Appendix 'B' to the report presented, are approved.
3. That the Local Pension Partnership provide the following information to the Committee outside of the meeting.
  - a) A detailed breakdown of the figures for 'Travel' and 'Other' referred to in the 'Non Staff Costs' section of Appendix 'A'.
  - b) Details of the 'growth roles' referred to under 'Staff Costs' in Appendix 'A'.

- c) A breakdown of staff numbers at the various locations across the Local Pension Partnership.
- d) Examples of diversity/legal statements in relation to responsible investment.
- e) An update on progress towards the achievement of cultural targets in relation to addressing pay differentials and climate change.

The Chair thanked the representatives from the Local Pension Partnership for their attendance and contributions to the discussion before they left the meeting.

### **Independent Investment Adviser to the Pension Fund - New Contract**

(Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information).

The Committee considered a proposal to award a new 3 year contract to one of the independent advisers on their existing terms of employment and discussed the proposed salary, the knowledge/experience of the individual concerned and the benefit of having overlapping contracts for the two independent advisers to ensure continuity of advice. It was also noted that any approval would be subject to the Cabinet agreeing a waiver of the county council procurement rules in accordance with paragraph 9 of Appendix R in the county councils Constitution.

**Decision taken:** That, subject to the Cabinet agreeing a waiver of the county council procurement rules, Aoifinn Devitt, the independent adviser to the Committee, be awarded a contract for three years up to the 28<sup>th</sup> February 2022, on the basis set out in the report presented.

### **Reappointment of the Chair of the Lancashire Local Pension Board**

(Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. 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 which recommended that the current Chair of the Lancashire Local Pension Board be appointed for a further two years with an option for an extension of an additional two years and discussed the salary for the post, the knowledge/experience of the Chair and the contributions he had made to the work of the Board.

**Decision taken:**

1. That the appointment of Mr W Bourne as the independent Chair of the Lancashire Local Pension Board, on the basis set out in Appendix 'A' to the report presented, is approved.
2. That the full council be recommended to approve the appointment specified at 1 above with effect from the 1<sup>st</sup> April 2019.



## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
None;

## The Overview and Scrutiny Committees

(Appendices 'A' - 'D' refer)

Contact for further information:

Gary Halsall, Tel: (01772) 536989, Senior Democratic Services Officer,  
gary.halsall@lancashire.gov.uk

### Executive Summary

The most recent cycle of meetings of the Overview and Scrutiny Committees took place in the period November 2018 to January 2019.

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

Appendix 'A' - Children's Services Scrutiny Committee

Appendix 'B' - Education Scrutiny Committee

Appendix 'C' - Health Scrutiny Committee

Appendix 'D' - Internal Scrutiny Committee

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

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

### Recommendation

That the report of the Overview and Scrutiny Committees, as now presented, be noted.

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

## **Meeting of the Full Council – 28 February 2019**

### **Report on the Children's Services Scrutiny Committee meeting held on 5 December 2018 and 16 January 2019**

**Chair: County Councillor Andrea Kay**

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

[Children's Services Scrutiny Committee](#)

#### **5 December 2018**

##### **Progress Update – Lancashire Parent Carer Forum**

An update was provided to the committee on the progress to date around the formation of the Lancashire Parent Carer Forum (LPCF).

**Resolved:** That;

- i. The update be noted.
- ii. Information be circulated to school clusters on the work of the LPCF.
- iii. Information be circulated to all councillors on the work of the LPCF.

##### **Lancashire's Children's Services Development Plan**

The draft 'Better for Children: Lancashire's Children's Services Development Plan' was presented to the committee. It set out the actions required to address the 11 recommendations from the recent Children's Services Ofsted inspection report.

**Resolved:** That;

- i. The information provided in the report be noted.
- ii. Suggestions from the committee on the draft plan be fed back.

##### **Children and Family Wellbeing Service: Responses to Consultation and Final Proposals**

The report was presented providing an update following the outcome of the consultation on the Children and Family Wellbeing Service which was approved by Cabinet on 8 November 2018.

**Resolved:** That;

- i. The report presented be noted.
- ii. An update from the Children and Family Wellbeing Service be provided to the Children's Services Scrutiny Committee in 6 months.

## **Report of the Supporting Pupils at Special Schools with Medical Conditions Task and Finish Group**

The committee was updated with the report of the Supporting Pupils at Special Schools with Medical Conditions Task and Finish Group.

**Resolved:** That;

- i. The recommendations of the Task and Finish Group be supported.
- ii. The relevant Cabinet Members and officers from the NHS and the county council be invited to attend the Children's Services Scrutiny Committee meeting scheduled for 27 February 2019, to present their responses to the Task and Finish Group's recommendations.

**16 January 2019**

### **Children's Services Social Work Academy**

The report presented provided an overview of the Children's Services Social Work Academy, including the background to the Academy, content, evaluation and future plans.

**Resolved:** That;

- i. The report presented be noted.
- ii. A quarterly briefing note on the vacancy rate be provided.

### **Children's Services Leadership Academy**

The report presented provided an overview of the Children's Services Leadership Academy, including the background to the Academy, content, evaluation and future plans.

**Resolved:** That;

- i. The report presented be noted.
- ii. A briefing note to update members on the progress of the Children's Services Leadership Academy and the retention figures for 2018/19 be provided.



## Meeting of the Full Council – 28 February 2019

### Report on the Education Scrutiny Committee meeting held on the 6 December 2018

**Chair: County Councillor Christian Wakeford**

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

[Education Scrutiny Committee](#)

#### **The Future of Maintained Nursery Schools**

The report presented detailed information on the task and finish group convened in recognition of the significant financial challenges being faced by maintained nursery schools (MNS) to support sustainability and future direction.

**Resolved:** That;

- i. The report be noted.
- ii. The proposed actions in the future and the intention to have regard to relevant statutory guidance be noted.
- iii. An all-party Notice of Motion be submitted to February Full Council around the funding formula from Central Government.
- iv. An update from the working group be presented to the June 2019 meeting.

#### **Schools in Financial Difficulty**

The report presented provided the Education Scrutiny Committee with an update on Lancashire schools in financial difficulty (SIFD), their categorisation, and the support that was being provided.

**Resolved:** That;

- i. The report presented be noted.
- ii. An update on the figures of schools in financial difficulty including how this has transitioned over time be presented to a future meeting of the Committee.

#### **School Governance**

The report presented provided background information on the governance of schools, the role of the local authority and the provision of support to Lancashire schools.

**Resolved:** That;

- i. The report presented be noted
- ii. Details of chairs forums be circulated to members along with details of governor vacancies in all districts.



## **Meeting of the Full Council – 28 February 2019**

### **Report on Health Scrutiny Committee meeting held on 11 December 2018**

**Chair: County Councillor Peter Britcliffe**

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

[Health Scrutiny Committee](#)

### **11 December 2018**

#### **Lancashire and South Cumbria Transforming Care Partnership Update**

The report provided an update on the work of the Transforming Care Partnership (TCP); a partnership between all providers and commissioners across Lancashire and South Cumbria (two County Councils, two unitary authorities and eight Clinical Commissioning Groups). The Transforming Care programme was a national programme and had three key aims:

- To improve quality of care for people with a learning disability and/or autism.
- To improve quality of life for people with a learning disability and/or autism.
- To improve community teams capacity to be able to manage more challenging behaviours and so reducing admissions.

**Resolved:** That;

1. The performance against the trajectory for discharge rates, annual health checks (AHC) and Learning Disabilities Mortality Reviews (LeDeR) be noted.
2. A written report and action plan on performance against these targets be presented to the Health Scrutiny Committee in 12 months' time.



## Meeting of the Full Council – 28 February 2019

### Report on the Internal Scrutiny Committee meeting held on 18 January 2019

**Chair: County Councillor David O'Toole**

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

[Internal Scrutiny Committee](#)

### **Grit Bins and Non-Priority Routes - Response to Recommendations of the Scrutiny Task and Finish Group**

The purpose of the report was to provide a response to the recommendations of the task and finish group. Members thanked the Cabinet Member for the largely positive response and proactive stance taken.

**Resolved:** The Internal Scrutiny Committee receive the report on the responses by the Cabinet Member for Highways and Transport.

### **Report of the Reducing Single Use Plastics in Lancashire Task and Finish Group**

The Committee welcomed the final report of the Reducing Single Use Plastics (SUPs) in Lancashire task and finish group. There had already been some successes across the County Hall Complex, in particular in the Reflections Café.

A bite size briefing would be arranged in due course for county councillors to share what was being done and what role councillors could play in helping to reduce the use of SUPs.

**Resolved:** The Internal Scrutiny Committee;

- i. Support the recommendations of the task and finish group.
- ii. Consider writing to Central Government in regards to setting out legislation for the banning of sky lanterns across Lancashire.
- iii. Receive an update report in six months' time.
- iv. Arrange a Bite Size Briefing for county councillors on the issues of plastic waste and what was being done to address this and what role county councillors could play.

## **Budget Savings Update 2018/19**

The report presented provided an update as requested by the Internal Scrutiny Committee on specific areas for savings identified from the 2018/19 budget.

**Resolved:** The Internal Scrutiny Committee;

- i. Note the report presented.
- ii. Include as part of the work programme an update on the impact on voluntary groups.
- iii. Request a further update on the budget savings at a future meeting.

**Meeting of the Full Council  
Meeting to be held on Thursday, 28 February 2019**

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
(All Divisions);

**The Lancashire Health and Wellbeing Board**  
(Appendix 'A' refers)

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

**Executive Summary**

The report of the Lancashire Health and Wellbeing Board from its meeting held on 29 January 2019 is attached at Appendix 'A'.

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

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

**Recommendation**

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

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A





## Meeting of the Full Council - 28 February 2019

### Report on the Lancashire Health and Wellbeing Board meeting held on 29 January 2019

Chair: County Councillor Shaun Turner

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

[Lancashire Health and Wellbeing Board](#)

### Children's Services Update

#### Children's Services Getting to Good Plan

The Board received the Lancashire Getting to Good Plan which set out the actions required to address the 11 recommendations in the Ofsted report.

**Resolved:** That the Health and Wellbeing Board noted the Lancashire Getting to Good Plan and considered how the Board could contribute to the achievement of outcomes in the plan.

#### Lancashire Special Educational Needs and Disabilities (SEND) Partnership – Update on the Implementation of the Written Statement of Action

The fourth update was received by the Board on the progress of the written statement of action.

**Resolved:** That the Health and Wellbeing Board:

- i) Noted the progress of delivery on the written statement of action;
- ii) Would receive an update on the Improvement Plan and progress at the March 2019 Board meeting;
- iii) Noted the changes to the external monitoring process in 2019 as described in paragraph 3 of the report.

### NHS Long Term Plan

The Board received a report highlighting key elements from the NHS Long Term Plan and appraised the content and discussed how the Board would accelerate with greater collaboration and enhance system working to deliver the ambitions outlined within the plan.

**Resolved:** That the Health and Wellbeing Board noted the contents and key deliverables of the plan and discussed next steps in implementation.

## **Better Care Fund Progress**

An update on the progress of the Better Care Fund Metrics, the Future of the Better Care Fund/Integration, the Activing Ageing Pilot and the Chair of the Better Care Fund Steering Group was received by the Board.

**Resolved:** That the Health and Wellbeing Board:

- i) Noted the performance against the Better Care Fund metrics.
- ii) Noted the national indications of continuation of the Better Care Fund subject to a review and new planning framework.
- iii) Noted the local plans to review the Lancashire Better Care Fund in a broader context of integration.
- iv) Required a detailed report on Better Care Fund and integration once both reviews were complete and full planning frameworks and guidance were available.
- v) Agreed to the recommendation of the Better Care Fund Steering Group not to support a pilot of the Active Ageing Alliance pilot.
- vi) Agreed to the Better Care Fund Steering Group identifying a nominee for the position of Chair of that group and for the confirmation of that nomination to be ratified by the Chair of the Health and Wellbeing Board.
- vii) Noted that Louise Taylor, Executive Director for Adult Services and Health and Wellbeing would report on the propositions from the joint session held with Lancashire, Blackburn, Blackpool, Cumbria and care providers at a future meeting.

## **Proposals for 2019/20 Joint Strategic Needs Assessment Work Plan**

The Board were asked to approve to the proposals for the 2019/2020 Joint Strategic Needs Assessment Work Plan to carry out three major projects which were: support for population health management, health inequalities and children and young people.

**Resolved:** That the Health and Wellbeing Board approved the three proposed projects for the 2019/2020 joint strategic needs assessment project year.

## **Motor Neurone Disease Association Charter**

The Board received a presentation on the Charter.

**Resolved:** That the Health and Wellbeing Board adopted the Motor Neurone Disease Charter.

## **Urgent Business**

### **National Initiative – Fit and Fed**

The Board were requested to support an application for the initiative.

**Resolved:** That the Health and Wellbeing Board supported Adrian Leather in submitting an application for the National Initiative – Fit and Fed.



## Meeting of the Full Council

Meeting to be held on Thursday, 28 February 2019

Report submitted by: Head of Legal and Democratic Services

**Part B**

Electoral Division affected:  
(All Divisions);

## Report of the Lancashire Combined Fire Authority

(Appendix 'A' refers)

Contact for further information:

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

### Executive Summary

Appendix 'A' sets out a summary report of the Lancashire Combined Fire Authority following its meeting on 17 December 2018. This is now presented to the Full Council for information.

### Recommendation

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

## Local Government (Access to Information) Act 1985

### List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



## REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY 17TH DECEMBER 2018

### **1. HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS)**

The Policing and Crime Act 2017 sets out that HMICFRS will inspect and report on the efficiency and effectiveness of Fire and Rescue Authorities in England. In July 2017, HMICFRS extended this remit to include inspections of England's Fire and Rescue Services to assess and report on the efficiency, effectiveness and people of the 45 Fire and Rescue Services in England.

Lancashire Fire and Rescue Service (LFRS) was in the first of three tranches of inspections which took place during 9 - 13 July 2018 and involved the HMICFRS team of inspectors speaking to: staff across the organisation, selected partner agencies, the Representative Bodies, the Executive Board and the Chairman. This was facilitated during the Winter Hill deployment and was managed with the commitment of staff flexibility to ensure a suitable and sufficient inspection week. A strategic debrief took place on the 13 July at the end of the inspection week and was delivered to Executive Board members and the Chairman. Further data was requested and returned to HMICFRS on 14 July 2018.

The final outcome report was given a revised embargo of 20 December 2018; therefore the Authority was updated on the results of the Inspection results under part 2 of the agenda.

Subsequent to the meeting, the published report is now available on the HMICFRS website:

<https://www.justiceinspectors.gov.uk/hmicfrs/wp-content/uploads/lancashire-fire-and-rescue-service-report-2018-19.pdf>

The Authority is delighted with the outcome of the report. This independently rates Lancashire Fire and Rescue Service as the best fire and rescue service that has been inspected in the country to date; being the only Service to be given an 'outstanding' in any category with all other areas rated as 'good'. We are particularly proud that the Service is 'outstanding' in the area of 'promoting the right values and culture' which is a reflection of the standards of our staff and leadership. Our professionalism is what sets us apart from other organisations and the reason the Service is held in such high regard by our communities and partners.

### **2. ANNUAL STATEMENT OF ASSURANCE**

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

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

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

### **3. FIRE PROTECTION REPORTS**

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 September 2018 to 30 November 2018 was provided.

There were 3 current prosecutions awaiting trial and 3 prosecution cases being prepared. Fire protection and business support information included that LFRS now had 11 registered Primary Authority Scheme partners and Members noted that there were 4 arson convictions during the period which included details of a conviction that involved a serving prisoner. This incident was worthy of special note as it was highly unusual for a prisoner serving a current sentence to be charged and committed to Court for trial for starting a fire within a prison unless it was a major incident. This was not just a Lancashire problem, but a National problem.

This conviction sent a clear message that cell fires would not be tolerated and could result in an additional prison sentence. Since this conviction, fires at HMP Lancaster Farms have reduced dramatically as have incidents at other prisons across Lancashire and work continues with other prisons and Police departments to encourage any further cases be progressed to court.

### **4. URGENT BUSINESS - COLLABORATION**

The Chief Fire Officer advised that a letter addressed to the Chairman had been received from the Police and Crime Commissioner on 14 December 2018 requesting a meeting. The letter was in response to a letter sent to him on 30 August 2018 (which had been confirmed as received on 31 August 2018 and) which had been resent on 26 November 2018.

The Chief Fire Officer confirmed that the Service continued to work in collaboration with partners including other Blue Light organisations in order to deliver the most effective and efficient services. The workstreams identified by the Blue Light Collaboration Project with Lancashire Constabulary continued, with significant projects reported to the Planning Committee for a decision.

FRANK DE MOLFETTA  
Chairman

LFRS  
Fulwood



## Notices of Motion submitted under Standing Order B36

### 1. By County Councillor John Fillis

Health and Wellbeing Grant Scheme

#### **That council notes:**

The "Health and Wellbeing Grant Scheme" report by Veritau stated: "The approval of the project was undertaken in accordance with the County Council's decision making process and was lawful."

Lancashire County Council Officers stated: "The monitoring officer advised that the report states unambiguously that the decisions taken by the former cabinet members for Health and Wellbeing were lawful in terms of the purpose of the grant scheme and the county council constitution and that based on the contents of the report there has been no criminal conduct."

The Police stated: "From the information available to me at this time there is no evidence of Criminality."

The Audit, Risk and Governance Committee recommendation of 29th October 2018, reported to Full Council on 13th December 2018, stated (in part): "ii) Report this matter to Lancashire Constabulary for investigation to determine if there has been any fraud, misconduct in public office or a criminal breach of electoral law."

The recommendation was put forward by Cllr Phillippa Williamson.

Therefore, this council resolves that:

- (i) Cllr Alan Schofield should resign as Chair of the Audit, Risk and Governance Committee, following a clear failure of duty to ensure members of the committee kept within the bounds of legal advice from council officers concerning the "Health and Wellbeing Grant Scheme" report by Veritau.
- (ii) Cllr Williamson should apologise to the council for ignoring the advice.
- (iii) The Conservative Administration has misused Council Tax Payers Money and Council Officer and Police time.

### 2. By County Councillor Lizzi Collinge

End Violence at Work Charter

Lancashire County Council recognises that many public service workers are subjected to violence and aggression in the course of their work. Evidence provided by UNISON highlights that in some contracted out services, public service workers are told by their employers to tolerate violence, suggesting assaults are just "part of the job".

This council applauds UNISON for developing the 'End Violence at Work Charter' - which commits employers to ten basic actions to safeguard public service workers and provide support should they become the target of violence at work.

This council wishes to see far more employers confront the issue of violence in the workplace and therefore commits to:

Making the 'End Violence at Work Charter' a core part of our commissioning process.

Asking all existing service contract providers in Lancashire to sign up to the End Violence at Work Charter and make the award of new contracts dependent on a commitment by the organisation to sign the Charter.

This Council recognises that this approach is consistent with our ongoing commitment to an ethical procurement and commissioning process.

Further, council reiterates its opposition to violence at work in all sectors and reaffirms its commitment to working with its own employees and Trade Unions to ensure that all appropriate steps and support are in place to tackle the issue for its own workforce.

### **3. By County Councillor Gillian Oliver**

Lancashire County Council Use of Bailiffs

Lancashire County Council instructed bailiffs to retrieve unpaid debts 6,065 times in the last 12 months.

Councillors are hearing about the distress these visits bring, and in some cases have received complaints about the bailiffs' perceived failure to act within the law.

This council commits itself to:

- (i) Ensuring bailiffs sent in its name know the law and act within it; and
- (ii) Seek an independent regulator for the sector and asks the Chief Executive and Director of Resources to write to Lucy Frazer MP, Parliamentary Under Secretary of State at the Ministry of Justice, requesting this.

### **4. By County Councillor Erica Lewis**

Declare a Climate Emergency

According to the Intergovernmental Panel on Climate Change 1.5C report, published in October 2018, humanity has 12 years for "ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities" to deliver the "rapid and far-reaching transitions in land, energy, industry, buildings, transport, and cities" needed to turn this around, so we can avoid reaching tipping points where we no longer have the ability to avoid extreme weather events.

In recent years Lancashire has been subject to both flood and fire. Events that used to be described as 1 in 100 year events to many residents now seem to be regular events. The changes we are seeing in the climate have presented severe challenges to residents, business and organisations, impacting on property, transport, agriculture and other services in Lancashire. Globally millions of others have seen their communities disrupted and devastated with loss of life and livelihood. Many organisations have been working tirelessly for years to try to limit climate change, but action must happen faster. Business as usual is clearly no longer an option. We need local wisdom to increase our resilience and to prepare for the climate changes already in the system.

We recognise the current financial constraints the council faces and expect both development and implementation of action to become carbon neutral and make adaptations for climate change will need significant amounts of additional external funding. However, it should also be recognised that failing to act has a cost we cannot afford to pay, and that some actions may have a positive or neutral financial impact. Investing in sustainable energy production and climate change adaptation can deliver economic as well as social benefits through new jobs and savings as well as improved well-being for people locally and worldwide.

A number of councils across the country have already declared a climate emergency. Lancashire County Council therefore:

- (i) Declares a 'Climate Emergency', and commits to making the operations and activities of Lancashire County Council Carbon Neutral by 2030.
- (ii) Recognises that answering the challenge of climate change is not work that can be done individually and therefore commits to working in partnership with councils, businesses, organisations and residents across the county to meet this challenge.
- (iii) Establishes a scrutiny task group to review the council's operations and identify the changes that need making so that appropriate measures can be included in next year's budget, and recommendations for action short of budget proposals can be taken as soon as possible.
- (iv) Calls upon the UK Government to provide councils across the country with the powers, resources and funding to enable the work that must be done.

## **5. By County Councillor Andrew Snowden**

### **Making Lancashire a Leader in Supporting People with Crohns and Colitis**

The numbers of people suffering with Crohns and Colitis and other severe bowel and urinary diseases and conditions, such as recovering from cancer surgery, is rising. There are also increasing numbers of young people with the condition, brought to the world's attention by the recent news of a ten year old boy from Kentucky who took his own life after being bullied for having a colostomy bag.

These conditions in themselves are incredibly painful, exhausting and stressful - for many they also pose life threatening and life changing situations and decisions. Yet, on the whole, awareness in the general public about the severity and reality of life for those with these conditions is low, leading to embarrassment and stress for those with the condition and meaning that things such as access to toilets are not seen as a public health priority.

Campaigns such as 'Not every disability is visible' and the 'Can't Wait' card have made headway in raising awareness that not everyone needing access to a disabled toilet has a readily visible disability. But much more needs to be done.

It is proposed that Lancashire becomes a national beacon of best practice in supporting people with Crohns and Colitis and other related conditions by:

- Recognising toilet access, both public and private, as an important public health issue.
- Raising awareness of groups for whom toilet access is a crucial issue and creating a better understanding of the conditions, symptoms and support needed
- Ensuring the county council leads by example as an organisation in its employment practices, awareness raising and support.
- Working with partners to improve toilet access and to identify means to do this through information sharing and digital platforms.
- Developing a pledge with district councils, businesses and the public sector to increase recognition of the 'Can't Wait' card programme and sharing their toilet facilities information on relevant digital platforms.

## **6. By County Councillor Gina Dowding**

Declare a Climate Emergency

### **Lancashire County Council believes that:**

- (i) All governments (national, regional and local) have a duty to limit the negative impacts of Climate Breakdown, and local governments that recognise this should not wait for their national governments to change their policies. It is important for the residents of Lancashire and the UK that counties commit to carbon neutrality as quickly as possible.
- (ii) The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority.
- (iii) Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities, as well as improved well-being for people in Lancashire and worldwide.

### **Lancashire County Council resolves to:**

- (i) Declare a 'Climate Emergency'.
- (ii) Pledge to make the county of Lancashire carbon neutral by 2030, taking into account both production and consumption emissions (scope 1, 2 and 3).
- (iii) Call on national Government to provide the powers and resources to make the 2030 target possible.
- (iv) Work with other authorities (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C.
- (v) Work with partners across the county to deliver this new goal through all relevant strategies and plans.
- (vi) Ensure that senior staff are fully aware of this commitment and Cabinet reports to Full Council every six months with the actions undertaken and planned to address this emergency.

## References:

1. Fossil CO<sub>2</sub> & GHG emissions of all world countries, 2017:  
<http://edgar.jrc.ec.europa.eu/overview.php?v=CO2andGHG1970-2016&dst=GHGpc>
2. World Resources Institute: <https://www.wri.org/blog/2018/10/8-things-you-need-know-about-ipcc-15-c-report>
3. The IPCC's Special Report on Global Warming of 1.5°C:  
<https://www.ipcc.ch/report/sr15/>
4. Including US cities Berkeley:  
<https://www.theclimatemobilization.org/blog/2018/6/13/berkeley-unanimously-declares-climate-emergency> and Hoboken:  
<https://www.theclimatemobilization.org/blog/2018/4/25/hoboken-resolves-to-mobilize>, and the C40 cities: <https://www.c40.org/other/deadline-2020>

Scope 1, 2 and 3 of the Greenhouse Gas Protocol explained:

<https://www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions>

