

Full Council

Thursday, 27th February, 2020 at 1.00 pm in the Council Chamber, County Hall, Preston

Agenda

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1. **Apologies and Announcements**
2. **Disclosure of Pecuniary and Non-Pecuniary Interests**
3. **Question Time** (Pages 1 - 2)
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- A. Matters for Decision**
 4. **Confirmation of the Minutes from the Meeting held on 17 October 2019, the Extraordinary General Meeting held on 13 February 2020 and the Meeting held on 13 February 2020** (Pages 3 - 36)
 5. **Members' Allowance Scheme 2020/21** (Pages 37 - 58)
 6. **The Localism Act 2011 - Pay Policy Statement 2020/21** (Pages 59 - 92)
 7. **Financial Threshold for Key Decisions** (Pages 93 - 94)
 8. **Updates to the Constitution** (Pages 95 - 108)

9. **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

10. **Report of the Cabinet (Part B)** (Pages 109 - 122)

11. **Report of County Council Committees**

To receive reports from:

(a) **The Urgency Committee** (Pages 123 - 124)

(b) **The Audit, Risk and Governance Committee (Part B)**
(Pages 125 - 130)

(c) **The Employment Committee** (Pages 131 - 136)

(d) **The Pension Fund Committee** (Pages 137 - 144)

(e) **The Overview and Scrutiny Committees** (Pages 145 - 156)

(f) **The Lancashire Health and Wellbeing Board** (Pages 157 - 164)

12. **Report of the Lancashire Combined Fire Authority** (Pages 165 - 170)

C. Notices of Motion

13. **To consider Notices of Motion Submitted under Standing Order B36** (Pages 171 - 172)

14. **Exclusion of Press and Public**

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

Part II (Not Open to Press and Public)

15. **Local Pensions Partnership Proposed Capital Restructuring**
(Pages 173 - 182)

Angie Ridgwell
Chief Executive and
Director of Resources

County Hall
Preston

19 February 2020

Agenda Item 3

Questions submitted under Standing Order B28

No.	To be asked by:	Question:	For answer by (Cabinet Member):
1.	CC Cheetham	In light of the latest figures showing a rise in suicide rates both nationally and locally, can the Cabinet Member for Health and Wellbeing outline what work is being done within Lancashire County Council to try and address this?	CC Turner
2.	CC Brown	Following National Care Leavers Week, can the Cabinet Member for Children, Young People and Schools update us on what this Council is doing for our care leavers?	CC Williamson
3.	CC Rear	Could the Cabinet Member for Children, Young People and Schools update Councillors on the new model the Council is adopting for working with children, young people and their families?	CC Williamson
4.	CC Collinge	Can the Cabinet Member for Children, Young People and Schools tell me why the County Council has passed the running costs of the former children's centre buildings on to Appletree Maintained Nursery and what justification do they give for this?	CC Williamson
5.	CC Howarth	<p>Is the Cabinet Member aware of the numerous vehicle collisions that have taken place at the Broad Oak roundabout since it was redesigned to accommodate the Penwortham by-pass?</p> <p>i) If so, does he not recognise the dangers posed to pedestrians on the length of pavement from Bank Top Road to the Broad Oak Lane crossing, the only section of this roundabout without any safety barrier or guardrail?</p> <p>ii) Does he not consider that physical evidence such as that on</p>	CC Iddon

		<p>5 January of a vehicle mounting the pavement, hitting a street sign and crashing through a noise attenuation barrier within feet of a young girl, should take precedence over the safety audits being used to deny that any danger exists?</p> <p>iii) Given the very fortunate near miss that could have resulted in a tragic death, would he still have done nothing under those circumstances? If not, why will you not act now?</p>	
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Agenda Item 4

Minutes

At a meeting of the Full Council held at Council Chamber, County Hall, Preston, on Thursday, 17th October, 2019

Present:

County Councillor Paul Rigby (Chair)

County Councillors

T Aldridge	A Gardiner	M Parkinson
A Ali	J Gibson	J Parr
T Ashton	G Gooch	M Pattison
M Barron	M Green	E Pope
L Beavers	P V Greenall	J Purcell
J Berry	P Hayhurst	J Rear
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
A Cheetham	M Iqbal	K Snape
S Clarke	A Kay	A Snowden
A Clempson	H Khan	D Stansfield
J Cooney	E Lewis	P Steen
L Cox	Ms S Malik	J Sumner
C Crompton	J Marsh	M Tomlinson
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
C Edwards	E Nash	G Wilkins
K Ellard	D O'Toole	P Williamson
D Foxcroft	Mrs L Oades	B Yates
J Fillis	G Oliver	

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Albert Atkinson; Terry Burns; Lizzi Collinge; Jimmy Eaton, Mark Perks, and John Potter.
Announcements

Suspension of Standing Order B45(3)

The Chairman informed Full Council that he had agreed to suspend Standing Order B45(3) for County Councillor Jenny Purcell only to allow her votes to be counted whilst she was not in her designated seat.

Deaths

The Chairman reported the recent deaths of former County Councillor Gordon Toole, who sadly passed away on 11 August 2019, and former County Councillor Stephen Sutcliffe, who sadly passed away on Monday 2 September 2019.

The Council stood in silent tribute.

County Councillor Azhar Ali

County Councillor Azhar Ali apologised to Full Council for remarks he had made at a previous meeting.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

No declarations of interest were made.

3. Question Time

The Chairman informed Full Council that County Councillor Gillian Oliver had withdrawn her question. As this was the only question received, there would be no Question Time.

4. Confirmation of the Minutes of the Meetings held on 18 July 2019

Resolved: - That the minutes of the ordinary and extraordinary meetings, respectively, held on 18 July 2019 be confirmed and signed by the Chairman.

5. Report of the Cabinet (Part A)

County Councillor Geoff Driver moved a report setting out the recommendation of the Cabinet to approve the Strategy for Libraries, Museums, Culture and Archives 2019 - 2024.

Resolved: - That the recommendation of the Cabinet to approve the Strategy for Libraries, Museums, Culture and Archives 2019 - 2024 as set out in the report, now presented, be approved.

6. Report by the Local Government and Social Care Ombudsman on Children's Social Care - 14 August 2019

County Councillor Phillippa Williamson moved a report setting out details of a finding of fault causing injustice after an investigation by the Local Government and Social Care Ombudsman. The report set out the actions that had already been taken in response to the Ombudsman's recommendations.

Resolved: - That:

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

7. Lancashire County Council Timetable of Meetings 2020/21

County Councillor Geoff Driver moved a report setting out details of a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2020 to 31 May 2021.

Resolved: - That the timetable of Full Council, Cabinet and Committee meetings for the period 1 June 2020 to 31 May 2021 inclusive as set out at Appendix 'A' to the report, now presented, be approved.

8. Urgent Business

There was no urgent business to be considered.

9. Report of the Cabinet (Part B)

County Councillor Geoff Driver moved the report of the Cabinet from its meetings on 11 July, 8 August, 5 September and 3 October 2019.

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

10(a) The Audit, Risk and Governance Committee

County Councillor Alan Schofield moved the report of the Audit, Risk and Governance Committee from its meeting on 29 July 2019.

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

10(b) The Employment Committee

County Councillor Geoff Driver moved the report of the Employment Committee from its meetings on 3 September and 7 October 2019.

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

10(c) The Pension Fund Committee

County Councillor Eddie Pope moved the report of the Pension Fund Committee from its meeting on 20 September 2019.

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

10(d) The Overview and Scrutiny Committees

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

Children's Services Scrutiny Committee – 3 July 2019

Education Scrutiny Committee – 22 July 2019

External Scrutiny Committee – 16 July 2019

Health Scrutiny Committee – 24 September 2019

Internal Scrutiny Committee – 12 July, 19 September and 27 September 2019

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

10(e) The Lancashire Health and Wellbeing Board

County Councillor Shaun Turner moved the report of the Pension Fund Committee from its meetings on 23 July and 10 September 2019.

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

11. Report of the Lancashire Combined Fire Authority

County Councillor Frank De Molfetta moved the report of the Lancashire Combined Fire Authority from its meeting on 16 September 2019.

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

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

1. It was moved by County Councillor Azhar Ali and seconded by County Councillor Julie Gibson that:

This council notes:

- Local Government has endured central government funding cuts of nearly 50% since 2010.
- Between 2010 and 2020, councils will have lost 60p out of every £1 they have received from central government.
- The 2019 LGA survey of council finances found that 1 in 3 councils fear they will run out of funding to provide even their statutory, legal duties by 2022/23. This number rises to almost two thirds of councils by 2024/2025 or later.
- The LGA estimates councils will face a funding gap of £8 billion by 2025.
- Faced with these cuts from central government, the local government workforce has endured years of pay restraint with the majority of pay points losing 22 per cent of their value since 2009/10.
- At the same time as seeing their pay go down in real terms, workers experience ever increasing workloads and persistent job insecurity. Across the UK, an estimated 876,000 jobs have been lost in local government since June 2010 – a reduction of 30 per cent. Local government has arguably been hit by more severe job losses than any other part of the public sector.
- There has been a disproportionate impact on women, with women making up more than three quarters of the local government workforce.

This council believes:

- Our workers are public service super heroes. They keep our communities clean, look after those in need and keep our towns and cities running.
- Without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable.
- Government funding has been cut to the extent that a proper pay rise could result in a reduction in local government services.
- The government needs to take responsibility and fully fund increases in pay; it should not put the burden on local authorities whose funding has been cut to the bone.

This council resolves to:

- Support the pay claim submitted by GMB UNISON and Unite on behalf of council and school workers for a £10 per hour minimum wage and a 10 per cent uplift across all other pay points in 2020/21.
- Call on the Local Government Association to make urgent representations to central government to fund the NJC pay claim.
- Write to the Chancellor and Secretary of State to call for a pay increase for local government workers to be funded with new money from central government.

- Meet with local NJC union representatives to convey support for the pay claim.
- Encourage all local government workers to join a union.

The following amendment was proposed by County Councillor Geoff Driver and seconded by County Councillor Keith Iddon:

The Council notes:

- Local Government has endured reductions in central government grants of nearly 50% since 2010.
- The 2019 LGA survey of council finances found that 1 in 3 councils fear they will run out of funding to provide even their statutory duties by 2022/23. This rises to almost two thirds of councils by 2024/2025 or later.
- Thanks to the prudent financial management of the Conservative Administration, Lancashire County Council is not one of those councils.
- In 2017, the then Labour Administration at Lancashire County Council, supported by the Liberal Democrats, declared that the council would be unable to set a legal budget to meet its statutory responsibilities for the financial year 2019/2020.
- In 2017, the outgoing Labour Administration, supported by the Liberal Democrats, left a structural deficit in the council's accounts of over £200m.
- The LGA estimates councils will face a funding gap of £8billion by 2025.

The Council believes that:

- Lancashire County Council workers are public service super heroes and without their professionalism and dedication, the services our residents rely on would not be delivered.
- All public sector pay awards should be fully funded via grants from central government.

The Council resolves to:

Request the Chief Executive and Director of Resources to write to the Secretary of State advising him that the council recognises the value of the contribution that Lancashire County Council staff and all public sector workers make to the delivery of public services in the United Kingdom and ask him to consider whether the government can meet the cost of the pay claim submitted by GMB, UNISON and UNITE given its impact on the wider economy.

The amendment was put to the vote and was CARRIED and became the substantive motion.

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

Lancashire County Council resolves to:

Request the Chief Executive and Director of Resources to write to the Secretary of State advising him that the council recognises the value of the contribution that Lancashire County Council staff and all public sector workers make to the delivery of public services in the United Kingdom and ask him to consider whether the government can meet the cost of the pay award claim submitted by GMB, UNISON and UNITE given its impact on the wider economy.

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 (34)

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

Against (42)

M Barron	J Cooney	A Kay	A Riggott	S Turner
P Britcliffe	G Driver	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	E Pope	A Snowden	B Yates
A Cheetham	M Green	J Purcell	D Stansfield	
S Clarke	A Hosker	J Rear	P Steen	
A Clempson	K Iddon	P Rigby	C Towneley	

Abstain (0)

The amendment was therefore LOST.

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

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 (43)

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

Against (5)

P Hayhurst	D Howarth	T Martin	L Oades	D Whipp
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Abstain (27)

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

It was therefore:

Resolved: - That:

The Council notes:

- Local Government has endured reductions in central government grants of nearly 50% since 2010.
- The 2019 LGA survey of council finances found that 1 in 3 councils fear they will run out of funding to provide even their statutory duties by 2022/23. This rises to almost two thirds of councils by 2024/2025 or later.
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- In 2017, the then Labour Administration at Lancashire County Council, supported by the Liberal Democrats, declared that the council would be unable to set a legal budget to meet its statutory responsibilities for the financial year 2019/2020.
- In 2017, the outgoing Labour Administration, supported by the Liberal Democrats, left a structural deficit in the council's accounts of over £200m.
- The LGA estimates councils will face a funding gap of £8billion by 2025.

The Council believes that:

- Lancashire County Council workers are public service super heroes and without their professionalism and dedication, the services our residents rely on would not be delivered.
- All public sector pay awards should be fully funded via grants from central government.

The Council resolves to:

Request the Chief Executive and Director of Resources to write to the Secretary of State advising him that the council recognises the value of the contribution that Lancashire County Council staff and all public sector workers make to the delivery of public services in the United Kingdom and ask him to consider whether the government can meet the cost of the pay claim submitted by GMB, UNISON and UNITE given its impact on the wider economy.

2. It was moved by County Councillor Erica Lewis and seconded by County Councillor Nikki Hennessy that:

That Lancashire County Council calls upon United Utilities to provide property level flood defences to residents and businesses which routinely flood when rainfall exceeds the capacity of United Utilities' drainage system.

Currently, United Utilities offers support to residents where flooding is a result of a failure in their system. However, United Utilities' drains are only required to cope with a 3% flood event, so when there is flooding such as that which occurred as a result of rain on 9 August 2019, or 28 July 2018, or any number of other storms that are considered a less than 3% chance event, the flooding is not considered a failure of United Utilities' system and therefore residents and businesses do not receive support for property level protection.

At the moment Government support for property level defences after a flood event is not routine. It was available to some after Storm Desmond but wasn't provided at all after the November 2017 storms that particularly affected Lancashire.

The following amendment was proposed by County Councillor Stephen Clarke and seconded by County Councillor Matthew Salter:

That Lancashire County Council calls upon United Utilities and other providers to continue to work towards ensuring property level flood defences to residents and businesses, which routinely flood when rainfall exceeds the capacity of the current drainage systems, is improved.

The Council recognises the concern for residents and businesses that flooding and the risk of flooding causes. To understand and manage the complex multi-agency response required to ensure flood defences and responses are properly informed, thought-through and coordinated a Flooding Working Group has

already been set up. This will need to cover issues like drainage capacity, the planning system, support provided after a flood event and many other areas. An example of the complexity is that Currently, United Utilities offers support to residents where flooding is a result of a failure in their system. However, United Utilities' drains are only required to cope with a 3% flood event, so when there is flooding such as that which occurred as a result of rain on 9 August 2019, or 28 July 2018, or any number of other storms that are considered a less than 3% chance event, the flooding is not considered a failure of United Utilities' system and therefore residents and businesses do not receive support for property level protection.

The Working Group is already working with United Utilities and other organisations such as Yorkshire Water, to understand these complex issues and make appropriate recommendations.

The Group will report to External Scrutiny in November 2019 and then Cabinet. The Council recognises the concerns outlined and resolves to ask the Cabinet Member to ensure the Flooding Working Group is fully aware and take it into their considerations as part of their work.

The amendment was put to the vote and was CARRIED and became the substantive motion.

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

Resolved: - That:

Lancashire County Council calls upon United Utilities and other providers to continue to work towards ensuring property level flood defences to residents and businesses, which routinely flood when rainfall exceeds the capacity of the current drainage systems, is improved.

The Council recognises the concern for residents and businesses that flooding and the risk of flooding causes. To understand and manage the complex multi-agency response required to ensure flood defences and responses are properly informed, thought-through and coordinated a Flooding Working Group has already been set up. This will need to cover issues like drainage capacity, the planning system, support provided after a flood event and many other areas.

An example of the complexity is that Currently, United Utilities offers support to residents where flooding is a result of a failure in their system. However, United Utilities' drains are only required to cope with a 3% flood event, so when there is flooding such as that which occurred as a result of rain on 9 August 2019, or 28 July 2018, or any number of other storms that are considered a less than 3% chance event, the flooding is not considered a failure of United Utilities' system and therefore residents and businesses do not receive support for property level protection.

The Working Group is already working with United Utilities and other organisations such as Yorkshire Water, to understand these complex issues and make appropriate recommendations.

The Group will report to External Scrutiny in November 2019 and then Cabinet. The Council recognises the concerns outlined and resolves to ask the Cabinet Member to ensure the Flooding Working Group is fully aware and take it into their considerations as part of their work.

3. It was moved by County Councillor David Foxcroft and seconded by County Councillor Christian Wakeford that:

This council welcomes the changes to the Ofsted inspection regime which began in September. These changes will see a more balanced approach to the development of students at all levels of the curriculum and a renewed emphasis on the personal development, behaviour and attitudes of young people as well as the quality of the education they receive.

Ofsted plays a vital component in assessing the education provision across Lancashire. This Council requests the Chief Executive and Director of Resources to write to the Secretary of State for Education and Minister of State for School Standards reaffirming Lancashire County Council's commitment to working with Ofsted to raise standards and to support all Lancashire's schools to achieve the highest possible outcomes for our children.

On being put to the vote, the motion was CARRIED.

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 (45)

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

Against (29)

T Aldridge	M Dad	J Gibson	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	M Iqbal	J Molineux	K Snape

L Cox	K Ellard	H Khan	Y Motala	M Tomlinson
C Crompton	J Fillis	E Lewis	G Oliver	

Abstain (4)

P Hayhurst	D Howarth	E Oades	D Whipp
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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, 13th February, 2020

Present:

County Councillor Paul Rigby (Chair)

County Councillors

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

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Terry Aldridge; Albert Atkinson; Terry Burns; Munsif Dad; Paul Greenall; Paul Hayhurst; and Mark Perks.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Name of Councillor	Agenda Item Number	Nature of Interest (non-pecuniary unless stated)
Charles Edwards	3	Member of Central Lancashire Health and Wellbeing Partnership
Michael Green	3	Member of Lancashire Teaching Hospitals NHS Foundation Trust
Eddie Pope	3	Governor, Lancashire Teaching Hospitals NHS Foundation Trust

3. Motion Submitted by County Councillor Kim Snape

It was moved by County Councillor Kim Snape and seconded by County Councillor Matthew Tomlinson that:

Lancashire County Council notes the recent proposals published by Our Health, Our Care regarding the future of Accident & Emergency services in the Chorley and South Ribble Hospital. The report indicates that any A&E provision at Chorley & South Ribble Hospital would not be viable. The Council strongly opposes any proposal to close Chorley & South Ribble Accident and Emergency department.

The Council believes such a proposal would have a detrimental impact on the quality of local health care for the local population and health care for our residents Lancashire wide and even further. This was evidenced when Chorley and South Ribble A&E closed in 2016. Lancashire County Council believes that Chorley & South Ribble Hospital needs a 24 hour Accident & Emergency department.

This Council resolves:

- (i) To oppose any closure or downgrading of A&E services across the County of Lancashire.
- (ii) To instruct the Chief Executive to write to the Prime Minister and Secretary of State for Health asking for them to intervene and invest in strengthening and enhancing all current A&E provision across Lancashire.
- (i) To write to the Chief Executive and Board of Lancashire Teaching Hospitals Trust asking them to address the reasons why the A&E at Chorley and South Ribble Hospital is not deemed viable rather than simply propose to close the unit.

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

Lancashire County Council notes the recent statement published by Our Health, Our Care regarding the future of Accident & Emergency services at Chorley & South Ribble Hospital. The report indicates that A&E provision at Chorley &

South Ribble Hospital would not be viable in the long term. The Council is concerned by any proposal to close Chorley & South Ribble Hospital's Accident and Emergency department.

The Council is concerned such a proposal could have a detrimental impact on the quality of health care for the local population and health care for our residents Lancashire wide and even further. Lancashire County Council believes that patients who previously used the A&E Department at Chorley & South Ribble Hospital need access to a sustainable and viable 24 hour Accident & Emergency department.

This Council resolves:

- (i) To oppose any closure or downgrading of A&E services across the County of Lancashire without clear clinical justification and a thorough public consultation.
- (ii) To instruct the Chief Executive to write to the Secretary of State for Health asking for them to commit to, and invest in, strengthening and enhancing all current A&E provision across Lancashire.
- (iii) To write to the Chief Executive and Board of Lancashire Teaching Hospitals Trust asking them to exhaust all possible avenues in evaluating and addressing the reasons why the A&E at Chorley & South Ribble Hospital is not deemed viable rather than simply propose to close the unit.

Following a brief adjournment, and the insertion of additional text as highlighted in (i) below, the friendly amendment was accepted by County Councillor Snape as follows:

Lancashire County Council notes the recent statement published by Our Health, Our Care regarding the future of Accident & Emergency services at Chorley & South Ribble Hospital. The report indicates that A&E provision at Chorley & South Ribble Hospital would not be viable in the long term. The Council is concerned by any proposal to close Chorley & South Ribble Hospital's Accident and Emergency department.

The Council is concerned such a proposal could have a detrimental impact on the quality of health care for the local population and health care for our residents Lancashire wide and even further. Lancashire County Council believes that patients who previously used the A&E Department at Chorley & South Ribble Hospital need access to a sustainable and viable 24 hour Accident & Emergency department.

This Council resolves:

- (i) To oppose any closure or downgrading of **Chorley and South Ribble Hospital A&E services and A&E services** across the County of Lancashire without clear **truly independent** clinical justification and a thorough public consultation.

- (ii) To instruct the Chief Executive to write to the Secretary of State for Health asking for them to commit to, and invest in, strengthening and enhancing all current A&E provision across Lancashire.
- (iii) To write to the Chief Executive and Board of Lancashire Teaching Hospitals Trust asking them to exhaust all possible avenues in evaluating and addressing the reasons why the A&E at Chorley & South Ribble Hospital is not deemed viable rather than simply propose to close the unit.

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

Resolved: - That:

Lancashire County Council notes the recent statement published by Our Health, Our Care regarding the future of Accident & Emergency services at Chorley & South Ribble Hospital. The report indicates that A&E provision at Chorley & South Ribble Hospital would not be viable in the long term. The Council is concerned by any proposal to close Chorley & South Ribble Hospital's Accident and Emergency department.

The Council is concerned such a proposal could have a detrimental impact on the quality of health care for the local population and health care for our residents Lancashire wide and even further. Lancashire County Council believes that patients who previously used the A&E Department at Chorley & South Ribble Hospital need access to a sustainable and viable 24 hour Accident & Emergency department.

This Council resolves:

- (i) To oppose any closure or downgrading of Chorley and South Ribble Hospital A&E services and A&E services across the County of Lancashire without clear truly independent clinical justification and a thorough public consultation.
- (ii) To instruct the Chief Executive to write to the Secretary of State for Health asking for them to commit to, and invest in, strengthening and enhancing all current A&E provision across Lancashire.
- (iii) To write to the Chief Executive and Board of Lancashire Teaching Hospitals Trust asking them to exhaust all possible avenues in evaluating and addressing the reasons why the A&E at Chorley & South Ribble Hospital is not deemed viable rather than simply propose to close the unit.

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, 13th February, 2020

Present:

County Councillor Paul Rigby (Chair)

County Councillors

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

1. Apologies and Announcements

Apologies for absence were presented on behalf of County Councillors Terry Aldridge; Albert Atkinson; Terry Burns; Munsif Dad; Paul Greenall; Paul Hayhurst; and Mark Perks.

Announcements

Deaths

The Chairman reported the recent death of former County Councillor Mary Cathleen Thom (known as Cath) who sadly passed away on Sunday 1 December 2019.

The Council stood in silent tribute.

New Year Honours 2020

The Chairman extended the Full Council's congratulations to the following individuals who had been honoured in the recent New Year Honours:

- Former County Councillor Jean Battle had been made a Member of the Order of the British Empire (MBE) for charitable and political services.
- Former Lancashire Fire and Rescue Service Chief Fire Officer, Chris Kenny, who had been made an Officer of the Order of the British Empire (OBE) for services to the fire and rescue service.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Name of Councillor	Agenda Item Number	Nature of Interest (non-pecuniary unless stated)
David Howarth	3	Member of South Ribble Borough Council Member of Penwortham Town Council
John Potter	3	Member of Preston City Council Ingol and Tanterton Neighbourhood Council
Jeff Sumner	3	Member of Burnley Borough Council
David Whipp	3	Member of Pendle Borough Council Member of Barnoldswick Town Council

3. Revenue Budget 2020/21 and Financial Strategy 2020/21 to 2023/24; Capital Delivery Programme 2020/21; Capital Strategy 2020 - 2040; Council Tax and Precept 2020/21; Treasury Management Strategy and Non-Treasury Investment Strategy 2020/21

County Councillor Geoff Driver, Leader of the County Council, moved the report of the Cabinet from its meeting on 6 February 2020 regarding the:

- Revenue Budget 2020/21 and Financial Strategy 2020/21 to 2023/24;
- Capital Delivery Programme 2020/21;
- Capital Strategy 2020 - 2040;

- Council Tax and precept 2020/21;

Together with the recommendations of the Audit Risk and Governance Committee from its meetings on 27 January 2020 and 28 October 2019, respectively, in respect of:

- The Treasury Management Strategy and Non-Treasury Investment Strategy and the minimum revenue provision policy statement for 2020/21;
- An increase to the Authorised Borrowing Limit from £1,375m to £1,600m for the remainder of the 2019/20 financial year.

In moving the report, County Councillor Driver outlined an adjustment to the proposals contained within the report. Details of the adjustment were set out in a document circulated to all Members, which is appended to these minutes as Annex 1.

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

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

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

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

For (27)

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

Against (47)

T Ashton	G Driver	A Kay	P Rigby	C Towneley
M Barron	J Eaton	J Marsh	A Riggott	S Turner
P Britcliffe	C Edwards	S Morris	M Salter	A Vincent
I Brown	D Foxcroft	E Nash	A Schofield	D Whipp
P Buckley	A Gardiner	D O'Toole	J Shedwick	G Wilkins
J Burrows	G Gooch	E Oades	D Smith	P Williamson
S Charles	M Green	E Pope	A Snowden	B Yates

A Cheetham	A Hosker	J Potter	D Stansfield	
S Clarke	D Howarth	J Purcell	P Steen	
A Clempson	K Iddon	J Rear	J Sumner	

Abstain (1)

G Dowding

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 Annex 3 to these minutes.

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

For (4)

D Howarth	J Potter	J Sumner	D Whipp
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Against (65)

A Ali	C Crompton	N Hennessy	D O'Toole	J Shedwick
T Ashton	B Dawson	S Holgate	E Oades	D Smith
M Barron	F De Molfetta	K Iddon	G Oliver	K Snape
L Beavers	G Driver	M Iqbal	M Parkinson	A Snowden
J Berry	J Eaton	A Kay	J Parr	D Stansfield
P Britcliffe	C Edwards	H Khan	M Pattison	P Steen
I Brown	K Ellard	E Lewis	E Pope	M Tomlinson
P Buckley	J Fillis	S Malik	J Purcell	C Towneley
J Burrows	D Foxcroft	J Marsh	J Rear	S Turner
S Charles	A Gardiner	T Martin	P Rigby	A Vincent
A Cheetham	J Gibson	J Mein	A Riggott	G Wilkins
S Clarke	G Gooch	S Morris	M Salter	P Williamson
A Clempson	M Green	E Nash	A Schofield	B Yates

Abstain (2)

G Dowding	A Hosker
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The Liberal Democrat Group's amendment was therefore LOST.

County Councillor Gina Dowding then moved an amendment to the Budget proposals, which were seconded by County Councillor Liz Oades.

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

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

For (26)

A Ali	G Dowding	H Khan	G Oliver	M Tomlinson
L Beavers	K Ellard	E Lewis	M Parkinson	D Whipp
J Berry	J Fillis	S Malik	J Parr	
C Crompton	J Gibson	T Martin	M Pattison	
B Dawson	N Hennessy	J Mein	J Potter	
F De Molfetta	D Howarth	E Oades	K Snape	

Against (41)

T Ashton	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	G Wilkins
P Buckley	D Foxcroft	E Nash	J Shedwick	P Williamson
J Burrows	A Gardiner	D O'Toole	D Smith	B Yates
S Charles	G Gooch	E Pope	A Snowden	
A Cheetham	M Green	J Purcell	D Stansfield	
S Clarke	A Hosker	J Rear	P Steen	
A Clempson	K Iddon	P Rigby	C Towneley	

Abstain (0)

The amendment was therefore LOST.

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

- Revenue Budget 2020/21 and Financial Strategy 2020/21 to 2023/24;
- Capital Delivery Programme 2020/21;
- Capital Strategy 2020 - 2040;
- Council Tax and precept 2020/21;

Together with the recommendations of the Audit Risk and Governance Committee from its meetings on 27 January 2020 and 28 October 2019, respectively, in respect of:

- The Treasury Management Strategy and Non-Treasury Investment Strategy and the minimum revenue provision policy statement for 2020/21;
- An increase to the Authorised Borrowing Limit from £1,375m to £1,600m for the remainder of the 2019/20 financial year.

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

For (41)

T Ashton	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	G Wilkins
P Buckley	D Foxcroft	E Nash	J Shedwick	P Williamson
J Burrows	A Gardiner	D O'Toole	D Smith	B Yates
S Charles	G Gooch	E Pope	A Snowden	
A Cheetham	M Green	J Purcell	D Stansfield	
S Clarke	A Hosker	J Rear	P Steen	
A Clempson	K Iddon	P Rigby	C Towneley	

Against (21)

A Ali	F De Molfetta	N Hennessy	E Oades	K Snape
L Beavers	G Dowding	E Lewis	G Oliver	
J Berry	K Ellard	S Malik	M Parkinson	
C Crompton	J Fillis	T Martin	J Parr	
B Dawson	J Gibson	J Mein	M Pattison	

Abstain (2)

J Potter	D Whipp
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The motion was CARRIED and it was:

Resolved: -

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

- Revenue Budget 2020/21 and Financial Strategy 2020/21 to 2023/24;
- Capital Delivery Programme 2020/21;
- Capital Strategy 2020 - 2040;
- Council Tax and precept 2020/21;

Together with the recommendations of the Audit Risk and Governance Committee from its meetings on 27 January 2020 and 28 October 2019, respectively, in respect of:

- The Treasury Management Strategy and Non-Treasury Investment Strategy and the minimum revenue provision policy statement for 2020/21;
- An increase to the Authorised Borrowing Limit from £1,375m to £1,600m for the remainder of the 2019/20 financial year.

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

4. To consider any Notices of Motion submitted under Standing Order B36

There were no Notices of Motion to be considered.

Annexes

Annex 1 - Budget Adjustment

		2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Buses	Highways and transport	1.500	3.000	3.000	3.000
Lines / Signs / Cats eyes	Highways and transport	1.000	0.000	0.000	0.000
Museums incl. upkeep and conservation and collections team	Education and Skills	0.936	0.936	0.936	0.936
Inclusion Service (primarily SENDO caseloads)	Education and skills	0.539	0.699	0.714	0.714
Parish and Town Councils increase in PROW grant from £250 to £500	Growth environment and planning	0.103	0.103	0.103	0.103
Increase to book fund	Education and skills	0.500	0.000	0.000	0.000
Veterans	Corporate Services	0.065	0.100	0.100	0.100
Capital financing	Financing Charges	0.250	0.250	0.250	0.250
TOTAL REVENUE		4.893	5.088	5.103	5.103

Revenue Budget

Revenue Budget 2020/21	Net Budget £m
Adult Services	365.591
Chief Executive Services	16.317
Children's Social Care	149.510
Corporate Services	18.855
Education and Skills	51.521
Finance Services	42.154
Growth, Environment and Planning	4.890
Waste Management	65.956

Highways and Transport	65.936
Public Health and Wellbeing	1.155
Strategy and Performance	33.903
Sub-Total	815.788
Financing Charges	27.705
Available resources	1.358
Revenue Budget 2020/21	844.851

Capital Programme

	2020/21
	£m
Highways	5.000
TOTAL CAPITAL	5.000

Funded by additional prudential borrowing at an estimated revenue financing cost of £0.250m per annum.

County Councillor Geoff Driver CBE,
Leader of the County Council,
13th February 2020

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

The proposals have been validated as being deliverable financially in 2020/21. In validating the proposals, I have been mindful that:

- They can be funded in 2020/21 from the £6.251m of available resources earmarked for expenditure relating to the ongoing Improvement Journey work, which would instead be funded from capital receipt flexibilities which have been extended to cover 2020/21.
- Some of the adjustments have a larger financial impact in 2021/22 and beyond.

Over the term of the financial strategy, the proposals would increase the structural funding gap by £5.103m to £38.402m in 2023/24. Unless further savings were found in advance of this, this would be an additional call on the transitional reserve.

Annex 2 - Labour Group Amendment

		2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Reinstatement of Waste – Household Waste Recycling Centre Service Provision (SC001)	Waste Management	0.734	0.734	0.734	0.734
Reinstatement of Welfare Rights Service (SC608)	Public Health and Wellbeing	0.380	0.380	0.380	0.380
Reinstatement of Lancashire Break Time (SC119)	Education and Skills	1.040	1.040	1.040	1.040
Provide additional funding for winter gritting temporary routes	Highways and Transport	0.110	0.110	0.110	0.110
Reinstatement of Highways – Gully Emptying (SC029)	Highways and Transport	0.283	0.283	0.283	0.283
Reinstatement of Highways Network Regulation (Parking – on street pay and display) (SC034)	Highways and Transport	0.100	0.185	0.185	0.185
Residential Streets	Highways and Transport	5.000	5.000	5.000	5.000
Flooding (Ecclestone & Lancaster)	Highways and Transport	4.000	4.000	4.000	4.000
Highways – Recover/cobble streets	Highways and Transport	2.000	2.000	2.000	2.000
County Nursery Schools Funding Reserve	Education and Skills	1.000	0.000	0.000	0.000
Capital Financing	Financing Charges	0.018	0.018	0.018	0.018
TOTAL REVENUE		14.665	13.750	13.750	13.750

Revenue Budget

Revenue Budget 2020/21	Net Budget £m
Adult Services	365.591
Chief Executive Services	16.317
Children's Social Care	149.510
Corporate Services	18.790
Education and Skills	51.586
Finance Services	42.154
Growth, Environment and Planning	4.787
Waste Management	66.690
Highways and Transport	74.929
Public Health and Wellbeing	1.535
Strategy and Performance	33.903
Sub-Total	825.792
Financing Charges	27.473
Available resources	-8.414
Revenue Budget 2020/21	844.851

This amendment would be funded by a contribution from the transitional reserve of £8.414m.

Capital Programme

	2020/21 £m
Feasibility Study - Midgehall Railway Station	0.050
Feasibility Study - Coppull Railway Station	0.050
Residents Parking Schemes	0.250
TOTAL CAPITAL	0.350

Funded by additional prudential borrowing at an estimated revenue financing cost of £18,000 per annum

County Councillor Tony Martin,

13th February 2020

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

The proposals have been validated as being deliverable financially in 2020/21. In validating the proposals, I have been mindful that:

- There are no compensatory savings offered which will lead to a greater call on reserves in 2020/21 and increase the structural deficit in the budget.
- Some of the adjustments have a larger financial impact in 2021/22 and beyond.

Over the term of the financial strategy, the proposals would further increase the structural funding gap by £13.750 to £47.049 in 2023/24. Unless further savings were found in advance of this, this would be an additional call on the transitional reserve.

Annex 3 - Liberal Democrat Group Amendment

		2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Provide emergency funding for nursery schools	Education and Skills	1.000	0.000	0.000	0.000
Contribution to Ribble Rivers Trust Woodland Connect programme	Growth, Environment and Planning	0.050	0.050	0.000	0.000
Reinstate funding for Household Waste Recycling Centres (SC001)	Waste	0.734	0.734	0.734	0.734
Provide funding for street light energy costs to allow more flexible policy on times of dimming in locations where there are community safety concerns	Highways and Transport	0.500	0.500	0.500	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)	Highways and Transport	0.318	0.318	0.318	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	Corporate	0.007	0.000	0.000	0.000
Fund six person team (part year) to market county council facilities and services to generate income (see savings)	Growth, Planning and Environment	0.200	0.000	0.000	0.000
Capital financing	Financing Charge	0.814	0.814	0.814	0.814

TOTAL REVENUE		3.623	2.416	2.366	2.366
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Funded by Revenue Savings:

		2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Reduce agency staff costs	Corporate	1.000	1.000	1.000	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	Strategy and Performance	1.000	1.000	1.000	1.000
Cease provision of Member Champion grants	Corporate	0.50	0.50	0.50	0.50
Increase staff vacancy factor by a further 0.5%	Corporate	1.643	1.643	1.643	1.643
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	Corporate	0.062	0.062	0.062	0.062
TOTAL SAVINGS		3.755	3.755	3.755	3.755

Transfer to transitional reserve: £0.132m

Revenue Budget

Revenue Budget 2020/21	Net Budget £m
Adult Services	365.591
Chief Executive Services	16.317
Children's Social Care	149.510

Corporate Services	16.042
Education and Skills	50.546
Finance Services	42.154
Growth, Environment and Planning	5.037
Waste Management	66.690
Highways and Transport	64.254
Public Health and Wellbeing	1.155
Strategy and Performance	32.903
Sub-Total	810.199
Financing Charges	28.269
Available resources	6.383
Revenue Budget 2020/21	844.851

Capital Programme

	2020/21
	£m
Road and pavement repairs	15.000
Increase drainage maintenance budget	1.282
TOTAL CAPITAL	16.282

This represents an additional 40% commitment against the highways capital block for 2020/21. The spend will be funded by additional prudential borrowing at an estimated revenue financing cost of £0.814m per annum.

County Councillor David Whipp,
 Liberal Democrat Party
 13th February 2020

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

The proposals have been validated as being affordable in 2020/21 and based on the savings identified increase the budget surplus. However of the additional revenue savings proposed to fund the additions to the revenue budget, £1m relates to the targeting of additional income and within the timescales it has not been possible to undertake as rigorous a validation process as the income generating proposals contained within the budget report.

In addition, reducing 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. Over the term of the financial strategy, the proposals would reduce the structural funding gap by £1.389m to £31.910m in 2023/24.

Annex 4 - County Councillor Dowding's Amendment

		2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Reinstate the Home Improvement Service adds back a previous saving SC611.	Public Health and Wellbeing	0.880	0.880	0.880	0.880
Funding for maintained Nursery Schools.	Education and Skills	0.289	0.289	0.289	0.289
Capital Financing	Financing Charges	0.025	0.025	0.025	0.025
County Council climate action co-ordinator	Growth, Environment and Planning	0.050	0.050	0.050	0.050
TOTAL REVENUE		1.244	1.244	1.244	1.244

Revenue Budget

Revenue Budget 2020/21	Net Budget £m
Adult Services	365.591
Chief Executive Services	16.317
Children's Social Care	149.510
Corporate Services	18.790
Education and Skills	50.426
Finance Services	42.154
Growth, Environment and Planning	4.837
Waste Management	65.956
Highways and Transport	63.436
Public Health and Wellbeing	1.444
Strategy and Performance	33.903
Sub-Total	812.364
Financing Charges	27.480
Available resources	5.007
Revenue Budget 2020/21	844.851

Capital Programme

	2020/21
	£m
Cycling infrastructure (5% ring fenced of a transport grant figure to be confirmed)	0
Pavement repairs from existing budget finance for road maintenance	0.500
TOTAL CAPITAL	0.500

Funded by the transport grant and additional prudential borrowing with an annual revenue cost of £25,000.

County Councillor Gina Dowding,
13th February 2020

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

The proposals have been validated as being deliverable financially in 2020/21.

In validating the proposals, I have been mindful that:

- They can be funded in 2020/21 from the £6.251m of available resources earmarked for expenditure relating to the ongoing Improvement Journey work, which would instead be funded from capital receipt flexibilities which have been extended to cover 2020/21.

Over the term of the financial strategy, the proposals would further increase the structural funding gap by £1.244m to £34.543m in 2023/24. Unless further savings were found in advance of this, this would be an additional call on the transitional reserve.

Angie Ridgwell
Chief Executive and Director
of Resources

County Hall
Preston

Meeting of the Full Council

Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Divisions affected:
None;

Members' Allowance Scheme 2020/21

(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

This reports sets out the proposed Members' Allowance Scheme for 2020/21.

Recommendation

Full Council is asked to approve the 2020/21 Members' Allowance Scheme, as presented at Appendix 'A'.

Background and Advice

The county council is required to approve its Members' Allowance Scheme before the beginning of each financial year. The Local Authorities (Members' Allowances) (England) Regulations 2003 require the county council to have regard to the recommendations of its Independent Remuneration Panel before making or amending the Members' Allowance Scheme. A meeting of the Panel to consider the Members' Allowance Scheme and make recommendations on any changes to the Full Council would normally take place prior to this meeting. However, the 2003 Regulations provide that "a scheme may make provision for an annual adjustment of allowances by reference to such an index as may be specified by the County Council and where the only change made to a scheme in any year is that effected by such an annual adjustment in accordance with such an index, the scheme shall be deemed not to have been amended". The fact that the existing Members' Allowance Scheme provides for an annual adjustment of allowances in accordance with specified indices (as shown below) and given that no other changes are proposed, the Full Council can approve a Scheme for 2020/21 without a meeting of the panel having to be convened.

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

Attached at Appendix 'A' is the proposed Members' Allowance Scheme for 2020/21. The Full Council will note that the allowances mentioned at 1. above have not been uprated as the employee pay settlement for 2020/21 has yet to be determined. The 2020/21 allowances will remain effective as from 1 April 2020 and until the annual pay award has been settled. The allowances mentioned at 2. above have been increased by 1.5%, in line with the Consumer Price Index (as of November 2019), but the allowances mentioned at 3. above remain unchanged as the HMRC rates have not changed from 2019/20.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Lancashire County Council

Members' Allowance Scheme

1.0 Background

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

- 1.1 This Scheme shall have effect for the period 1 April 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 shall be paid to every Councillor. The amount of Basic Allowance is shown in paragraph 1.1 of Schedule 'A' of this Scheme.
- 4.2 This Allowance is paid monthly and is intended to recognise the time commitment of all Councillors including such inevitable calls on their time as meetings with Council officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of Councillors' homes.

5.0 Special Responsibility Allowance

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

6.0 Dependants' Carers' Allowance

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

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

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

7.0 Co-optees Allowance

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

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

8.0 Travelling Allowances

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

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

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

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

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

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

9.0 Renunciation

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

10.0 Adjustments to Entitlements in Year

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

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

11. Submission of Claims

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

12.0 Payment of Allowances

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

13. Scheme Amendments

- 13.1 The amounts specified in paragraphs 1.0, 2.0, 3.0 and 5.0 (Basic Allowance, Special Responsibility Allowance, 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 1st April in every year in line with the Consumer Price Index published in November of the preceding year.
- 13.3 Motor car, Motor cycle, and Bicycle Travelling Allowances shall be revised annually with effect from 1st April in every year in accordance with the maximum allowance for Income Tax purposes as determined by HM Revenue and Customs.

14. General Information

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

Lancashire County Council
Members' Allowance Scheme
Schedule 'A'

1.0 Basic Allowance

1.1 An annual Basic Allowance of £10,675* 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*.

**to be uplifted following confirmation of the employee pay settlement for 2020/21. This will take effect from 1 April 2020.*

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

Position		*Amount £	% of Leader
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	5@ 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	5@ 3,582	47.00
	<i>(This is the % of the amount paid to a chair of Overview & Scrutiny Committees)</i>		
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

**All amounts listed above to be uplifted following confirmation of the employee pay settlement for 2020/21. This will take effect from 1 April 2020.*

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 £153.54 for London and £133.69 elsewhere in the UK.

Travel Abroad

For Councillors or Co-opted members travelling outside Great Britain on approved duties (including, for the purpose of this section, travelling in Northern Ireland), a flat daily rate of £74.15 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 31st May of the following year. The certificate should be retained to check any notice of assessment, which the Tax office may issue.

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

Annex 4 - National Insurance

General Liability for National Insurance Contributions

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

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

The carers/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, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Divisions affected:
None;

The Localism Act 2011 - Pay Policy Statement 2020/21

(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

This report sets out the county council's proposed 2020/21 Pay Policy Statement as required by the Localism Act 2011.

Recommendation

Full Council is asked to consider the recommendations of the Employment Committee and approve the 2020/21 Pay Policy Statement as set out at Appendix 'A'.

Background and Advice

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

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

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

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

- The remuneration of its chief officers;
- 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 2020/21 Pay Policy Statement at its meeting on 11 February 2020. The considerations included the application of the national April 2020 uplift to the Foundation Living Wage rate. It was agreed that Full Council should be recommended to approve the Statement as presented at Appendix 'A'. It was also agreed that the pay increase, pension contributions, payable enhancements, allowances and expenses would be updated by Human Resources in the 2020/21 Pay Policy Statement once confirmed.

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 full time equivalent salary and that of the Chief Executive will not exceed 1:16.

The pay multiple between the 2019 median full time equivalent salary and that of the Chief Executive and Director of Resources is 1:11.51, which represents a slight increase from the figure (1:11.36) reported in the last pay policy statement.

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

The Employment Committee was also asked to note the intention to apply the uplifted Living Wage rate from 1 April 2020, subject to Full Council approval.

Consultations

The proposed Pay Policy Statement for 2020/21 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

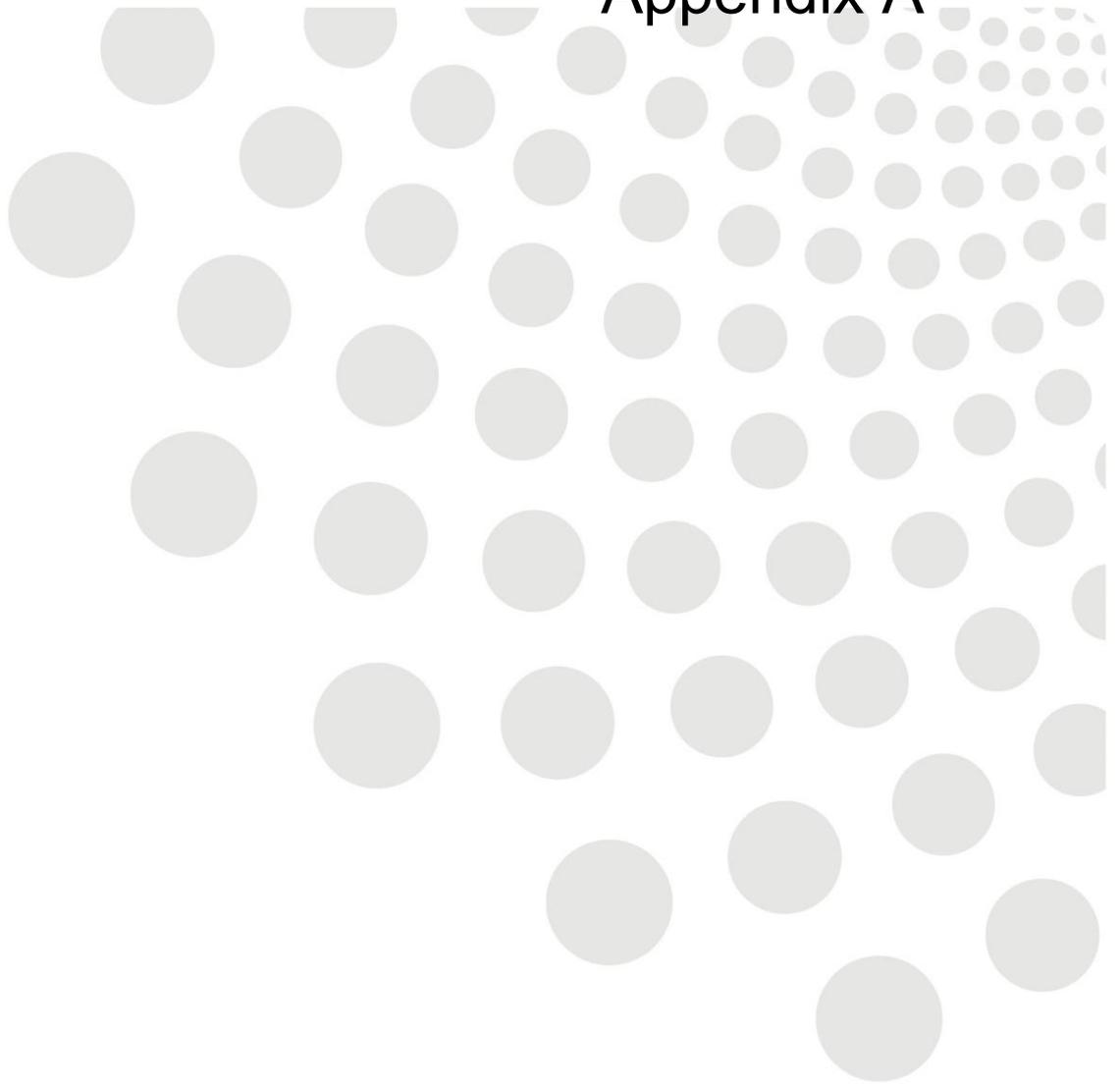
List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



Annual Pay Policy Statement 2020/21

(The Localism Act 2011)

Introduction

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

The following pay policy statement has been approved by Full Council and will come into effect from 1 April 2020. 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.
- 1.6 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates. The enhancements to pay and allowances/expenses payable as determined from time to time are provided at Annex 2 (Payable Enhancements) and Annex 3 (Allowances and Expenses) respectively.
- 1.7 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers have discretion to offer a higher scale point to secure the best candidate.
- 1.8 Progression within each grade will normally be by annual increment at 1 April each year subject to the maximum of the grade. However, heads of service have discretion to advance an individual employee's incremental progression

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

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

2. Chief Officer Remuneration

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

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

2.4 Details of chief officers' basic salaries are set out below (salaries are as applicable at 1 April 2019). A structure chart identifying all posts covered by the statutory definition of chief officer posts is provided at Annex 4.

Chief Executive

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

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

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

Executive Directors

The current basic salary package for posts designated as Executive Director fall within a range of five incremental points between £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 £26,078 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 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 that chief officers may claim are as set out within the list provided at Annex 3 (Allowances and Expenses). The allowances and expenses that may be claimed are as applicable to other employees of the council.
- Chief officers are not permitted to claim any payable enhancements as documented at Annex 2 (for example, planned overtime payments or enhancements for weekend working).

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

2.8 Performance Related Pay/Bonus Scheme

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

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

2.9 Recruitment of Chief Officers

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

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

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

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

The maximum amount payable under the relocation scheme is £7,356 net of VAT (as at 1 April 2019) 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 post of Chief Digital Officer is currently being covered by an interim on this basis, pending a permanent appointment being made to the role. 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. A week's pay does not include other payments (unless these are deemed to be contractual) nor does it include employer pension contributions.

Under Regulation 31 of the Local Government Pension Scheme Regulations 2013, the council may award additional pension of not more than £7,026 a year (as at 1 April 2019) 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 2020 all employees, with the exception of apprentices, will be paid a minimum of £9.30 per hour, which is the equivalent of £17,943 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 2020, the lowest grading level within the Lancashire Pay Spine is Grade 1, which is a single point salary of £17,364 per annum. This single point salary applies in the case of apprentice posts, is a rate that came into effect on 1 April 2019 and will be uplifted in line with any national negotiated pay award that is agreed from 1 April 2020.

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 1:11.51 (figures based upon 2019 median average FTE salary of £18,795 and Chief Executive and Director of Resources' salary of £211,023 plus the £5,300 lease car cash equivalent sum).

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

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

The council's policy aim is for the multiple between the median salary and that of the highest paid officer to not exceed 1:16 (currently 1:11.51, based on 2019 salary data).

5. Accountability and Decision Making

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

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

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

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

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

- 6.1 The council in its role as administrator of the Lancashire Pension Fund has adopted a policy for scheme employers participating in the Lancashire Pension Fund regarding re-employment within local government or by an employer who offers membership of the Local Government Pension Scheme (LGPS). Under the policy only members in receipt of ill health pensions will

be subject to abatement where, accounting for the effect of index linking, the aggregate of the pension and the earnings in the new employment exceed the rate of pay on leaving the first employment. However, any benefits built up from 1 April 2014 within the LGPS are unaffected by the effect of any re-employment.

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

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

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

- 6.3 It is a condition of the council's redundancy procedure that employees wishing to apply for voluntary redundancy must agree in writing that they will not apply for future employment with the council for a period of three years following the date of the termination of their former employment.
- 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 2019 are as set out below:

<u>Pensionable pay range</u>	<u>Employee Contribution Rate</u>
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
£161,501 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 2019

<u>Annual Salary Rate</u>	<u>Employee Contribution Rate</u>
Up to £27,697.99	7.4%
£27,698 to £37,284.99	8.6%
£37,285 to £44,208.99	9.6%
£44,209 to £58,590.99	10.2%
£58,591 to £79,895.99	11.3%
£79,896 and above	11.7%

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

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

<u>Full Time Equivalent Salary</u>	<u>Employee Contribution Rate</u>
Up to £15,431.99	5.0%
£15,432.00 to £21,477.99	5.6%
£21,478.00 to £26,823.99	7.1%

£26,824.00 to £47,845.99	9.3%
£47,846.00 to £70,630.99	12.5%
£70,631.00 to £111,376.99	13.5%
£111,377.00 and over	14.5%

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

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.	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.

	Time worked more than half the normal Working hours on that day - Full 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	Designated First Aider - £104 per annum. Designated deputy First Aider - £52 per annum.	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	<p>The maximum amounts that can be claimed are as follows :</p> <p>Breakfast - £7.77</p> <p>Lunch - £7.99</p> <p>Dinner/Evening Meal - £13.23</p>	<p>1 April 2019</p> <p><u>Note:</u> These allowances will be increased as from 1 April each year by the annual increase in the Retail Price Index (RPI) published in the preceding November.</p>	<p>Subsistence allowances will be payable to employees who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure.</p> <p>Subsistence allowances will only be payable when an individual travels outside the boundaries of Lancashire (for this purpose the boroughs of Blackburn with Darwen and Blackpool will be regarded as being within the Lancashire boundary).</p> <p>Receipts for the full amount paid are required in respect of all claims.</p> <p>See Requirements to Qualify for Meal Allowances guidance for further details.</p>
Meal charges for residential and allied staff (resident and non-resident staff)	<p>Breakfast - £1.01</p> <p>Dinner/Main Meals - £1.73</p> <p>Tea - £0.48</p> <p>Snack Supper - £0.79</p> <p>-----</p> <p>Total - £4.01</p> <p>For ease of administration, these rates may be used on the following basis:</p> <p>Weekly - £28.30</p> <p>Monthly - £122.70</p> <p>Per Annum - £1,472.40</p>	<p>1 April 2019</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 Administrative, Professional, Technical and Clerical (APT & C) and Manual national agreements in relation to (i) free meals and (ii) accommodation and meal charges will remain in place unless and until alternative arrangements are agreed locally.</p>

Overnight allowance (including London)	<p>In exceptional circumstances, where it is not possible for the County Council to make a direct booking, the actual <u>receipted cost</u> of accommodation, including breakfast, will be reimbursed subject to the following maximum limits:</p> <p>On business in London - £154.60</p> <p>On business outside London - £134.61</p>	<p>1 April 2019</p> <p><u>Note:</u> These allowances are linked to the Members' Allowance Scheme agreed by the County Council and will be updated in line with that scheme.</p>	<p>Wherever possible overnight accommodation will be booked and paid for by the County Council either directly or via Business Travel Plus. Normal subsistence allowance arrangements will apply in relation to any meals not provided.</p> <p>See Overnight Allowance guidance for further details.</p>
Expenses where employees are travelling outside Great Britain	<p>See Expenses where Employees are Travelling Outside Great Britain guidance for further details in respect of claiming for accommodation, travel (to/from the country) and hospitality.</p> <p>For all other expenses, including travel whilst abroad and subsistence expenses, a flat rate of £87.00 per day should be claimed and invoices/receipts need not be produced.</p>	<p>Flat rate amount effective from 1 April 2019.</p> <p><u>Note:</u> The flat rate amount will be increased from 1 April each year by the annual increase in the RPI published in the preceding November.</p>	<p>The following arrangements apply in respect of employees travelling outside Great Britain in connection with their official duties.</p> <p>For these purposes travel to Northern Ireland, the Isle of Man and the Channel Islands qualifies for payment of the allowance.</p>
Relocation allowances	<p>Up to a maximum of £7,356 (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 2019</p> <p><u>Note:</u> The revised allowance will operate from 1 April each year and will be based on the annual percentage increase in the RPI as at the preceding January.</p>	<p>Heads of Service may authorise the payment of relocation allowances.</p> <p>See Relocation Allowance Scheme for further details.</p>

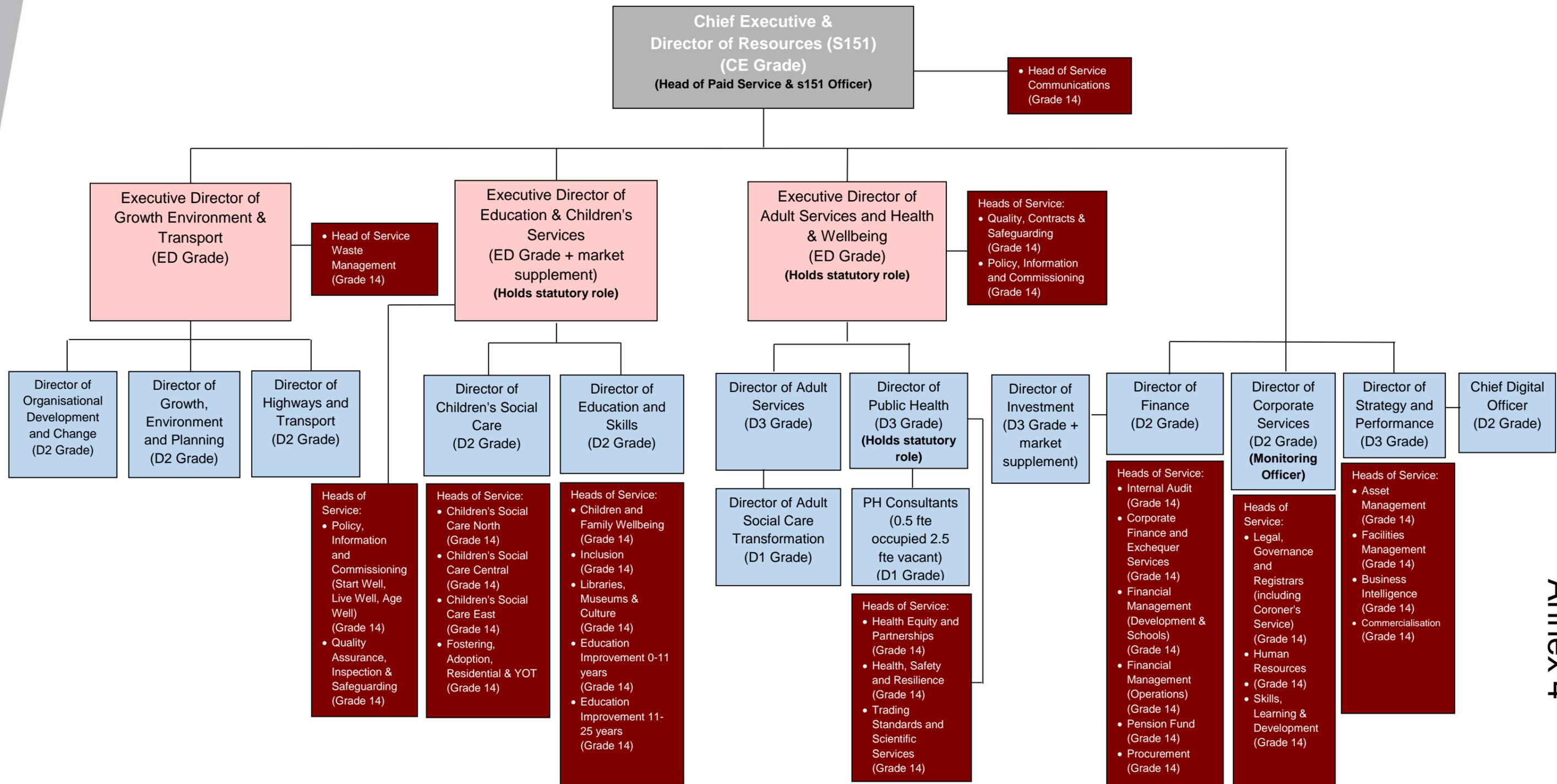
<p>Mileage allowances</p> <p><u>Business mileage</u></p>	<p><u>Car Users</u></p> <p>45.0p per mile for the first 10,000 business miles in the tax year. 25.0p per mile for each business mile over 10,000 in the tax year.</p> <p><u>Motorcycles</u></p> <p>24.0p per mile.</p> <p><u>Bicycles</u></p> <p>20.0p per mile.</p> <p><u>Car Contract Hire Users</u></p> <p>Variable. See 'Additional Information' (opposite).</p>	<p>1 July 2012</p> <p><u>Note:</u> These rates will be updated in line with any changes to the HMRC rates.</p> <p>1 April 2012</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Car, Motorcycle and Bicycle Users</u></p> <p>Business mileage is reimbursed at the HMRC approved mileage rates.</p> <p><u>Car Contract Hire Users</u></p> <p>Business mileage for car contract hire users (including all employees graded Director 1 and above on the Lancashire Pay Spine in receipt of a lease car or cash equivalent sum) is reimbursed at the HMRC advisory fuel rates for company cars, details of which can be found at https://www.gov.uk/government/publications/advisory-fuel-rates.</p> <p>This mileage rate will apply to all mileage undertaken by car contract hire users.</p>
<p><u>Training mileage</u></p>	<p><u>Car Users</u></p> <p>12.0p per mile.</p> <p><u>Motorcycles</u></p> <p>12.0p per mile.</p>	<p>1 June 2019</p> <p><u>Note:</u> The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Training Mileage</u></p> <p>The training mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at https://www.gov.uk/government/publications/advisory-fuel-rates.</p>

<p><u>Excess travel mileage</u></p>	<p><u>Car Users</u> 12.0p per mile.</p> <p><u>Motorcycles</u> 12.0p per mile.</p>	<p>1 June 2019</p> <p>Note: The County Council will apply any new rates at the beginning of each calendar quarter – on 1 March, 1 June, 1 September and 1 December – in line with HMRC timescales.</p>	<p><u>Excess Travel Mileage</u> Excess travel mileage is the difference in mileage between home and current workbase and home to new workbase. See Compensation Payments Policy for further details.</p> <p>The excess travel mileage rate is in line with the minimum HMRC advisory fuel rate for a petrol engine car, details of which can be found at http://www.gov.uk/government/publications/advisory-fuel-rates.</p> <p>Excess travel will not be included in the calculation of the business mileage threshold for car users.</p>
<p>Travelling expenses for medical examinations</p>	<p>See 'Excess Travel Mileage Rate' (above)</p>	<p>1 July 2012</p>	<p>When employees have travelled to attend medical examinations at the Authority's request reimbursement will, depending upon the mode of travel, either be at the appropriate public transport rate or at the prevailing mileage rate applicable for excess travel.</p>
<p>Display screen equipment (DSE) users – reimbursement of cost of eyesight tests and spectacles</p>	<p>The maximum amount of reimbursement is:</p> <p>For eyesight tests - £19.90 For spectacles - £49.00</p>	<p>5 February 2014</p>	<p>See DSE Guidance on Eye and Eyesight Tests.</p>
<p>Allowances for first aid qualifications</p>	<p>For designated first aid representatives - £104 per annum</p> <p>For designated deputy first aid representatives - £52 per annum</p> <p>This allowance will not be payable where the requirement to hold a first aid qualification forms part of an employee's core duties and responsibilities.</p>	<p>N/A</p>	<p>Heads of Service have delegated authority to approve the number of first aiders and the payment of the appropriate First Aid allowance.</p> <p>See Guidance on the Health and Safety (First Aid) Provision.</p>

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

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

Chief Officer Structure with Grades – 10 January 2020



Meeting of the Full Council

Meeting to be held on Thursday, 27 February 2020

Report submitted by: Chief Executive and Director of Resources

Part A

Electoral Divisions affected:
(All Divisions);

Financial Threshold for Key Decisions

Contact for further information:

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

Executive Summary

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

Recommendation

Full Council is asked to confirm that the financial threshold for Key Decisions, for the purposes of Standing Order C19 (1) (a), be increased to £1.7m for 2020/21.

Background and Advice

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

A Key Decision means an executive decision which is likely:

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

In the case of (a), a decision with a significant financial impact on the county council, the current threshold is £1.6m.

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 £1.6m was approved by Full Council in February 2019. 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 2020/21 should be £1.7m.

Consultations

As above

Implications:

This item has no significant implications for the council.

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

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

Meeting of the Full Council

Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part A

Electoral Divisions affected:
None;

Updates to the Constitution

(Appendices 'A' - 'C' refer)

Contact for further information:

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

Executive Summary

A number of changes to the Constitution are presented for consideration, including:

- Updates to Articles 2, 3 and 8 to bring the wording in line with current practice
- Amendments to the Terms of Reference of the Regulatory Committee
- A change to the designated Statutory Scrutiny Officer

Recommendation

That Full Council be asked to approve:

- (i) The amendments to the constitution as set out in the report.
- (ii) The Director of Corporate Services be authorised to approve consequential amendments to the constitution arising from these changes.

Background and Advice

The constitution is regularly reviewed by officers to ensure it is in line with current statute and guidance and best governance practice, and supportive of the aims and objectives of the county council.

A number of amendments are proposed, in line with these requirements.

1. Article 2 (The Full Council)

Article 2 lists a number of key policy and strategy documents which must be approved by the Full Council. Some of the documents are required by statute to be approved by Full Council, whilst others are discretionary, and may be approved by

Cabinet or a committee. A review of these has taken place and strategies which are no longer produced or required by law have been removed. Some other minor changes have also been made to correct cross referencing to other parts of the constitution which have changed since this Article was last reviewed. The revised Article is at Appendix 'A'.

2. Article 3 (The Role of the Chair)

This Article has been updated to cross references to the Chairman's role as set out in the Standing Orders, and to stress the Chairman's role as the guardian of good governance and in upholding democracy and the role of elected members. The revised Article is at Appendix 'B'.

3. Article 8 (Citizen's Rights)

A number of hyperlinks have been included to make it easy for a member of the public to find the information referred to in this Article. Cross references have been updated, and additional advice about expectations of public behaviour towards councillors and officers has been included. The revised Article is at Appendix 'C'.

4. Amendments to the Terms of Reference of the Regulatory Committee

It is proposed to amend the Terms of Reference of the Regulatory Committee to delegate the power to refuse to make public path diversion or extinguishment orders under Sections 119 and 118 of the Highways Act 1980 to the Head of Service for Planning and Environment in certain specific circumstances, in essence where a request fails to meet the statutory and policy requirements for public path orders, and therefore would be unable to be recommended for approval by Committee.

As is currently the case, only Committee would be able to decide to make an Order. Any duly made application which does not fall into the categories below would be decided by Committee following a report by officers. The change removes unnecessary bureaucracy, without impacting on the Committee's powers to exercise its responsibilities and provides clarity for applicants.

An officer would only be able to refuse to make an order:

- Where a new route for a diversion under S119 would be, for a significant distance, less than Lancashire County Council's standard minimum width of 2m for footpath, 3m for bridleway or restricted byway;
- Where a new route for a diversion under S119 would be subject to the right to have unnecessary structures or unnecessarily restrictive structures;
- Where a new route for a diversion under S119 would be substantially less convenient in terms of alignment or gradient;
- Where a new route for a diversion under S119 would result in the enjoyment of the path as a whole being significantly reduced because a feature visible from the old route would no longer be visible;
- Where a footpath, bridleway or restricted byway proposed to be extinguished under S118 is currently used to more than a trivial extent and no new public route is proposed as an alternative;

- Where a footpath, bridleway or restricted byway proposed to be extinguished under S118 has only recently become available to the public and no new public route is proposed as an alternative;
- Where a footpath, bridleway or restricted byway proposed to be extinguished under S118 is unavailable to the public or there has been significant deterrent to public use and no new public route is proposed as an alternative.

The changes were approved by the Regulatory Committee on 29 January 2019.

5. Change to the designated Statutory Scrutiny Officer

The council is required by law to identify a Statutory Scrutiny Officer to promote and uphold good practice in Overview and Scrutiny across the authority. Currently, the position is held by Paul Bond, as Head of Legal and Democratic Services. However, that officer is also the Deputy Monitoring Officer, and there may be circumstances in which there could be a perceived conflict of interests between the two posts. It is therefore proposed that the role of Statutory Scrutiny Officer be given to the Democratic and Member Services Manager, Josh Mynott.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The council is required by the Local Government Act 2000 to prepare and keep up to date a Constitution, which includes Standing Orders, a Code of Conduct and other key documents relating to its functions and governance.

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

Part 2 - Article 2 (The Full Council)

Meetings of the Full Council

All County Councillors meet together as the Full Council. The Full Council meets at least six times each year in accordance with the calendar of meetings agreed annually.

Meetings are open to the public but they may be excluded where information of an exempt or confidential nature is being discussed – see Access to Information Procedure Rules set out at Appendix 'H' to this Constitution.

The functions of the Full Council shall be as follows:

1. To approve the Council's Constitution and any subsequent amendments.
2. To elect the Chair and appoint the Vice-Chair of the Council at its Annual Meeting.
3. To appoint and remove the Leader of the Council, who shall be the Leader of the Cabinet. The Leader shall be appointed at the first Annual Meeting after an ordinary Council Election and also as a vacancy arises.
4. To determine the Policy Framework of the Council, which currently comprise the following plans, policies, strategies and agreements of the Council, to review these annually, and to add to or delete from the list of plans, policies and strategies comprising the Policy Framework as it deems appropriate:
 - (a) the Corporate Strategy;
 - (b) the Youth Justice Plan;
 - (c) the Lancashire Community Safety Agreement;
 - (d) the Local Transport Plan;
 - (e) Annual Library Plan (if required);

- (f) Development Plan documents contained in the Minerals and Waste Development Framework, including the following functions under the Planning and Compulsory Purchase Act 2004:
- i. approve a development plan document for the purposes of submission to the Secretary of State for independent examination (S.20).
 - ii. approve the making of an agreement to prepare one or more joint development plan documents (S.28).
 - iii. approve the making of an agreement to establish a joint committee to be the local planning authority (S.29).
 - iv. approve adding to the functions of a joint committee previously established (S.30) and approve the making of a request to the Secretary of State for the revocation of an order constituting a joint committee (S.31).

The Full Council shall also consider adopting any proposed modifications to these plans, policies and strategies.

In respect of each of these plans, policies and strategies the Full Council may set the limits within which the Cabinet may make variations (including Budget virement) in the light of circumstances without reference back to the Full Council.

5. To determine on an annual basis the Council's Revenue Budget, Capital Programme, the Treasury Management Policy and Council Tax levels in accordance with the provisions of Section 67 of the Local Government Finance Act 1992.
6. To note the Council's Statement of Accounts and the Lancashire County Pension Fund Statement of Accounts.
7. To receive reports, for information only, from the Combined Fire Authority.
8. In determining the Policy Framework and the Revenue Budget, Capital Programme, the Treasury Management Policy and Council Tax levels the Full Council shall consider the detailed proposals of the Cabinet including the views of the relevant Overview and Scrutiny Committees.

9. In considering for adoption certain plans and strategies for which the Council does not have the sole responsibility (such as the Community Strategy and the Crime and Disorder Reduction Strategies) the Full Council shall bear in mind the responsibility and involvement of those other bodies.
10. To determine all matters which are normally reserved for the Cabinet to decide which are not in accordance with the Budget or Policy Framework of the Council, and make appropriate arrangements in the Standing Orders for such matters to be dealt with where those matters cannot await the next meeting of the Full Council.
11. To review and determine whether any decision by or on behalf of the Cabinet, not yet implemented, referred to it by any Overview and Scrutiny Committee, should be re-considered by the appropriate decision taker in accordance with the Standing Orders.
12. To approve and adopt all Standing Orders and Financial Regulations applying to the Full Council, the Cabinet and all Committees of the Council.
13. To specify, before the beginning of each financial year, the amounts of expenditure and savings that shall be regarded as significant for the purposes of Standing Order C19 (key decisions).
14. Before the beginning of each financial year, to approve a Member Allowance Scheme, and to determine the allowances payable to the Chair and Vice-Chair of the County Council.
15. To approve the appointment or dismissal of the Chief Executive, the Monitoring Officer and the Chief Finance Officer.
16. To designate the positions of Monitoring Officer, Chief Finance Officer, Returning Officer and all other statutory positions and to appoint any individual officer to any office other than an office in which he/she is employed by the Council.
17. To consider all reports which the Cabinet, a Cabinet Member, any Committee of the Cabinet or of the Full Council may submit to it.
18. At its Annual Meeting or at other meetings as necessary:
 - (a) To determine the constitution and membership, including any Co-optees required or deemed desirable, of the following Committees, including the appointment of Chairs and Deputy-Chairs, and to establish, where necessary, timetables for their meetings:
 - the Overview and Scrutiny Committees and any Overview and Scrutiny Sub-Committees;

- the Conduct Committee;
- the Regulatory Committee;
- the Development Control Committee;
- the Audit, Risk and Governance Committee;
- the Pension Fund Committee;
- the Local Pensions Board;
- the Employment Committee;
- the Urgency Committee;
- the Student Support Appeals Committee;
- the Health and Wellbeing Board
- other Committees and Panels which the Full Council may establish;

and:

(b) To make appointments to the following organisations:

- the Combined Fire Authority;
- the outside Organisations, Committees and Panels to which the County Council is entitled to appoint representatives, other than those to be dealt with by the Cabinet.

19. To establish, at its discretion and where permissible, Committees to carry out any of its functions and also Working Groups and Panels to provide advice and make recommendations.
20. To establish a Committee of the Full Council comprising twelve County Councillors (of whom no more than two shall be members of the Cabinet) to deal, except for those matters which cannot be delegated under Section 101 of the Local Government Act 1972, with any matter requiring a decision by the Full Council which cannot await its next meeting, including any matters which have been delegated to the Committee by the Full Council.

21. To consider proposals for the promotion of Local Legislation which affects the interests of the Council and to promote bylaws and Local Acts as appropriate.
22. To be responsible for considering and formulating views upon all matters relating to local government boundaries, including any future proposals for local government reorganisation.
23. To be responsible for any matter relating to changes in the areas, status or functions of local authorities and the revision of County Electoral Divisions and matters relating to elections.
24. To receive an Annual Report from the Pension Fund Committee on the state of the Pension Fund and on investment activities during the preceding year.
25. To establish a Committee of the Full Council comprising eight County Councillors (at least one of whom shall be a Member of the Cabinet) to deal with the appointment and dismissal of the Chief Executive, Corporate Directors, the Monitoring Officer and Chief Financial Officer (subject to paragraph 15 above), and to deal with the appointment of the Director of Children's Services, the Director of Adult Services and the Director of Public Health
26. To determine the conditions of employment of employees of the County Council.
27. To consider and respond to petitions in accordance with the Council's petitions scheme – see Appendix 'O' to the Constitution.

Appendix B

Part 2 – Article 3 (The Role of the Chairman of the Council)

The Chairman and Vice Chairman will be elected by the Full Council annually. The duties and responsibilities of the Chairman are in addition to their role as a member as set out in Part 2 - Article 1 (County Councillors).

When acting in the role of Chairman, to have the following duties and responsibilities:

1. to preside impartially over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of County Councillors and the interests of the community;
2. to promote and support the good governance of the Council and its activities to the public;
3. to attend such civic and ceremonial functions as the Council and he/she determines appropriate;
4. to be politically impartial and uphold the democratic values of the Council;
5. to undertake the duties and functions set out in the Standing Orders in relation to meetings and decisions as set out in Appendix C Section A (Standing Orders - General and Introduction) and
6. to offer support and advice to Members of the Council.

Part 2 – Article 8 (Citizens Rights)

The rights of members of the public shall include the following:

- vote at local elections if they are registered to vote with their relevant District Council;
- [contact their local County Councillor](#) about any matters of concern to them;
- obtain a copy of the Constitution free of charge;
- attend [meetings of the Council](#) and its Committees except where, confidential or exempt information is being discussed - see Access to Information Procedure Rules set out at Appendix 'H' to this Constitution;
- find out what key [decisions](#) are to be decided and when by the Cabinet Committees, Cabinet Members or officers;
- see [reports and background papers](#), and any record of decisions made by the Council, Cabinet and Cabinet Members with the exception of those containing confidential or exempt information (details of members of the public's rights to inspect agenda, reports and minutes and to attend meetings are set out in Appendix 'H' of this Constitution);
- [complain to the Council](#) about its services in line with its formal Complaints Procedure, details of which are set out at Appendix 'K' of this Constitution;
- complain to the Ombudsman if they think the Council has not followed its procedures properly. However, the Ombudsman would prefer complaints to be pursued via the Council's own Complaints Procedure first;
- complain to the Monitoring Officer if they have evidence which they think shows that a County Councillor or voting Co-optee has not followed the Council's Code of Conduct;
- inspect the [Council's accounts](#) and make their views known to the external auditor;
- submit petitions in accordance with the [Council's petitions scheme](#);
- make representations regarding a planning application to the [Development Control Committee](#) and speak at the meeting (the [protocol for speaking](#) can be found at annex 2 of appendix N of the constitution);
- contribute to investigations conducted by the Overview and Scrutiny Committees;
- under the Freedom of Information Act 2000, request and receive information in the possession of the Council subject to defined exceptions within the Act;

Citizen's responsibilities:

Members of the public are expected to conduct themselves in a reasonable manner, in line with normally accepted standards in society, when they deal with Councillors or Officers and particularly so when they attend any meetings of the County Council, its Committees and Cabinet. The principles behind this expectation are:

- due respect for the rights and opinions of others;
- non-confrontational behaviour;
- respect at all times for the decisions on conduct and procedure in the meeting, from the person responsible Chairing that meeting
- willingness to listen as well as an expectation of being listened to, in a way which is both constructive and supportive.

The Chairman will warn members of the public if they interrupt a meeting and will order his/her removal from the meeting room if this continues.

Anyone intending to film or record a meeting of the County Council should refer to Appendix 'P': Protocol on reporting on and recording meetings of the County Council and should notify Democratic Services in advance of the meeting on 01772 530596 or by email to democratic.services@lancashire.gov.uk.

Meeting of the Full Council

Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
(All Divisions);

Report of the Cabinet (Part B)

Contact for further information:

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

Executive Summary

The report of the Cabinet from its meetings on 7 November 2019, 5 December 2019, 16 January 2020 and 6 February 2020.

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

Recommendation

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

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 - 7 November 2019

Part I (Open to Press and Public)

Procurement Report - Request Approval to Commence Procurement Exercises

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

- i. Gully emptying service
- ii. Spray injection patching
- iii. Reactive and planned improvement works

- iv. Security and alarm service and maintenance
- v. Heating, ventilation and air conditioning service and maintenance
- vi. Provision of community transport services
- vii. Provision of a Minor Aids and Adaptations Service in Lancashire.

Penwortham Slip Road Closure

Resolved: That approval be given to the closure of the slip road between the A59 Liverpool Road and A59 Golden Way to all public vehicular traffic whilst keeping it open for pedestrians, equestrians and cyclists by the making of a Traffic Regulation Order.

A582/B5253 South Ribble Western Distributor and Realignment of Footpath Network - Approval for Use of Powers and Preparation of Various Orders and Schemes including Compulsory Purchase Order

Resolved: That

- i. the use of the county council's powers of Compulsory Purchase contained in the Highways Act 1980, and all other enabling legislation, be approved to acquire all the necessary land and rights for the construction/improvement and future maintenance and drainage of the dualled A582 and B5253 South Ribble Western Distributor and the realigned vehicular and public rights of way network together with landscaping and ecological mitigation;
- ii. the preparation of Compulsory Purchase and Side Road Orders for the scheme and other appropriate Notices, Orders and Schemes under the Highways Act 1980 and the taking of all other procedural steps in connection with the making of the Orders, prior to approval and sealing and making of the formal Orders and Schemes be approved
- iii. the acquisition by agreement in advance of Compulsory Purchase powers of all rights, interests, enabling arrangements to facilitate the scheme be approved.
- iv. the taking of procedural steps to facilitate the delivery of the scheme at the location of the two rail bridges referred to in the report be approved.

Preston City Transport Plan and the Preston City Region Submission to the Transforming Cities Fund

Resolved: That

- i. the advice received by consultants and presented in the Preston City Transport Plan document be noted, and approval be given to its use as evidence to inform current and ongoing transport-related planning and investment programming.
- ii. the submission of a strategic outline business case in support of a funding bid to the Department for Transport's Transforming Cities Fund be approved, and the Director of Growth, Environment and Planning and s151 Officer, or nominated representative, in consultation with the Deputy Leader of the County Council and Cabinet Member for Highways and Transport, be authorised to finalise the details of the proposition.

Use of Resources for County Councillors - Revised Protocol

Resolved: That the revised County Councillor Use of Resources Protocol as set out in the report be approved.

Extra Care Service Model and Core Charge

Resolved: That:

- i. the preferred model as set out within the report, including a core weekly charge of £17.50 per apartment, be approved.
- ii. the Executive Director of Adult Services and Health and Wellbeing and the Director of Finance, in consultation with the Cabinet Member for Adult Services, be authorised:
 - a. To agree core charges within new schemes.
 - b. To agree any changes to the core charge in existing schemes.
 - c. To agree the allocations policy where the policy is in line with the principles outlined in this report.
 - d. To undertake a review once the schemes have been operational for at least a year, and make any minor amendments to the "core and add on" service model.

Maximising Occupancy in Supported Housing Consultation Document

Resolved: That a public consultation be carried out on the Maximising Occupancy in Supported Housing Consultation Document, as set out in the report.

Part II (Not Open to Press and Public)

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

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

Meeting - 5 December 2019

Part I (Open to Press and Public)

Lancashire County Council (Various Roads, Rawtenstall Bus Station Area, Rossendale Borough) (Revocation and Various Parking Restrictions) Order 201* Plus Lancashire County Council (Various Roads, Rawtenstall Bus Station Area, Rossendale Borough) (Revocation and one way working) Order 201*

Resolved: That the making of the two Traffic Regulation Orders around the Rawtenstall Bus Station area as detailed in the report be approved.

Lancashire County Council (Market Street, Park Road, Chorley, Chorley Borough) (Suspension, Prohibition of Waiting and Limited Waiting) Experimental Order 2019

Resolved: That the experimental traffic regulation order on is made permanent without amendment as detailed within this report.

West Lancashire Partnership - Approval of Memorandum of Understanding

Resolved: That

- i. the progress to date and the future direction of travel for the West Lancashire Partnership be endorsed.
- ii. the Memorandum of Understanding as set out in the report be approved.
- iii. the West Lancashire Partnership be added to the county council's list of outside bodies.
- iv. the appointment of County Councillor Eddie Pope as the county council's representative on the Executive Group of the West Lancashire Partnership for 2019/20 and until the next Lancashire County Council elections in May 2021, with subsequent appointments being determined every four years following a County Council election, be approved.

Adult Social Care - Winter Plan 2019/20

Resolved: That

- i. the county council's Adult Social Care Winter Plan for 2019/20, as set out in the report, be approved.
- ii. the financial risks beyond the current financial year 2019/20 to some of the schemes detailed in the plan, which were currently funded from the Improved Better Care Fund, be noted.

Part II (Not Open to Press and Public)

Upgrade/Replacement of the Electronic and Document Records Management Systems

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

Meeting - 16 January 2020

Part I (Open to Press and Public)

Money Matters 2019/20 Position - Quarter 2

Resolved: That:

- i. the current forecast underspend of £12.135m on the revenue budget in 2019/20 be noted.
- ii. the revised funding gap of £28.438m covering the period 2020/21 to 2023/24 as set out in the revised financial outlook forecast for the Council be noted.
- iii. the budget adjustments for 2020/21, and following years' changes, included in the revised MTFS, be approved.
- iv. the contents of the county council's reserves position be noted.
- v. a re-profiled 2019/20 capital delivery programme of £147.107m as presented within the body of the report be approved.
- vi. the Chief Executive and Director of Resources; the Director of Finance and his staff; and all staff be thanked for their hard work in achieving the improvement in the county council's financial position and the forecast reduced future funding gap.

Procurement Report

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

- i. Provision of a Direct Payments Support Service
- ii. Integrated Home Response and Falls Lifting Service.

Document Handling Service Replacement Hardware and New Software

Resolved: That a capital investment of £305,274 required to futureproof the Document Handling Service, with one off revenue costs of £22,350 and annual revenue support costs of £65,445 be approved.

Adoption of the International Holocaust Remembrance Alliance Definition of Antisemitism

Resolved: That the International Holocaust Remembrance Alliance working definition of antisemitism be adopted, as recommended by the Secretary of State for Housing, Communities and Local Government.

Transport Asset Management Plan Review

Resolved: That

- i. the update on progress outlined in the Transport Asset Management Plan 2019 Data Refresh as set out in the report be noted.
- ii. the Director of Strategy and Performance, in consultation with the Deputy Leader and Cabinet Member for Highways and Transport, be authorised to approve and publish:
 - a. The Transport Asset Management Plan 2019 data refresh.
 - b. The Transport Asset Management Plan Phase 2 Review.

Transforming Cities Fund - Proposed Change to the Transport Capital Programme

Resolved: That the allocation of £0.505m funding to the Transforming Cities programme be approved.

Proposed Submission to the Department for Transport's Local Pinch Point Fund

Resolved: That

- i. a bid be submitted to the Department for Transport's Local Pinch Point Fund totalling circa £9.250m to improve the efficiency and effectiveness of St Mary's Way including the gyratory in Rawtenstall.
- ii. Subject to the success of the above, a contribution from the local authority which will be determined in line with financial issues set out in the report be approved in principle.

Lancashire County Council (Various Locations, Wyre, Pendle, Rossendale and Fylde Boroughs, and Preston City) (Revocations, Various Restrictions and Electric Vehicle Charging Points (No2)) Order 201*

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

Lancashire County Council (Churchfield, Fairways, Houghton Court, Kennet Drive, Levensgarth Avenue, Southey Close, St Clare's Avenue, St Francis Close, The Paddock and Tower Green, Fulwood, Preston City) (Revocation, Prohibition of Waiting and Restriction of Waiting) Order 201*

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

Bacup Townscape Heritage Initiative - Experimental Traffic Regulation Order

Resolved: That the Experimental Traffic Regulation Order proposals as set out in the report be made permanent

Guild Wheel Improvements, Parallel Crossing - Oliver's Place and Pittman Way

Resolved: That the proposal to install two parallel crossings as part of the Guild Way cycle route be approved.

Broadfield Drive, Leyland - Bus Stop Clearways

Resolved: That the construction of two new permanent bus stop clearways replacing the existing temporary two-way bus stop on Broadfield Drive, Leyland, be approved.

Lancashire Standing Advisory Council on Religious Education - Constitution and Terms of Reference

Resolved: That the revised Constitution and Terms of Reference for the Lancashire Standing Advisory Council on Religious Education as set out in the report be approved.

Schools Budget 2020/21

Resolved: That

- i. the report, including the 2020/21 Dedicated Schools Grant allocations, the final budget proposals for each funding block and any comments made by the Lancashire Schools Forum be noted.
- ii. the Head of Service Financial Management (Development and Schools) be authorised to submit the final Schools Block budget pro-forma for 2020/21 to the Education and Skills Funding Agency by 21 January 2020, on the basis set out in this report.
- iii. the 2020/21 budgets for the Early Years, High Needs and Central Schools Services Blocks be approved

- iv. the Dedicated Schools Grant Reserve underwrite the uncertainties around the 2020/21 Schools Budget.
- 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 pro-forma could be submitted to the Education and Skills Funding Agency by the required deadline of 21 January 2020.

Developing the Approach and Provision for Children and Young People with Special Educational Needs and Disabilities

Resolved: That

- i. the Special Educational Needs and Disabilities Sufficiency Strategy 2019-2024 set out at in the report, which sets out a range of medium and longer term actions be approved for wider consultation.
- ii. the commencement of feasibility design work for two proposed capital projects for Broadfield Specialist College, Oswaldtwistle, and Sir Tom Finney Community High School, Preston be approved.
- iii. the commencement of an informal process for seeking expressions of interest from mainstream schools to support the development of special educational needs units in localities in need of additionally resourced mainstream provision be approved.
- iv. the commencement of feasibility design work for the projects at Stepping Stones Short Stay School and on The Haven site in line with the statutory processes be approved.
- v. the proposals identified within these recommendations be implemented where consistent with the priorities with the August Cabinet report and the Sufficiency Strategy.

Principles Underpinning Schools Capital Development

Resolved: That the principles underpinning schools capital development as set out in the report be approved.

Provision of Secondary School Places in Burnley

Resolved: That:

- i. a permanent increase of 30 pupil places in Year 7 starting from September 2021 at Unity College, Burnley, in addition to the permanent expansion of 30 pupil places in Year 7 from September 2020 agreed by Cabinet in August 2019, be approved.
- ii. the decision made by Cabinet in August 2019, to provide permanent accommodation on the Shuttleworth College site, Burnley from September 2020 be rescinded.
- iii. a temporary increase of 30 pupil places at Shuttleworth College, Burnley for September 2020 only, be approved.
- iv. the expenditure listed in the report for the permanent expansion of Unity College, Burnley, be approved.

Future Viability of Thomas Whitham Sixth Form

Resolved: That

- i. the consultation arrangements that were undertaken and the responses that were received in respect of the authority's proposal be noted.
- ii. the authority publishes a Statutory Notice of its proposal to close Thomas Whitham Sixth Form with implementation commencing from 31 August 2020.

Future of Hendon Brook Short Stay School, Nelson

Resolved: That:

- i. the consultation arrangements that were undertaken and the responses that were received in response to the authority's proposal be noted.
- ii. the authority publishes a Public Notice of its proposal to close Hendon Brook Short Stay School, Nelson, with implementation commencing from 31 August 2020.

The Future of Maintained Nursery Schools

Resolved: That:

- i. the commencement of a formal consultation on the future of those maintained nursery schools identified as currently being 'non-financially viable' or those suffering critical financial stress, be approved.
- ii. the Chair of Governors and the Headteachers for those maintained nursery schools identified as being currently 'financially vulnerable' be requested to provide a sustainable financial recovery plan, with assistance from county council officers.
- iii. for those maintained nursery schools identified as being currently 'financially viable', the situation continues to be monitored on a termly basis, to ensure the position does not deteriorate. If any of these maintained nursery schools are identified in the future as being 'financially vulnerable', the Executive Director of Education and Children's Services be authorised to initiate the actions listed under recommendation (ii) above for those nursery schools.
- iv. in the event that the Maintained Nursery School supplementary grant is not extended beyond April 2021, further consideration be given to the long-term viability of maintained nursery schools which would be the subject of a separate Cabinet report.

Libraries, Museums and Archives Fees and Charges Review 2019/20

Resolved: That, with effect from 1 April 2020 as set out below:

- i. standardisation of image reproduction charges across the Libraries, Museums, Culture and Archives service be introduced.
- ii. a reduced adult admission rate for the Judges Lodgings from £3 to £2 when adult tickets are bought to visit Lancaster Castle be introduced.

Part II (Not Open to Press and Public)

Adult Social Care - Procurement of Core Systems Consultancy Support

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

Adult Social Care: Extending the Duration of the Homecare Framework

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

Extra Care in Lancashire

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

Future of Wennington Hall School

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

Meeting - 6 February 2020

Part I (Open to Press and Public)

Money Matters 2019/20 Position – Quarter 3

Resolved: That:

- i. The current forecast underspend of £13.508m on the revenue budget in 2019/20, be noted.
- ii. The revised funding gap of £33.312m covering the period 2020/21 to 2023/24 as set out in the revised financial outlook for the council, be noted.
- iii. The budget adjustments for 2020/21, and following years' changes, included in the revised MTFs, be approved.
- iv. To make recommendations to Full Council on 13 February 2020 a Band D Council Tax for 2020/21 reflecting a 3.99% increase including 2% to be used for adult social care as per the new flexibilities.
- v. The contents of the county council's reserves position, be noted.
- vi. The expected capital expenditure outturn of £132.623m, be noted.
- vii. The revised 2019/20 capital delivery programme of £151.433m as presented within the body of the report, be noted.
- viii. The updated 3 year capital delivery programme 2020/21 to 2022/23, be noted.
- ix. To make recommendations to Full Council to approve the proposed capital strategy.

Request Approval to Commence Procurement Exercises

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

- i. Energy Purchasing Strategy 2020-24
- ii. Extra Care Services

- iii. Safer Roads Fund Programme
- iv. Highway Repairs and Maintenance Service based on daywork rates

Property Asset Management Strategy

Resolved: That:

- i. The Property Asset Management Strategy, as set out in Appendix 'A', be approved.
- ii. The Director of Strategy and Performance, in consultation with the Leader of the County Council, be authorised to approve a detailed delivery plan for the Property Asset Management Strategy.

Corporate Strategy Monitoring - Recommendations of Targets for Key Performance Measures

Resolved: That the performance indicators be noted and the targets presented at Appendix 'A' for future monitoring by the Cabinet Committee on Performance Improvement, be approved.

The Introduction of Contraflow Cycling along the Central Section of North Clifton Street, Lytham

Resolved: That the proposed exception for cyclists to the one way order, enabling them to travel east to west along North Clifton Street, Lytham as set out in the plan attached at Appendix 'A', be approved.

Traffic Calming on Hoyles Lane, Cottam, Preston

Resolved: That the installation of the road humps and reduction of the speed limit as shown at Appendix 'A', be approved.

Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2021/2022

Resolved: That:

- i. The admission numbers and admission arrangements for community and voluntary controlled primary schools, secondary schools and sixth forms for 2021/2022 as listed at Appendices 'A' and 'B' be approved.
- ii. The issues raised by Community and Voluntary Controlled Governing Bodies be noted and the recommendations set out in response, as set out in Appendix 'C', be approved.
- iii. The admission numbers and criteria for admission set out at Appendices 'A' and 'B', to constitute the Authority's admission arrangements for 2021/2022, be approved.

Co-ordinated Admissions Scheme 2021/22 - 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 2021/22, be approved.
- ii. Approval be given to the Executive Director of Education and Children's Services seeking 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 2021/22

Resolved: That the Home to School Transport Policy for the academic year 2021/2022 as set out at Appendix 'A', be approved.

Temporary Expansion of Primary Pupil Places in Preston Schools

Resolved: That:

- i. A temporary increase, for one year only, in the Reception year intake of Lea Community Primary School in North West Preston, from 30 to 60 places for September 2020, to be accommodated within the existing building, be approved.
- ii. The funding set out at Appendix 'A' in order to make internal alterations to the building to accommodate the additional numbers, be approved.

Mobile Library Review - Final Report

Resolved: That:

- i. The introduction of the revised mobile library routes from 1 June 2020 be approved.
- ii. The use of the trial days to offer mobile library stops to communities without a static library and no existing mobile library stop, be approved.
- iii. The Cabinet Member for Community and Cultural Services and the Head of Service – Libraries, Museums, Culture and Registrars, be authorised to make the final decision(s) regarding the trial routes.

Adult Social Care Fee Uplifts - 2020/21

Resolved: That approval be given to the following uplifts, with effect from 1 April 2020:

- i. Residential and nursing care
Older Peoples approved residential care rates:

Nursing Standard 4.65%
Nursing Dementia 4.76%
Residential Standard 4.54%
Residential Higher 4.82%
Residential Dementia 4.89%

For other client groups: 4.89% minimum fee level for new placements increased to £595.07 per week.

For self-funders living in the county council's in-house older peoples residential homes: 4.89%.

- ii. Homecare (all client groups)
Where care has been commissioned off-framework, an inflationary uplift of 4.88% in line with the forecast 2020/21 cost increase associated with the Homecare Framework.
- iii. Supported Living – increase waking hour rate by 5.67% to £16.03 per hour. No changes to payments for sleep-in services at this time.
- iv. Direct Payments – 4.88%.
- v. Carers – Uplift the annual payments of £230/£340 to £244.29/£361.12 respectively.
- vi. Shared Lives – 6.21%.
- vii. Day Care (Non "Older People" services) – 4.81%.
- 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)

Operational Premises - Hyndburn and Ribble Valley Short Breaks Services

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

Urgent Key Decision

It is a requirement of Standing Order C22 that any urgent Key Decision taken under the provisions of Standing Order C21 must be reported to Full Council for information. The following urgent Key Decision was taken since the last meeting of Full Council by Cabinet on 6 February 2020:

The Case for Public Bond Issue

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

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, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
None;

The Urgency Committee

Contact for further information:

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

Executive Summary

The report sets out details of decisions taken by the Monitoring Officer (Director of Corporate Services) under the county council's urgent business procedure on behalf of the Urgency Committee.

Recommendation

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

Background and Advice

Since the last meeting of Full Council, the following decisions have been taken by the Monitoring Officer (Director of Corporate Services) under the county council's urgent business procedure on behalf of the Urgency Committee.

Lancashire Combined Fire Authority Change of Membership

The following decision was taken on 22 October 2019:

The Monitoring Officer approved the appointment of County Councillor Aidy Riggott to replace County Councillor Mark Perks as a member of the Lancashire Combined Fire Authority.

Chair of Student Support Appeals Committee

The following decision was taken on 18 December 2019:

The Monitoring Officer approved the appointment of County Councillor Anne Cheetham as Chair of the Student Support Appeals Committee.

Consultations

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

Implications:

This item has the following implications, as indicated:

Risk management

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

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, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
None;

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

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

The report of the Audit, Risk and Governance Committee from its meetings held on 28 October 2019 and 27 January 2020 is 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.

Recommendation

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

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

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 27 February 2020

Report of the Audit, Risk and Governance Committee

Meeting held on 28 October 2019

Chair: County Councillor Alan Schofield

Part I (Open to Press and Public)

The Annual Audit Letter for Lancashire County Council and Lancashire County Pension Fund 2018-19

The committee considered the Annual Audit Letter which summarised the outcome of the work of the external auditors in 2018/19. The report, presented by Robin Baker, Director, Grant Thornton and Angela Pieri, Senior Manager, Public Sector Audit, Grant Thornton, included the key messages in relation to the financial statements audit and audit opinion, and value for money conclusion.

Resolved: That the Annual Audit Letter for 2018/19, as presented, be noted.

External Audit - Audit Progress Report and Sector Update 2019/20

The committee considered the External Audit Progress Report and Sector Update 2019/20 as of October 2019, presented by the council's external auditors, Grant Thornton: Robin Baker, Director and Angela Pieri, Senior Manager for Public Sector Audit.

Resolved: That the External Audit Progress Report and Sector Update 2019/20, as presented, be noted.

Internal Audit Progress Report

The committee considered the Internal Audit Service's work, presented by Ruth Lowry, Head of Internal Audit. The report included updates on including key findings, issues of concern and action being taken as a result of internal audit work, the internal audit progress report and outcomes of the work for 2019/20 for the period to 30 September 2019.

Resolved: That

- (i) The Internal Audit Progress report be noted.
- (ii) The committee receive an update report at the 27 January 2020 meeting from the relevant executive directors regarding the progress made toward addressing the actions identified from audit work from 2017/18 for the following areas:
 - transition from children's to adult services;

- personal budgets for children's service users and direct payments to their carers; and
- case management of occupational therapy services.

Treasury Management Activity 2019/20

The committee considered the Treasury Management Activity for the first half of the financial year 2019/20, presented by Mike Jensen, Director of Investment.

Resolved: That

- (i) The Treasury Management Activity for the first half of the financial year 2019/20, as presented, be noted.
- (ii) An increase in the Authorised Borrowing Limit from £1,375m to £1,600m for the remainder of 2019/20, be recommend to Full Council for approval.

Meeting held on 27 January 2020

Chair: County Councillor Alan Schofield

Part I (Open to Press and Public)

Code of Conduct – Summary of Complaints

The committee considered The Code of Conduct report, presented by Laura Sales, Director of Corporate Services and Monitoring Officer. The report detailed a summary of all complaints received in 2019 against county councillors under the Code of Conduct.

Resolved: That the Audit, Risk and Governance Committee note the summary as presented.

Update Report: Outstanding Actions from 2017/18 Audit Work, Adult and Children's Services

The committee considered an update regarding outstanding audit actions from 2017/18, presented by Ian Crabtree, Director of Adult Social Care Transformation and Sarah Callaghan, Director of Education and Skills. The report detailed the progress made toward the following outstanding actions:

- Transition from children's to adult services
- Personal budgets for children's service users and direct payments to their carers
- Case management of adult occupational therapy services

Resolved: That the Audit, Risk and Governance Committee note the progress made against the outstanding internal audit actions from 2017/18.

Internal Audit Progress Report

The committee considered the Internal Audit Service's work, presented by Ruth Lowry, Head of Internal Audit. The report included key findings, issues of concern and actions undertaken as a result of the work. The report included the final internal audit progress report and outcomes of the work for 2019/20 for the period to 31 December 2019.

Resolved: That

- (i) The Internal Audit progress report, as presented, be noted.
- (ii) Adult and Children's Service officers present a report to 19 October 2020 Audit, Risk and Governance Committee, updating members of progress made against areas with limited assurance.

External Audit Progress Report and Sector Update 2019/20

The committee considered the External Audit Progress Report and Sector Update 2019/20 as of January 2020, presented by the council's external auditors, Grant Thornton: Robin Baker, Director and Angela Pieri, Senior Manager for Public Sector Audit.

Resolved: That the external audit progress report and sector update 2019/20, as presented, be noted.

Grant Thornton's Request for Information from the Committee Chair

The committee considered the proposed response to Grant Thornton's request for information from the Chair of the committee, presented by Khadija Saeed, Head of Corporate Finance.

Resolved: That the formal response to Grant Thornton's request for information from the Chair of the committee, as presented, be approved.

Grant Thornton's Request for Information from Management

The committee considered the proposed response to Grant Thornton's request for information from management, presented by Khadija Saeed, Head of Corporate Finance.

Resolved: That the formal response to Grant Thornton's request for information from management, as presented be approved.

Accounting Policies used in the Preparation of the Statement of Accounts 2019/20

The committee considered the Accounting Policies used in the preparation of the Statement of Accounts 2019/20, presented by Khadija Saeed, Head of Corporate Finance.

Resolved: That the accounting policies proposed to be used in the preparation of the Statement of Accounts 2019/20, as presented, be approved.

Treasury Management Strategy 2020/21

The committee considered the Treasury Management Strategy for 2020/21, presented by Mike Jensen, Director of Investment.

Resolved: That the Treasury Management Strategy 2020/21, as presented, be recommended to Full Council for approval.

Corporate Risk & Opportunity Register Quarter 3 2019/20

The committee considered an update regarding the Corporate Risk and Opportunities register for quarter three, presented by Paul Bond, Head of Legal and Democratic Services.

Resolved: That the updated Corporate Risk and Opportunity Register, as presented, be noted.

County Councillor Alan Schofield
Chair

Meeting of the Full Council
Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions 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

The report of the Employment Committee from its meetings held on 13 January 2020 and 10 February 2020 is 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

Appendix A

Meeting of the Full Council - 27 February 2020

Report of the Employment Committee meeting held on 13 January 2020

Chair: County Councillor Geoff Driver

Part I (Open to Press and Public)

Urgent Business

The Chair agreed that the following item could be considered at the meeting, as Joint Consultative Forum meetings needed to be scheduled for January 2020:

Joint Consultative Forum Constitution: Number of, Frequency of and Attendees at Meetings.

Deborah Barrow, Head of Service, Human Resources, reported that following changes to the senior management structure, the Joint Consultative Forum Constitution, which enabled local Trade Union meetings in Directorates, needed to be amended to allow Directorates to decide on the number of, frequency of and attendees at the meetings to provide more flexibility. The proposed changes had been agreed with Trade Unions and Directors.

Resolved: That Deborah Barrow, Head of Service, Human Resources, make the proposed changes to the support element of the Constitution for the Joint Consultative Forum, to allow flexibility with regards to the number of, frequency of and attendees at the forum meetings.

Part II (Not Open to Press and Public)

Change to Terms and Conditions of Service for the Senior Coroner

(Not for Publication – 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 interests in disclosing the information).

The committee considered a report from Janet Mather, Coroner Services Manager, regarding a proposed amendment to the terms and conditions of service for the Senior Coroner.

Resolved: That the recommendation, regarding a proposed amendment to the terms and conditions of service of the Senior Coroner, as set out in the report and presented to the meeting, be agreed.

Payment of Market Supplements to Members of the ICT Solutions Architect Teams

(Not for Publication – Exempt information as defined in Paragraphs 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 interests in disclosing the information).

The committee considered a report from Deborah Barrow, Head of Service, Human Resources, regarding market supplements to members of the ICT Solutions Architect team.

In response to a question it was confirmed that when future operational requirements were determined, after June 2020, this would be an opportunity to consider a model that best fits the needs of the service.

Resolved: That the recommendations with regard to the market supplements paid to members of the ICT Solutions Architect team, as set out in the report and presented to the meeting, be agreed.

Local Pensions Partnership Appointment of the Chief Executive

(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 was considered that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interests in disclosing the information).

The committee considered a report from Laura Sales, Director of Corporate Services, regarding the appointment of a permanent Chief Executive Officer of Local Pensions Partnership Limited.

In response to a question it was confirmed that the issue of succession planning for the role had been discussed and was under consideration.

Resolved: That

- The recommended appointment for the permanent Chief Executive Officer of Local Pensions Partnership Limited, be approved.
- The recommended pay proposal be approved in principle, subject to required discussions with the Greater London Authority.
- The decision be delegated to the Director of Corporate Services in conjunction with the chair of the Employment Committee, as to whether the Chief Executive Officer's final pay should be referred back to the Employment Committee if the Greater London Authority recommend a significant variation to the pay proposal agreed in principle.

Report of the Employment Committee meeting held on 10 February 2020

Chair: County Councillor Geoff Driver

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 Part A of the agenda.

Part II (Not Open to Press and Public)

(Not for Publication – Exempt information as defined in Paragraphs 2, 3 and 4 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 Phil Durnell, Director of Highways and Transport, regarding the review of the Fleet Service conducted by external consultants and their recommendations.

In response to questions the following information was confirmed:

- Re-tread tyres referred to the use of a tool by the service to refurbish tyres. This was considered a best practice process across the industry and would result in significant savings.
- The leadership team was confident that the recommended changes in the report were deliverable and would be supported by development days planned with the external consultant. Some of the processes identified to realise savings were already in place.
- Any changes to IT systems and processes would be compliant with statutory requirements and be easy to operate.

Resolved: That

- (i) The review of Fleet Services and the resulting recommendations of the external consultant, as presented, be noted.
- (ii) The steps taken by the service to implement the recommendations, as presented, be noted.

County Councillor Geoff Driver
Chair

Meeting of the Full Council

Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
None;

The Pension Fund Committee

(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

The report of the Pension Fund Committee from its meeting on 7 February 2020 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 each report for further information about each item.

Recommendation

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

Background and Information

The meeting of the committee scheduled for 29 November 2019 was cancelled following the announcement of the General Election and rearranged for 7 February 2020.

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 - 27 February 2020

Report of the Pension Fund Committee Meeting held on 7 February 2020

Chair: County Councillor Eddie Pope.

Part I (Open to the Press and Public)

Note - The scheduled meeting on 29 November 2019 was cancelled following the announcement of the General Election.

Update from the Local Pension Partnership on progress in implementing actions arising from internal audit work

The Committee considered an update report on the implementation of Action Plans arising from an internal audit of the Local Pensions Partnership, as discussed at the last meeting. The Committee noted the actions taken to address the issues highlighted by the audits and asked for further details regarding the findings of an external compliance consultancy which had reviewed the regulatory compliance of the Partnership.

Decision taken:

1. That the update on action by the Local Pensions Partnership Senior Management Team in response to four audits where processes had been identified as ineffective, as reported to the Committee in September 2019, are noted.
2. That representatives from the Local Pensions Partnership be requested to provide further details on the findings of an external compliance consultancy review of regulatory compliance of the Partnership in response to one of the audits referred to at 1 above.

Lancashire County Pension Fund Q2 2019.20 Budget Monitoring

The Committee considered a report on the financial results of the Fund for the six months ending 30th September 2019 compared to the budget for the same period together with an updated forecast for the full year to 31st March 2020. It was reported that the current underspend on pension benefits referred to in the report was most likely a consequence of budget assumptions rather than payment delay and an update would be presented to the Committee in March 2020. The Head of Fund also reported that work had been done in relation to the accuracy and transparency of investment management fees and further details would be presented to the next meeting.

Decision taken: That the report is noted and updates regarding any underspend on pension benefits and the accuracy/transparency of investment management fees be presented to the next meeting.

Revised Lancashire County Pension Fund Communications Policy

The Committee considered a report on the updated Communications Policy for the Lancashire County Pension Fund and recognised that whilst the preference was for information to be accessed online there may be some members of the scheme who may have difficulty in accessing such information. In response the Head of Fund reported that the policy did include provision for scheme members to receive hard copy information if requested and the Chair stated that he would also raise the matter with the Director of Administration at the Local Pensions Partnership.

Decision taken: That the revised Lancashire County Pension Fund Communication Policy, as set out at Appendix 'A' to the report presented, is approved.

Draft Funding Strategy Statement

The Committee considered a report on the draft Funding Strategy Statement for the Lancashire County Pension Fund which was being developed in consultation with the Actuary, Mr J Livesey, following discussions with employers within the Fund, employer groups and the Lancashire Local Pension Board. The Committee was also informed that after many years' service Mr J Livesey had announced his intention to retire.

Decision taken:

1. That members of the Committee place on record their thanks to Mr Livesey for his valuable contribution to the work of the Committee over the years and wish him well for his retirement.
2. That the contents of the draft Funding Strategy Statement, as set out at Appendix 'A' to the report presented, are noted and that a final version of the Statement be presented to the Committee in March 2020 for approval.

Progress on delivering the Lancashire County Pension Fund Strategic Plan

The Committee considered a report on the progress of delivery of specific objectives set out in the Lancashire County Pension Fund 3 year Strategic Plan and noted that the dashboard style reporting on responsible investment issues had not yet been introduced. In response the Head of Fund reported that the Responsible Investment Manager from the Local Pensions Partnership would be able to provide an update when she attended the next meeting. It was also noted that the dedicated website for the Fund would provide an opportunity for greater promotion of responsible investment activity by the Fund.

Decision taken:

1. That the progress made to date on the delivery of the Lancashire County Pension Fund Strategic Plan, as set out in the report presented, is noted.
2. That future updates on delivery include an additional column so that the Committee can identify where specific items have been finalised.

Responsible Investment Report

The Committee was informed that the Managing Director of the London Pension Fund Authority was due to attend the meeting in March 2020 in response to the request from the previous meeting. The Responsible Investment Manager from the Local Pensions Partnership was also due to attend the next meeting and present a report on a review of the respective Responsible Investment policies of the Fund and Fund Authority.

Decision taken: That the report is noted.

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

Individual members of the Committee gave feedback on their experience at various internal/external pension related training events which had taken place since the last meeting.

Decision taken: That the report and feedback given at the meeting in relation to the training received by individual members of the Committee is noted.

Transaction of Urgent Business - Setting Strategic Objectives for the Independent Advisers to the Lancashire County Pension Fund

The Committee received a report on a decision taken by the Monitoring Officer on the 6th December 2019, under the procedure for dealing with matters of urgent business.

Decision taken: That the decision taken by the Monitoring Officer under the urgent business procedure to approve the following strategic objectives for the Independent Advisers to the Lancashire County Pension Fund, as required by The Investment Consultancy and Fiduciary Management Market Investigation Order, 2019, is noted.

1. In conjunction with input from Local Pensions Partnership Investments and any other relevant sources, recommend a Strategic Asset Allocation with tactical ranges to the Pension Fund Committee.
2. Monitor the construction and performance of the Fund, all its sub-funds and its Asset Manager (Local Pensions Partnership Investments) and recommend any consequent changes to the Pension Fund Committee.
3. Where relevant and appropriate recommend suitable strategies to mitigate Fund risks to the Pension Fund Committee. These could include currency and liability hedging.

Programme of meetings 2020/21

Decision taken: That, in accordance with the decision of the full Council on the 17th October 2019, the 2020/21 programme of meetings for the Committee is as follows, with all meetings to start at 10.30am (preceded by a 30 minute private briefing

session for members) and be held in Committee Room 'C' – The Duke of Lancaster Room at County Hall, Preston.

19th June 2020

18th September 2020

27th November 2020

12th March 2021

Part II (Not open to the Press and Public)

Local Pensions Partnership proposed capital restructuring

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 proposed capital restructure of the Local Pensions Partnership Group which would put the organisation on a similar footing to other pools, increase the financial resilience of the Partnership and preserve the existing ownership arrangements. It was noted that the Investment Panel had been consulted and supported the proposed investment on the basis that it was both suitable and appropriate in the light of the Fund's investment strategy.

Decision taken:

1. That the £12.5m investment from the Lancashire County Pension Fund into the Local Pension Partnership Group, as set out in the report presented, is approved.
2. That the Full Council is recommended to approve the proposed restructure of the Local Pensions Partnership as set out in the report presented.

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 on the activities of the Local Pensions Partnership which included strategic highlights and updates on the performance of the pension administration service and the financial position of the Partnership.

The Interim Chief Executive, Chief Investment Officer and Managing Director (Investments) reported that the recent internal audit report in relation to regulatory compliance with new Senior Management and Certification Regime requirements had been returned and found procedures at Local Pensions Partnership Investments

to be effective with some areas for improvement, most of which had already been closed.

With regard to the earlier discussion about potential difficulties for some members of the Fund to access information which was predominantly available online the Committee noted that pensioners were the most significant group within the membership who had registered to use My Pensions Online. In response to a query the Head of Fund confirmed that existing performance targets for the administration service would be reviewed over the next 12 months to ensure that they remained appropriate/relevant.

Decision taken: That the updates on activity by the Local Pensions Partnership, as set out in the report presented, are noted.

Investment Panel Report

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

The Committee considered a detailed report from one of the Independent Advisers which reviewed the performance of the investment market over the last decade and highlighted various factors which influenced the investment market in which the Lancashire County Pension Fund operated.

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

Lancashire County Pension Fund Performance Overview September 2019

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 overall performance of the Fund up to the 30th September 2019 and noted that the Fund continued to perform well and outperform both internal and external benchmarks. It was reported that the Investment Panel would review the current investment strategy and report its findings to the Committee in due course and Mr Noel Mills, who had previously been an Independent Adviser to the Committee, had recently retired.

Decision taken:

1. That the Committee place on record its appreciation to Mr N Mills for his valuable contribution as an Independent Adviser to the Committee between 2009 and 2015 and wish him well for his retirement.
2. That the performance of the Fund up to the 30th September 2019, as set out in the report presented, is noted.

Lancashire County Pension Fund Risk Register

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

The Committee considered a report on the latest version of the Risk Register which had been updated following a review by County Council officers in consultation with the Local Pensions Partnership and the Lancashire Local Pension Board.

Decision taken: That the Lancashire County Pension Fund Risk Summary and updated Risk Register, as set out in the Appendices to the report presented, are noted.

County Councillor Eddie Pope
Chair

Meeting of the Full Council

Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
None;

The Overview and Scrutiny Committees

(Appendices 'A' - 'E' refer)

Contact for further information:

Garth Harbison, Tel: (01772) 530596, Committee Support Officer (Overview and Scrutiny),
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Executive Summary

The most recent cycle of meetings of the Overview and Scrutiny Committees took place in the period October 2019 to February 2020.

The reports of the committees are attached as Annexes 1 to 5 as follows:

- Appendix 'A' - Children's Services Scrutiny Committee
- Appendix 'B' - Education Scrutiny Committee
- Appendix 'C' - External Scrutiny Committee
- Appendix 'D' - Health Scrutiny Committee
- Appendix 'E' - 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 - 27 February 2020

Reports of the Children's Services Scrutiny Committee meetings held on 9 October 2019 and 15 January 2020

Chair: County Councillor Andrea Kay

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

[Children's Services Scrutiny Committee](#)

9 October 2019

Participation Strategic Framework

The report presented provided an opportunity for members of Children's Services Scrutiny Committee to review the draft Participation of Children and Young People Strategic Framework 2020 – 2023. It also shared a current example of a participation project that had been co-produced with members of Lancashire Youth Council.

Resolved: That;

- i. The principles and priorities of the draft Strategic Framework be considered.
- ii. The proposed monitoring and governance arrangements be noted.
- iii. The Lancashire Youth Council research project be noted.
- iv. Details of the network of participation champions when identified be circulated to all councillors to assist with supporting a 'culture of participation'.
- v. A progress report be provided to a future meeting of the committee.
- vi. Information on the questionnaire to schools be circulated to committee members to support generating responses.

Inspection of Youth Offending Services in Lancashire

The report presented provided the committee with an update following Lancashire's Youth Offending Team (YOT) inspection in April/May 2019 by HM Inspectorate of Probation (HMIP) as a full joint inspection.

Resolved: That;

- i. The report be noted.
- ii. A briefing note be provided to committee members in March 2020 on the post inspection action plan progress.

15 January 2020

Permanence – Ofsted Focused Visit

The report presented informed the committee that on the 4 November 2019, Ofsted had undertaken a two day focused visit to determine if Lancashire had improved their permanence offer to children and young people. This was not a graded visit but they had provided an overview of the direction of travel on the four recommendations made in 2018.

Resolved: That:

- i. The improvements detailed in the report be noted.
- ii. Review and support of the service be continued to ensure that all children and young people cared for by the county council are provided with the highest level of care and support.
- iii. The four areas for improvement identified in the Ofsted letter be noted and assurances sought on improvements.
- iv. The evidence of improvements included in the 'Getting to Good Plan' be presented to the committee in six months' time.

Neglect Strategy

The report presented provided an update to the Children's Services Scrutiny Committee on the implementation of the Neglect Strategy and the partnership working.

Resolved: That:

- i. The progress so far be reviewed.
- ii. Further work to be undertaken across all partners to ensure the Neglect Strategy is well embedded and making a difference be noted.
- iii. A request be made to Education Scrutiny Committee to include the Neglect Strategy as part of any discussions around Elective Home Education.

Child Poverty

The report presented provided the Children's Services Scrutiny Committee with a comprehensive presentation on the subject of child poverty.

Resolved: That:

- i. The report presented be noted
- ii. Specific areas for further scrutiny be identified.

County Councillor Andrea Kay
Chair

Meeting of the Full Council - 27 February 2020

Reports of the Education Scrutiny Committee meetings held on 29 October 2019, 30 January 2020 and 5 February 2020

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](#)

29 October 2019

Lancashire Special Educational Needs and Disabilities (SEND) Partnership - Ofsted Revisit Preparation

The report set out the preparation for the forthcoming Ofsted and Care Quality Commission (CQC) re-visit due to take place by the end of October 2019, including the production of a self-assessment.

Resolved: That;

- i. The information presented on the preparation for the forthcoming re-visit by Ofsted and the CQC be considered; and
- ii. The feedback on the self-assessment attached at Appendix 'B' of the report be discussed and agreed.

Supporting Pupils at Special School with Medical Conditions: Task Group Update

The report provided an update on the progress made by the multi-agency Special Schools Nursing Task and Finish Group against the recommendations made by the Children Services Scrutiny Committee in respect of special school nursing provision in Lancashire. In presenting the report, the committee noted that a joint action plan had been developed for the Special Schools Nursing Task and Finish Group which detailed the progress made on each of the recommendations and the next steps.

Resolved: That;

- i. The progress made to date against the recommendations and the proposed ongoing activity against the project plan be noted.
- ii. The feedback on the draft policy be discussed and agreed.
- iii. The committee be provided with the names of the schools in the Lancashire area to encourage responses to the data gathering exercise questionnaire.

30 January 2020

Call In Request: The Future of Maintained Nursery Schools

It was reported that on 16 January 2020, Cabinet considered and approved the recommendations contained in the Future of Maintained Nursery Schools report.

Following requests from 11 County Councillors in accordance with the “Call In” procedures, the Chair of the Education Scrutiny Committee has called a meeting to consider calling in the decision.

Resolved: That;

- i. The Cabinet decision on 16 January 2020 in relation to the Future of Maintained Nursery Schools should not be called in; and
- ii. The outcome of the consultation on maintained nursery schools be reviewed at a future meeting of the Education Scrutiny Committee.

5 February 2020

The report presented provided detail of standards in Lancashire schools, together with a summary of judgements by Ofsted.

Resolved: That;

- i. The standards of achievement by Lancashire children be noted.
- ii. Comments be noted on the work undertaken to address any issues and sustain improvement.
- iii. An update on the progress of the improvement model be provided at a future meeting of the Education Scrutiny Committee.

County Councillor Christian Wakeford
Chair

Meeting of the Full Council - 27 February 2020

Reports of the External Scrutiny Committee meetings held on 15 October 2019 and 21 January 2020

Chair: County Councillor Edward Nash psc

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

[External Scrutiny Committee](#)

15 October 2019

Supporting vulnerable customers - Electricity North West

Representatives from Electricity North West (ENW) gave a presentation to the committee on the work being undertaken to support vulnerable customers.

Resolved: That;

1. Cabinet and Lancashire Leaders review all areas of responsibility to identify opportunities to promote the Priority Services Register where vulnerable people might contact or engage with frontline services.
2. A Bite Size Briefing on Electricity North West's Priority Services Register be arranged for all members of the county council.
3. Electricity North West consider linking in with the Lancashire and South Cumbria Integrated Care System and the organisations and agencies listed in the minutes above to promote their Priority Services Register.

Low Carbon Rapporteur Report and Chair's update

The Chair, County Councillor Ed Nash psc, updated the committee on rapporteur activities he undertook on the subject of low carbon. The committee also received written responses from the Cabinet Member for Economic Development, Environment and Planning to its recommendations on low carbon.

Resolved: That the Low Carbon Rapporteur Report, Chair's Update and the written response from the Cabinet Member for Economic Development, Environment and Planning be noted.

21 January 2020

Report of the Strengthening Flood Risk Management and Preparedness Task and Finish Group

The External Scrutiny Committee was presented with the report of the Strengthening Flood Risk Management and Preparedness Task and Finish Group as well as a findings report from the scrutiny inquiry session on the future of flood action groups in Lancashire which was held on 8 July 2019 as part of the review. The findings from

this report had led to a number of recommendations being formulated and these were contained in the Task and Finish Group's report.

Resolved: That;

- i. The written responses from the relevant Cabinet Members be considered by the Strengthening Flood Risk Management and Preparedness Task and Finish Group.
- ii. The Task and Finish Group report on the outcome of its meeting to the External Scrutiny Committee at the earliest opportunity.

Learning lessons from lived experiences of Universal Credit

A presentation was delivered on learning lessons from lived experiences of Universal Credit.

Resolved: That;

- i. The presentation as delivered be received as part of the External Scrutiny Committee's ongoing review of Universal Credit.
- ii. The key lines of enquiry set out in the minutes [above] be used in preparation for a future meeting of the External Scrutiny Committee when it will hear evidence from the Welfare Rights Service.

Lancashire County Council Waste Treatment Facilities - Supporting Future Carbon Reduction Initiatives

A presentation was delivered on current waste processing activities and future opportunities at the council's two Waste Recovery Parks, in support of reducing carbon emissions and the associated carbon footprint within Lancashire.

Resolved: That the presentation be noted as part of the External Scrutiny Committee's continued review of low carbon energy.

County Councillor Edward Nash
Chair

Meeting of the Full Council - 27 February 2020

Reports of the Health Scrutiny Committee meetings held on 5 November 2019 and 4 February 2020

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](#)

5 November 2019

Terms of Reference for the proposed Joint Health Scrutiny Committee for the Lancashire and South Cumbria Integrated Care System (ICS)

The Committee received the Terms of Reference for the proposed Joint Health Scrutiny Committee for the Lancashire and South Cumbria Integrated Care System.

Resolved: That;

1. The Health Scrutiny Steering Group in collaboration with the other relevant authorities give consideration to:
 - i. Amend the terms of reference under membership to read "Each local authority to appoint on the basis of two members from the administration and one opposition member."
 - ii. Allocate three additional seats with voting rights for Lancashire's district councils.
2. The Health Scrutiny Committee receive the minutes of the meetings of the Joint Health Scrutiny Committee for the Lancashire and South Cumbria Integrated Care System.

Impact of Recruitment of additional Occupational Therapists

The committee received a report detailing the development of the Occupational Therapy service within Adult Social Care at Lancashire County Council, and which demonstrated the improvements seen in timeliness of assessments and the increase in Disabled Facilities Grants recommendations over recent years. The report also demonstrated the positive benefits of Occupational Therapy in adult social care, and innovation possibilities for the future.

Resolved: That:

- i. The report be noted.

- ii. The improvements seen in the performance of the Lancashire County Council Occupational Therapy Service be welcomed.
- iii. A further report on the differing allocations of Disabled Facilities Grants to district councils in Lancashire with a focus on discretionary grants be presented to a future meeting.

4 February 2020

Healthier Lancashire and South Cumbria Integrated Care System – Five Year Local Strategy

The Committee received a copy of the draft five year local strategy for the Lancashire and South Cumbria Integrated Care System, which covered the challenges that needed to be tackled, how local people would be involved, the three main areas of delivering the strategy and the impact of partnership working.

Resolved: That the draft Lancashire and South Cumbria Integrated Care System five year local strategy be noted

Commissioning Reform in Lancashire and South Cumbria

The Committee received a report on commissioning reform in Lancashire and South Cumbria; a Case for Change document, outlining how commissioning organisations can work to develop local integrated health and care partnerships, and a draft terms of reference for a proposed Commissioning Reform Group, which would oversee the reform work and report to the Joint Committee of Clinical Commissioning Groups (CCGs).

Resolved: That the position on Commissioning Reform in Lancashire and South Cumbria be noted.

Our Health Our Care Programme

Resolved: That the Our Health Our Care programme be deferred and presented to a special meeting of the Health Scrutiny Committee on Wednesday 19 February 2020 at 10:30am.

County Councillor Peter Britcliffe
Chair

Meeting of the Full Council - 27 February 2020

Report of the Internal Scrutiny Committee meeting held on 17 January 2020

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](#)

17 January 2020

CAS Blue Badge Service – Revised Eligibility Criteria Update

The report presented provided an update on the Department for Transport's (DfT) new Blue Badge criteria to extended eligibility to people with 'hidden' disabilities.

Resolved: That the changes to eligibility criteria for Blue Badge applications be noted.

Corporate Strategy Monitoring – Recommendations of Targets for Key Performance Measures

The report presented explained that performance indicators had been agreed by Cabinet Committee on Performance Improvement against the five objectives of the Corporate Strategy, some reported quarterly some reported annually. These indicators would form the content of future quality corporate performance reports to the Cabinet Committee on Performance Improvement.

Resolved: That;

- i. The report and the performance indicators presented be noted.
- ii. The Internal Scrutiny Committee receive the full quarterly monitoring report.

Budget Savings Position

The report presented provided an update on agreed budget savings as requested by the Internal Scrutiny Committee.

Resolved: That;

- i. The report presented be noted.
- ii. Further updates be included as part of the Internal Scrutiny Committee work programme.

The appointment of a Joint Health Scrutiny Committee for the Lancashire and South Cumbria Integrated Care System (ICS)

The report presented informed the Internal Scrutiny Committee that there had been a request to appoint a proposed Joint Health Scrutiny Committee for the purpose of reviewing proposals for the reconfiguration of services proposed by the Lancashire and South Cumbria Integrated Care System that would affect the whole population of the Lancashire and South Cumbria area. The proposed Terms of Reference were presented along with the report.

Resolved: That the proposed Joint Health Scrutiny Committee and its Terms of Reference be agreed.

County Councillor David O'Toole
Chair

Meeting of the Full Council
Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
None;

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

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

Executive Summary

The report of the Lancashire Health and Wellbeing Board from its meetings held on 19 November 2019 and 28 January 2020 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 each report for further information about each item.

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		
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Reason for inclusion in Part II, if appropriate

N/A

Meeting of the Full Council - 27 February 2020

Report of the Lancashire Health and Wellbeing Board meeting held on 19 November 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](#)

Healthwatch Lancashire

The Board were provided with a summary of the findings from the Focus Groups on the NHS Long Term Plan. The priority groups were identified by the local Integrated Care Partnership and Clinical Commissioning Groups. The presentation demonstrated how the individual views and experiences of people gathered by Healthwatch could provide rich intelligence and real insight into how services could be improved from the perspective of the service users. The Board agreed it needed to hold the Integrated Care System to account and be aware of what each service was doing regarding this.

Resolved: That the Health and Wellbeing Board:

- i) Noted the key messages from the Focus Groups including:
 - The level of understanding about the health and care system and its on-going changes.
 - What was working well and less well.
- ii) Considered how Healthwatch could further assist Lancashire Health and Wellbeing Board ensure that more people were engaged and involved more people in shaping local services. As a consequence it was agreed that the Chair, on behalf of the Board, engage with the Integrated Care System and Integrated Care Partnerships to request their response to the report and identify actions they intended to take; with a view to bringing findings back to a future Board meeting and that the Health and Wellbeing Strategy be revisited in light of the report to inform Board agendas and activity going forward.

Transforming Care – In Patient Provision and the Learning Disabilities Mortality Review (LeDeR)

The Board were updated on the findings of the third Annual National Mortality Review report and this had been implemented locally and to highlight the health inequalities suffered by people with Learning Disability and/or Autism across Lancashire and South Cumbria.

To date, Blackpool Teaching hospital has implemented learning disability awareness training within the Adults Community division as a direct consequence of the learning from some Learning Disability Mortality Reviews together with development of two, seven minute briefings on reasonable adjustments and capacity/consent for sharing with all staff in the division/trust. There were also plans to review the Speech and Language/dysphagia processes in place in the Trust.

Resolved: The Health and Wellbeing Board:

- i) Supported the implementation of learning into action across Lancashire and South Cumbria.
- ii) Supported the focus on reasonable adjustments being made in relation to people with Learning Disability and/or Autism across the region.
- iii) Supported communication of the Learning Disabilities Mortality Review (LeDeR) programme across the region.

Lancashire Special Educational Needs and Disabilities (SEND) Partnership

The Board received an update report on the assessment of progress on the Improvement Plan and Accelerated Plans.

Resolved: The Health and Wellbeing Board:

- i) Noted the delay in the re-visit from Ofsted.
- ii) Considered the report on progress to date in delivering the actions in the Special Educational Needs Improvement Plan and the Accelerated Plans.

Pan-Lancashire Health and Wellbeing Board

Follow a recent event on 9 October 2019 which was facilitated by the Local Government Association on a possible collaboration between Lancashire, Blackpool and Blackburn with Darwen Health and Wellbeing Boards, there was no overall consensus in terms of either developing a single Health and Wellbeing Board or coming together as an alliance.

In terms of the Lancashire Board, members had been sent a questionnaire to consider the strengths of the current arrangements and opportunities for improvement.

Resolved: That the Board be requested to complete the questionnaire by 30 November 2019.

Report of the Lancashire Health and Wellbeing Board meeting held on 28 January 2020

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](#)

Review of Lancashire Health and Wellbeing Board

The Board received a verbal update on the feedback from the recent questionnaire completed by members of the Board on the future direction of the Board.

Feedback confirmed that the role of the Board was to provide strategic leadership, co-ordination and accountability, with a work programme that partners would engage with. It also needed to ensure that the right issues came to the Board and the focus needed to be on what difference the Board was making.

Discussion ensued as to whether members felt that workshops for some of the meetings was a way forward, where 'thorny' issues that required collaborative/multi-agency responses, and also to engage with the other Lancashire Health and Wellbeing Boards to address issues of common interest such as the Integrated Care System Strategy and Delivery Plan. These workshops would also be an opportunity to build trust and explore opportunities. Board members were in agreement to hold workshops as and when necessary to discuss relevant issues.

Feedback also addressed the possibility of establishing an Executive group that would sign off the less contentious issues and progress/performance reports. It was suggested that the whole Board would receive the reports, offering the opportunity to submit any comments, to be discussed at the Executive and the report signed off.

In reviewing the way forward for the Health and Wellbeing Board, it was agreed it needed to review best practice, confirm its relationship with Integrated Care System governance and discuss the current multi-agency issues. It also needed to minimise duplication and be clear on the items relevant for discussion.

Resolved: That following the feedback from discussion, Clare Platt to progress development of workshops and the Executive group.

Integrated Care System, including Population Health Priorities

The Board discussed the draft Integrated Care System Strategy which identified the Population Health Plan priorities, aimed at improving the health and wellbeing outcomes of the communities within Lancashire. A system wide approach to develop

the Implementation Plan was under way, managed through the Population Health Steering Group of the Integrated Care System.

The draft Strategy identified the Population Health Plan priorities, aimed at improving the health and wellbeing outcomes of the communities within Lancashire. A system wide approach to develop the Implementation Plan was under way, managed through the Population Health Steering Group of the Integrated Care System.

It was noted that the financial element of delivering the strategy was still the biggest issue and something the system needed to work on collectively, and that a prevention approach was needed.

Resolved: That the Health and Wellbeing Board:

- (i) Received, discussed and endorsed the draft Integrated Care System Strategy.
- (ii) Confirmed commitment to the Population Health Plan priorities identified in the draft strategy.
- (iii) Engaged with and supported the development of the Integrated Care System Population Health Implementation Plan.
- (iv) Endorsed the alignment of the existing population health and prevention activity across the Integrated Care System work streams and Integrated Care Partnership/Multi-speciality Community Provider plans.

Advancing Integration by Delivering the Intermediate Care Strategy

The Board received an update on the progress of work following the review of Intermediate Care in 2019.

The Better Care Fund (BCF) required the NHS and local government to create a single pooled budget and plan to incentivise closer working around people, placing their wellbeing as the focus of health and social care services, with a strong emphasis on community based services.

To date, the Better Care fund in Lancashire had been used to commission services at the interface between health and social care, including a significant amount of funding linked to short term 'intermediate care' provision.

Resolved: That the Health and Wellbeing Board:

- (i) Noted the progress of the Intermediate Care Programme to date.
- (ii) Agreed to act as the accountable body for this programme.
- (iii) Agreed to hold the Integrated Care System to account for implementing via the Integrated Care Partnerships.

- (iv) Agreed to work with other Health and Wellbeing Boards (Blackburn with Darwen, Blackpool and Cumbria) to undertake that assurance role akin to a committee in common approach.
- (v) Agreed to a review of the Advancing Integration Board membership that will function as a Programme Board.
- (vi) To provide the check and challenge to the programme at key intervals linked to decision gateways.
- (vii) Recognised and lent support for the need for this programme to be properly resourced at Integrated Care Partnership and Integrated Care System levels.
- (viii) Endorsed the link with Population Health Management and Continuing Health Care programmes of work.
- (ix) Requested that this be brought back to the next meeting by Louise Taylor, further to discussion with the Senior Leadership Executive.

Director of Public Health Report 2019/20 – Investing in our Health and Wellbeing

The Board were presented with the Director of Public Health Report – Investing in our Health and Wellbeing, which followed on from the last report in 2016 including a summary on a strategic approach and action plan to tackle infant mortality in Lancashire and how progress would be measured.

Health outcomes for Lancashire's residents living in many areas of the county were not improving in line with national trends. Health inequalities are widening and if we fail to focus on prevention and wellbeing, expectancy and healthy life expectancy would get worse. Crucially this would have an impact on the productivity of the local economy, employers and workforce.

Resolved: That the Health and Wellbeing Board:

- (i) Supported the key messages and dissemination of the Director of Public Health annual report within partner organisations.
- (ii) Agreed to ensure that our collaborative prevention and population health investments were optimised for improving the health and wellbeing of communities across Lancashire.
- (iii) Endorsed the action plan to reduce infant mortality across Lancashire.

Lancashire Special Educational Needs and Disabilities Improvement Programme – Progress Report

The Board received the paper for information.

Resolved: That the Health and Wellbeing Board:

- (i) Noted the continued delay in the re-visit from Ofsted.
- (ii) Considered the report on progress to date in delivering the actions in the Special Educational Needs and Disabilities Improvement Plan and the Accelerated Plans.

County Councillor Shaun Turner
Chair

Meeting of the Full Council
Meeting to be held on Thursday, 27 February 2020

Report submitted by: Head of Legal and Democratic Services

Part B

Electoral Divisions affected:
None;

Report of the Lancashire Combined Fire Authority
(Appendix 'A' refers)

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

Executive Summary

Appendix 'A' sets out a summary report of the Lancashire Combined Fire Authority following its meeting on 16 December 2019. This is now presented to Full Council for information.

Recommendation

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

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

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

Appendix A

REPORT OF THE LANCASHIRE COMBINED FIRE AUTHORITY 16 DECEMBER 2019

1. HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS)

At the meeting the Authority noted that Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) was due to publish the following day a summary report of their findings from tranche 3 inspections of fire and rescue services across England. This would enable the Service to draw comparisons against its own performance which had been the achievement of an outstanding rating along with good in all other areas with no areas requiring improvement. It was expected that a complete 'State of Fire and Rescue' report summarising the national picture would be provided in the New Year by Sir Tom Winsor.

After Authority meeting took place the results were published. The inspections assessed how effectively and efficiently fire and rescue services prevent, protect the public against and respond to fires. They also looked at how well services look after their people.

LFRS remains one of only two services in the country to receive an outstanding rating along with all other areas rated as good, and no areas requiring improvement in any of the 11 categories assessed.

The Service has remained focussed on continuous improvement since the inspection in 2018 and progress is being made in areas including improving protection services, identifying high potential staff and aspiring leaders and prioritising its risk-based inspection programme.

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 2019 to 30 November 2019 was provided.

There were 2 successfully completed prosecutions and 6 pending prosecutions under the Regulatory Reform (Fire Safety) Order 2005. Fire protection and business support information was provided and Members noted that there were 8 arson convictions during the period.

4. COMMUNITY FIRE SAFETY REPORTS

This report included information for the 2 Unitary and 12 District Authorities relating to Fire Safety Initiatives and Fires and Incidents of particular interest.

The Deputy Chief Fire Officer introduced:

- Caroline Hooson and Louise Rainford, Youth Engagement Co-ordinators who gave a presentation on the Prince's Trust programme. The programme enabled those aged 16-25 to develop confidence, motivation and skills through a 12-week course. The course content included relevant key issues such as: education on knife crime, safeguarding and health & wellbeing (ie: the delivery of the wasted lives young driver education programme). Details of: funding, structure and the areas from which the Service delivered the programme were presented. It was noted that people who were referred onto the programme included those who were educationally disengaged, homeless or had offending behaviour, substance misuse or mental health needs.

LFRS had been a delivery partner since 2001 and during that time had delivered fire safety education directly to 6,000 people. Outcomes were measured both in terms of hard outcomes (people who successfully achieved further qualifications) and softer outcomes (people who were better able to deal with the future challenges they faced). A number of case study examples of positive multi-agency working were presented.

The Authority congratulated all Prince's Trust staff for their hard work and dedication. Members who had not yet attended a Prince's Trust presentation were urged to do so; particularly as the presentations given by the young people on the programme at the end of the 12 weeks told of their inspirational and heartfelt experiences.

The Deputy Chief Fire Officer then introduced:

- Lee Cook and Lee Garnett, Incident Intelligence Officers who gave a presentation on the benefits of the use of the drone at incidents. It was noted that LFRS had six Incident Intelligence Officers providing 24-hour cover to support any significant fire investigation and all were trained (and appropriately licensed) to pilot the drone which was of a high specification (this included the ability for authorised remote access to live footage).

In addition to major incidents, the drone was mobilised to leaking pipelines, collapsed structures, explosions and rescues from various types of incident including assisting the Police with wide-area searches for missing persons. It was also noted that should the drone be used out of the county, a second drone was used with resilience arrangements provided through collaboration with Lancashire Police and Greater Manchester Fire and Rescue Service.

Members were advised that the drone would be on route to an incident at the same time as the fire engine and that over 2000 flights (for both drones) had been completed since September 2016 of which 350 incidents had been attended this year.

Footage from various incidents was shown to demonstrate the benefit of access to the footage from the incident ground. The drone supported incidents by:

- Clearly showing the extent of the fire spread;
- Aiding the positioning of fire breaks;
- Highlighting the use of compartmentation;
- The use of thermal imagery;
- Assisting in planning wide-area searches;
- Vital in investigation and evidence collation;
- Providing information to other agencies; and
- Improving firefighter safety.

The Authority congratulated the team for the work undertaken to support the safety of the people in Lancashire.

FRANK DE MOLFETTA
Chairman

LFRS
Fulwood

Notice of Motion submitted under Standing Order B36

1. By County Councillor Kay

Young people are facing varying challenges growing up in the UK in the 21st century. Social media, peer pressure and growing awareness of mental health challenges can cause many young people in our county additional stress and anxiety and it is not always clear to them which way to turn for help.

A recent initiative in the Wyre area enabled young people to access information about support networks and organisations in a way that was private and personal. Following the success of this initiative, Council requests the Executive Director of Education and Children's Services to work with secondary schools and further education colleges across the county to implement this scheme and support our young people to access the help they need, when they need it.

Agenda Item 15

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

Document is Restricted

Appendix A

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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