

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

This meeting will be recorded and the video archive published on our website

Corporate Policy and Resources Committee
Thursday, 22nd September, 2016 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Jeff Summers (Chairman)
- Councillor Mrs Anne Welburn (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor David Cotton
- Councillor Michael Devine
- Councillor Adam Duguid
- Councillor Steve England
- Councillor Ian Fleetwood
- Councillor John McNeill
- Councillor Tom Regis
- Councillor Reg Shore

1. **Apologies for Absence**
2. **Public Participation Period**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting**
To confirm as a correct record the Minutes of the previous meeting.
4. **Declarations of Interest**
Members may make declarations of Interest at this point or may make them at any point in the meeting.
5. **Matters Arising Schedule**
Setting out current position of previously agreed actions as at 14 September 2016.

(PAGES 1 - 4)

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

6. Public Reports for Approval:

- a)** Corporate Health and Safety Update (PAGES 5 - 18)
- b)** Review of the Adoption, Parental, Paternity and Maternity Policies (PAGES 19 - 30)
- c)** Withdrawal of LCTS Grant to Town and Parish Councils (PAGES 31 - 34)
- d)** Four Year Agreement / Efficiency Plan (PAGES 35 - 44)
- e)** LGA Loan (PAGES 45 - 48)
- f)** Committee Work Plan (PAGES 49 - 50)

7. Exclusion of Public and Press

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

- a)** Sun Inn / Market Street Regeneration

M Gill
Chief Executive
The Guildhall
Gainsborough

Wednesday, 14 September 2016

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	Fees and Charges	Minute Extract 28/07 The Director of Resources informed the Committee that communication had been sent to Parish Councils that week and that he would forward said letter to Members for their information.	Letter circulated to Members on 24/08/16	30/09/16	Ian Knowles
	ICT Strategy	Minute extract The ICT Strategy was under development and would be reported back to Committee for approval in due course. Please enter a date in the Forward Plan	Scheduled for December Committee	30/09/16	Ian Knowles
	Revised P&D format	The CPR cttee suggested that the chart setting out when improvements were needed by, should also include an officer's name for accountability	Minute extract 28/07 The Director of Resources referred to the matter requesting that officers' names be included and suggested that this would not be appropriate as ultimately matters were the responsibility of the Director. The Committee therefore requested that Directors' names be included against items requiring improvement.	28/07/16	Ian Knowles

Acquisition of a property	Minute extract 28/07 Members further questioned the allocation of funding of £1,200k for the acquisition of a property, and it was noted that this had been in the original capital programme for Gainsborough growth. Members sought assurance that they would be kept informed on progress with this project.	Report to be presented to October meeting	30/09/16	Ian Knowles
Trading Company Accounts	Minute extract 28/07 The Director of Resources stated that as a non-executive Director (of the WL Trading Co.) he would see the accounts and would present a summary to the Committee as part of the Annual Business Plan. Please enter a date in the Forward Plan	Scheduled for February 2017	30/09/16	Ian Knowles
Leisure Contract	Minute extract 28/07 A further report be brought to Corporate Policy and Resources Committee once a preferred supplier had been identified. Please enter an approximate date in the Forward Plan	Scheduled for January 2018	30/09/16	Karen Whitfield
Non-Executive Director - WL Trading Co.	Minute Extract 28/07 Additional recommendation - h) it be recommended to Council authority to appoint a suitable independent person as a non-executive Director in time for the second AGM.	Acknowledged		Penny Sharp

**Progress and Delivery
- Projects**

Minutes Extract 12/05/16

10/11/16 Ian Knowles

It was acknowledged that not all projects reached stage 2 or 3, and it would also be useful to see information on those projects taken off the list either due to completion or non-pursuance.

The Director of Resources agreed to provide Members with a half yearly update on projects which reached stage 3.

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Report Number

**Corporate Policy &
Resources Committee**

Date 22nd September 2016

Subject: Corporate Health and Safety Update

Report by:

Chief Operating Officer

Contact Officer:

Kim Leith, Health and Safety Co-ordinator
01427 675110
Kim.leith@west-lindsey.gov.uk

Purpose / Summary:

Summary of Performance of the Health and Safety Service throughout the Authority.

RECOMMENDATION(S): That Members support and note the Corporate health and safety report

IMPLICATIONS

Legal: Health and Safety at Work Act 1974 - See Risk Assessment below

Financial : FIN/CLT/18/17

Staffing : None

**Equality and Diversity including Human Rights :
Not applicable**

Risk Assessment : Development of robust health and safety performance management systems ensures that the authority is compliant with health and safety legislation and that staff, visitors and contractor’s health, safety and welfare can be assured

**Climate Related Risks and Opportunities :
None**

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

Yes **No**

Key Decision:

Yes **No**

Executive Summary

The health and safety report is to provide members, strategic leads, managers and employees with information on how health and safety is developing.

The safety champions are a very active group assisting managers by carrying out inspections, identifying health and safety concerns, investigating accidents and assisting in providing solutions.

The chair of the group is very active, keeps the committee focussed and committed.

Accidents are recorded on Minerva and investigated by managers and assisted by the safety champion. Accidents that are reportable under RIDDOR are reported by health and safety coordinator to the HSE. (There were no reportable accidents in 2015-16)

Operational Services have seen a reduction in accidents and of those reported have shown no clear trends.

Employees have been encouraged to report incidents and near misses. A reported number of recorded verbal incidents raised the requirement for:

- Extra training for dealing with difficult and dangerous customers
- The refining of the difficult and dangerous customer procedure and register
- Developing a better working relationship with partners

Following a couple of incidents of spillage in reception spillage training and a procedure were produced.

A review of archives storage, access and manual handling (this is ongoing) Work continues through the Lincolnshire safety advisors group around property and waste to ensure a consistent approach to health and safety.

As part of the performance management meetings are held with the safety champions and they consider the main area of concerns for the coming year could be

- Change
- Restructuring
- Effect on the authority having partners within the building

The awareness of health and safety should continue to be a priority, last year the safety champions received refresher training and continue to be very active and the excellent work of the safety champions should be encouraged and thanks be expressed to them.

Introduction

This Health and Safety report is for Members, Strategic Leads, Managers and Staff. It provides the opportunity to inform Members how the Service is developing health and safety throughout the Authority to reduce accidents/incidents and ill health.

In summary, the purpose of the report is to:

1. Give members and leadership team reassurance and confidence that health, safety and welfare is being properly managed within the organisation by sharing of information on progress and delivery.
2. Maintain health, safety and welfare at the front and centre of the organisation as a corporate priority
3. Demonstrate the transparent, proactive management and control of corporate risk, legal compliance and reputation.
4. Provide an auditable trail of engagement with members and senior leadership that would contribute to demonstrating compliance to external enforcement agencies.

1 Background - Corporate Health and Safety

- 1.1 The Health and Safety at Work etc., Act 1974 and regulations made under this Act aim to eliminate or reduce accidents and ill health, in a proactive rather than reactive manner. Although the responsibility for health and safety predominately rests with the employer, **all** employees have responsibilities to ensure that they comply with instructions provided by the employer.
- 1.2 Within West Lindsey the responsibility for ensuring health and safety compliance lies ultimately with the Chief Executive but is devolved down to Directors and Strategic Leads. In appropriate circumstances this may be devolved further, to other employees, who are competent in health and safety, particularly in specialist work areas.
- 1.3 West Lindsey District Council's Health and Safety Policy lays down our commitment to health and safety, including responsibilities and general arrangements. This will be supplemented by various Service procedures as deemed necessary.

2 Corporate Health and Safety

- 2.1 The Health and Safety Co-ordinator's remit is to carry out the corporate health and safety function and also deal with external health and safety enforcement work.
- 2.2 Since May 2012 a cohort of Safety Champions have been in place to provide assistance and support to Strategic Leads, Team Managers, Staff and Members to ensure that health and safety responsibilities are fulfilled and embedded within the organisation.

2.4 The brand 'Keep me Safe, Keep me Well' designed and developed by staff continues to promote corporate health, safety and wellbeing.

2.5 The "Keep me Safe, Keep me Well" page on the Minerva continues to be a platform for sharing information on health and safety, risk assessments, accident investigations and inspections

3 Aim of Corporate Health and Safety Service

3.1 The aim of the Service is to ensure that the Authority fulfils its statutory obligations with regard to health and safety legislation and that accidents and ill health are reduced or eliminated, to provide a safe working environment for staff, members, visitors and contractors and anyone who may be affected by our activities.

4 Work Plan 2015-16

This is a summary of the work that has been carried out in the last 12 months.

4.1 Policy and Procedure Reviews

New policies and procedures devised and consulted on with Services and safety champions

Driving Policy

Difficult and Dangerous Customer Procedure

Reviewed the following policies and procedures in conjunction with the Safety Champions:

Health and safety Policy

No Smoking Policy

Stress Management Policy

Review of the fire evacuation procedures and personal emergency evacuation plans

Lone working Policy

4.2 Safety Champions

The Safety Champions are carrying out the following duties to assist and support the Strategic Leads and Team Managers:

- Attending quarterly meetings and providing feedback
- Carrying out quarterly workplace inspections
- Investigating accidents/ incidents as required
- Being involved in reviewing policies and procedures
- Reviewing risk assessments with Managers
- Dealing with complaints and day to day issues in Services
- Embedding health and safety throughout the Authority
- Assist the Health and Safety Co-ordinator

4.3 **Health and Safety Champions Committee**

The Safety Champions Committee meet quarterly and the Chief Operating Officer is the Chair. The cohort of Safety Champions are able to participate, dealing with local issues share information and learn from others experience

The minutes from the meetings are posted on the Keep me Safe Keep me Well page on Minerva and copies printed and posted in sites where the staff may not always have access to the computer e.g. Trinity Arts Centre and the Depots. A core brief is also prepared for feedback to team meetings.

4.4 **ICT**

Keep Me Safe Keep Me Well site on Minerva is continually developing and the Safety Champions and Business Improvement are continuing to help to shape the page. The site contains space for the Safety Champions to:

- complete work place inspections
- input accidents and incidents
- log accident/ incident investigation information
- receive accident/incident forms directly so the Safety Champions and Strategic Leads/ team managers can carry out accident investigations

Enable Managers and Employees to:

- look at health and safety information and risk assessments
- log accidents, incidents
- share information

The risk assessment and health and safety library is available for all to reference, documents can be printed off for employees who do not regularly access the site.

Difficult and Dangerous Customer procedure, and register have been improved.

4.5 **Health and Safety Training**

The following training has been delivered:

- Asbestos awareness and refreshers
- Non-licensed work with asbestos (Operations)
- Fire marshal training for employees and partners
- Difficult customer training
- Manual Handling training delivered by the Operational Services team to other Services
- Evac chair refresher training and training for partners in the building
- Safety champions IOSH managing safely refresher
- Spillage training delivered to the Customer Services Team

- Member training on Lone working

5.0 Accidents

All workplace accidents/ incidents and near misses are recorded on Minerva and investigated by the Manager, assisted by the Safety Champions and/or the Health and Safety Co-ordinator. Those accidents/ incidents reportable under Reporting of Injuries and Dangerous Occurrences Regulations are reported to the Health and Safety Executive by the Health and Safety Co-ordinator.

Accident figures are also reported through:

- The Safety Champions Group and Lincolnshire Safety Officers Group
- and the Operational Service accidents are also reported to the Lincolnshire Waste Group

5.1 Accident figures

Total number of accidents within the Services– April 2015- March 2016

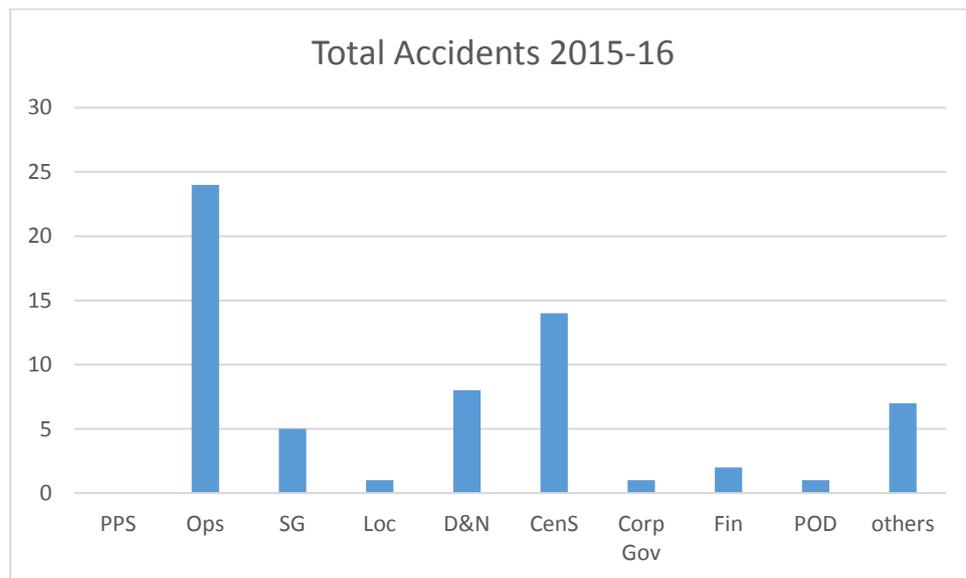


Fig 1

Comparison of accidents within the Services 2012-2016

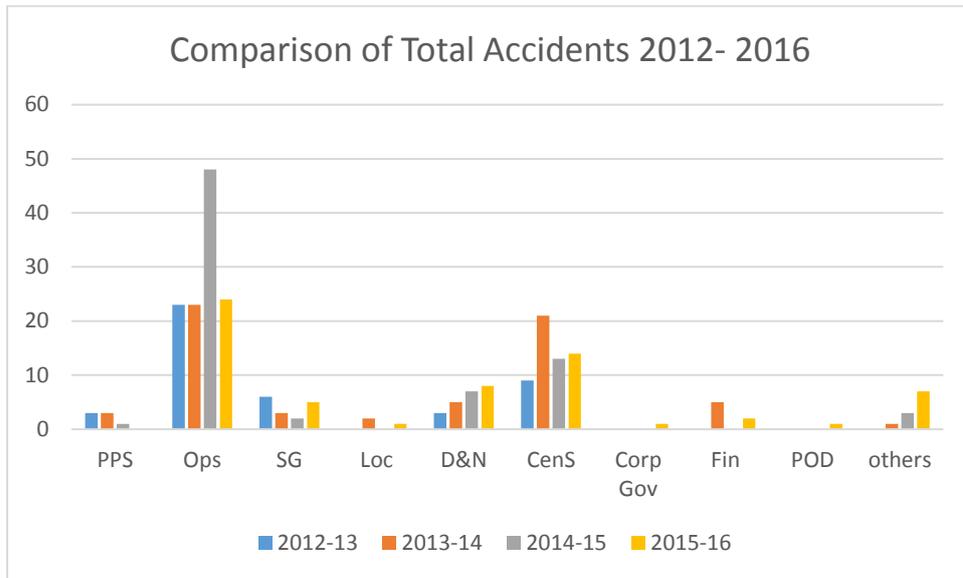


Fig 2

The highest number of accidents occurred in Operational Services and Central Services which have been broken down into categories (Fig 3 and 4)

Operational Service breakdown into categories

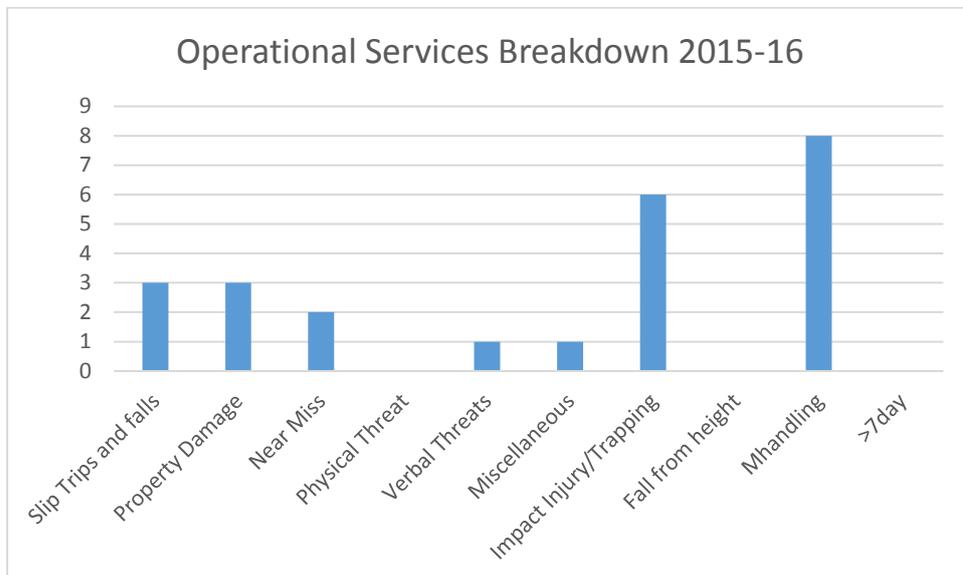


Fig 3

Central Services breakdown into categories

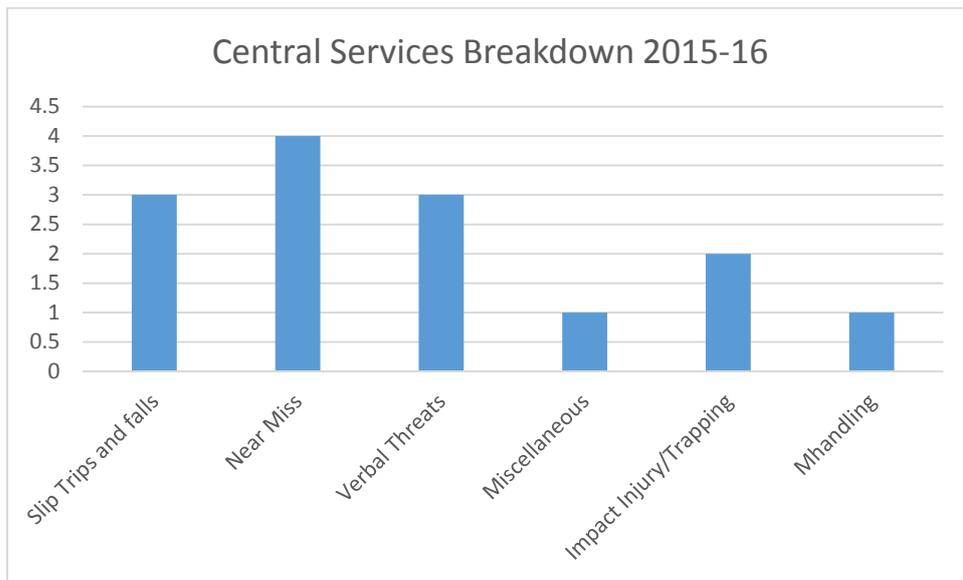


Fig 4

The Health and Safety Executive's classification of accidents is defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

Fatalities	and includes death within one year of the original incident causing the injury
Specified injury	fractures, amputations, hospitalisation, etc.
Over 7 days	where the injured party is off work or not able to do their usual tasks for more than 7 days
Minor	all others
Dangerous Occurrences	incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions etc.
Diseases	certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards

In 2015-16 there were no reportable incidents that required reporting to the Health and Safety Executive (HSE).

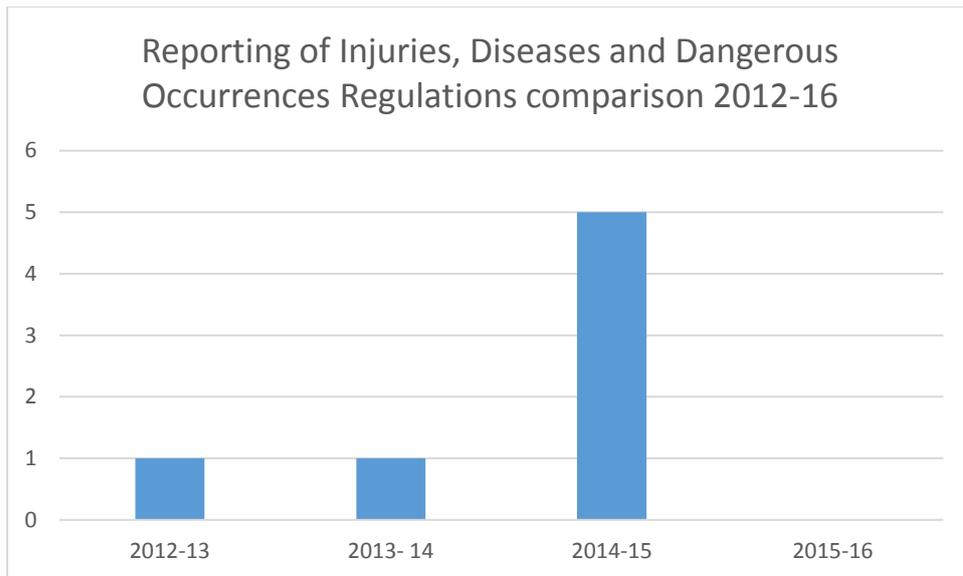


Fig 5

There have been no reportable incidents reported to Health and Safety Executive (HSE) 2015- 2016

6. Stress

6.1 Stress figures will be reported in the POD sickness report.

6.2 A Stress Steering Group has been set up to address actions from the Stress Risk Assessments and to devise actions. The group consists of employees and union representation and will meet as and when required.

6.3 The interventions that have been implemented to try and reduce absence due to stress are as follows:

- Revision of the Stress Policy.
- Stress risk assessments have been reviewed annually.
- Stress is on the agenda of the Safety Champion Group and Team meetings
- Mindfulness training has been held to build on emotional resilience

6.4 I Count

The iCount programme was a workforce health and wellbeing programme funded by LCC. The funding has been used following some of the suggestions received from staff of what they would like to see happen as part of the project. Some of the suggestions that were carried out were:

- Fresh fruit was given out for two months at the Guildhall, Depots Trinity Arts Centre and Market Rasen Office
- Flu vaccinations (56 people)
- Mini alternative health sessions of Indian head massage and reflexology (62 people)

- Body MOTs were carried out by the in-house health trainers at the Guildhall (47 attended), Gainsborough depot (8 attended), and Market Rasen depot (12 attended),

There is still a sum of £2500 which can be used in the coming year again the employees will be asked for their suggestions.

7 Other Workload

7.1 Partnership Meetings:

- External meetings with Lincolnshire Area Safety Advisors Group, Property Group and the Waste Group to share information and work on projects and ensure consistent approach to H/S

7.2 Policy and Procedure review

The following policies and procedures are in need of review:

- Fire Safety Policy and Asbestos Policy

7.3 Managing Safety Champions Performance

Meetings with Safety Champions are held regularly to evaluate their performance against the roles and responsibilities and to get their ideas on improving the Service

7.4 External Health and Safety enforcement

External Health and Safety enforcement work investigating accidents and dealing with service requests.

8.0 Feedback from Safety Champions

The awareness of health and safety should continue to be a priority and the excellent work of the Safety Champions be encouraged. The main areas for concern raised by the safety champions for the next year are considered to be:

- Change
- Restructure within the organisation and stress effects
- Change of the authority, effect partners have within the building

9.0 Training

- First Aider training is ongoing with employees who have the first aider qualification renewing every 3 years
- Asbestos refresher training will be carried out annually
- Evac chair training will be ongoing and this also includes partners in the building
- Fire marshal training will be carried out
- Health and safety refresher training for Safety Champions
- Asbestos Awareness training
- Asbestos Non-licensed work training

10.0 Work Plan 2016-2017

- 10.1 Appendix A is the work plan of activities that will be undertaken and co-ordinated by the Corporate Health and Safety Co-ordinator in the next twelve months.

11 Conclusion

11.1 Health and Safety Committee

The chair of the Health and Safety committee is now the Chief Operating Officer who is very active, focussed and committed and has recently completed the Institute of Occupational Safety and Health (IOSH) 4 day Managing Safely course

11.2 Learning from the accidents/incidents

Operational Services have seen a reduction in accidents and those reported were minor and there were no clear trends identified.

The increase in the number of verbal incidents raised requirement for:

- extra training on dealing with difficult customers
- Refinement of the difficult and dangerous customer procedure
- developing a better working relationships with the partners in the building.

A number of spillages in reception required:

- A spillage procedure and training to be developed

Trinity arts centre are working with the anti-social behaviour team following incidents in the vicinity of the centre.

An audit of the chairs in the authority is being carried out following two incidents involving chairs.

A review on archives storage, access, manual handling and disposal of documents has begun with teams working together, although this work is not yet complete.

- 11.3 Improved fire evacuation has been implemented and work continues on the out of hours fire evacuation.
- 11.4 Working with the Safety Champions to raise awareness of health and safety through the Authority and encouraging everyone to take responsibility. Good working relationships are being built with all levels of the Authority and with partners,

12 Recommendation

That P&R support and note the corporate health and safety report.

Appendix A

Work Plan 2016

Action	Action by	Target	Timescale
Produce work plan	Health and Safety Co-ordinator	To have a structure to work to for follow for 2016-17	Aug 2016
Stress risk assessment reviews	All services	Services to review stress risk assessments and check up to date	August 2016
Stress Steering Group	HR and HSC	To address actions of the SRA and devise an action plan	Continuing as and when
Review, Fire Policy Asbestos Policy	Health and Safety Co-ordinator	Review and check up to date	complete 2016
Performance management for Safety Champions	Health and Safety Co-ordinator	Annual Evaluation of the Safety Champions roles and responsibilities	April 2016
Development of Minerva	Business Improvement, Health and Safety Co-ordinator and Safety Champions	On-going	ongoing
Review training	Regulatory Team Manager and Health and Safety Co-ordinator	Review training that would be paid and organised by Health and safety budget	March 2017
Further training: 1.Workplace Personal Safety Training 2. DSE training	Health and Safety Co-ordinator	1.Provide employees with skills to ensure their safety 2. Training for Safety champions to enable them to carry out assessments	1.May 2016 2.December 2016

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Report Number

**Corporate Policy and
Resources Committee**

Date 22 September 2016

Subject: Review of the Adoption, Parental, Paternity and Maternity Policies

Report by:

Ian Knowles
Director of Resources

Contact Officer:

Emma Redwood
People and Organisational Development Team
Manager
01427 676591
Emma.redwood@west-lindsey.gov.uk

Purpose / Summary:

To review the Adoption, Paternity, Parental and Maternity Policies and recommend changes to be adopted.

RECOMMENDATION(S):

1. That Corporate Policy and Resources Committee approve the Adoption, Parental, Paternity and Maternity Policies and the policy is adopted for all employees of the council.
2. Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of JSCC.

IMPLICATIONS

Legal: The council is required to have Adoption, Parental, Paternity and Maternity policies to ensure that legislative requirements are met for employees

Financial : FIN/70/17 There are no changes to the policy which impact the finances of the council.

Staffing : None

Equality and Diversity including Human Rights :

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment :

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

The council has Adoption, Parental, Paternity and Maternity Policies in place, however due to updates in legislation a review was required to provide employees and the council with the most up to date information.

2. Scope

These policies applies to all employees within the council.

3. Main Changes

Please see the attached details for changes to the policies, this outlines the changes which have been made to the current policies.

4. Engagement

The policies has been developed by the HR & OD Officer. Relevant publications have been considered such as ACAS guidance and Government guidance.

The HR & OD Officer has engaged with a number of staff that have used the various policies, to help ensure that the reviewed policies provide the necessary information and clarity.

The policies have been considered and supported by the Joint Staff Consultative Committee, attended by Members, Unison and Staff Representatives.

5. Training and Awareness

These policies will be made available to view on the Minerva site and hard copies available at the depots once formally agreed.

A clear communication will be sent to Managers to make them aware that the policies have been reviewed and to update them on their responsibilities. Training and support will also be offered by HR in the implementation and application of this policy.

6. Recommendation

That Corporate Policy and Resources Committee approve the Adoption, Parental, Paternity and Maternity Policies and the policies are adopted for all employees of the council.

Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policies in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of JSCC.

Adoption Policy - Additions / Amendments / Deletions

The Adoption Policy now has a similar format to the recently reviewed Maternity Policy. This should help managers and HR find information easier.

- a) **ADDITION:** A table of contents and page numbering has been added to assist staff find the information they are looking.
- b) **ADDITION:** Section **1.0 Introduction** has been added to provide clarity on who this policy applies to.
- c) **ADDITION:** Section **2.0 Objective** has been added to clarify what the policy sets out to do.
- d) **ADDITION:** Section **3.0 Employee's adoption related rights** has been added to give a summary of employee's rights under the Adoption Policy.
- e) **ADDITION:** Section **4.0 Proof of adoption** has been added to provide clarity on what information WLDC needs to see before pay and leave can be granted.
- f) **ADDITION:** Under section **5.0 Adoption Leave** a paragraph has been added to give employees a link to the gov.uk website where they can enter information and find out the earliest date they can take adoption leave, among other things.
- g) **AMENDMENT:** Under section **6.1 Statutory Adoption Pay (SAP)**, employees are now referred to the gov.uk website for the up to date rate of SAP, rather than publish it in the policy.
- h) **ADDITION:** Under section **6.2 Occupational Adoption Pay**, the final paragraph has been added to inform employees that they can request a breakdown of their maternity pay from HR.
- i) **ADDITION:** Under section **9.0 Right not to be dismissed**, a paragraph has been added to clarify that although an employee cannot be dismissed, they can be made redundant while they are on adoption leave.
- j) **ADDITION:** Section **10.5 Other benefits or deductions from pay** is new and clarifies the situation with deductions from pay (eg Union fees, childcare vouchers etc)
- k) **DELETION:** Under the old policy 'Contractual terms and conditions during adoption leave' the following has been deleted as it is incorrect;
 - i. "Benefits such as the reimbursement of professional subscriptions, mobile phone / telephone rental and essential car users will continue through the 26 week ordinary adoption leave period" – these payments will continue throughout the whole 52 weeks Adoption Leave.
 - ii. "All other terms and conditions are in effect suspended during Additional Adoption Leave. There is no right to pay or benefits (including contractual holiday accrual) during this period."
- l) **AMENDMENT:** Pension contributions – information has been updated in line with new pension rules in Section **10.4 Pension contributions and lost pension**.
- m) **AMENDMENT:** Section **11.0 Keeping in Touch Days (KIT)** has been updated and further clarification provided – previously information was under "Working During the Adoption Leave Period".
 - i. A new form has been created during the review of the Maternity Policy, to
 - ii. provide details and authorisation, which will assist when it comes to payroll processing.

- iii. The amount of pay has now been clarified in the policy. The policy previously stated “this is agreed with their manager”.

- n) **ADDITION:** Section **12.0 Shared Parental Leave** has been added since the law has been updated. Employees are given a brief overview of what this means and are referred to the Shared Parental Leave policy.

- o) **ADDITION:** Section **13.6 Requesting Flexible Working** has been added as there was no information in the previous policy.

- p) **ADDITION:** Section **13.7 Employee Assistance Programme** has been added to the policy with contact details. Previously it was only mentioned in the Maternity Pack.

- q) **ADDITION:** Section **14.0 Documentation required** has been added to clarify what documentation is required.

- r) **DELETION:** **Appendix 2** ‘Matching Certificate’ has been removed from the policy – this document should come from the registered adoption agency.

Paternity Policy - Additions / Amendments / Deletions

- a) **ADDITION:** A table of contents has been added to assist employees find the information they are looking for.
- b) **AMENDMENT:** Section **1.0 Introduction** has been amended to provide clarity on who this policy applies to.
- c) **ADDITION:** Section **2.0 Objective** has been added to clarify what the policy sets out to do. The new policy also covers paternity leave and pay for adoption and surrogacy arrangements.
- d) **ADDITION:** Section **3.0 Employee's paternity related rights** has been added to keep all the 'rights' in one place for easy reference.
- e) **AMENDMENT:** Section **4.0 Paternity Leave** has been separated into four sections covering paternity leave for; birth, surrogacy, adoption from the UK and overseas as they all have different notice periods and eligibility criteria.
- f) **ADDITION:** Under section **4.0 Paternity Leave** a paragraph has been added to give employees a link to the GOV.UK website where they can enter information and find out the earliest date they can take paternity leave and find out when they need to give notice.
- g) **ADDITION:** Under section **4.0 Paternity Leave** clarity has been given as to when Paternity Leave can start - it should only commence after the child has been born, not during labour (guidance taken from HMRC). Fathers can use either unpaid Time off for Dependents or paid Carer's Leave during labour
- h) **AMENDMENT:** Under section **4.1.1 Giving notice of paternity leave** - clarification has been given for what the "relevant week" is (it's the 15th week before the due date).
- i) **ADDITION:** Under section **4.3.1 Giving notice - Adoption** - In the previous policy nothing was mentioned about giving proof of adoption, however employees were required to provide proof of the birth (MATB1 certificate). Employees are now requested to bring in a copy of the 'matching certificate' as proof. This has been added in the interest of fairness.
- j) **AMENDMENT:** Under section **5.1 Statutory Paternity Pay (SPP)**, employees are now referred to the gov.uk website for the up to date rate of SPP, rather than publish it in the policy.
- k) **ADDITION: 5.2 Occupational Paternity Pay** – in the previous policy, it mentioned Occupational Paternity Pay, but didn't say who would be eligible for it. The new policy now states that employees must have 1 years' service to be eligible for receiving the first week of SPP at full pay. This is in line with the Maternity Policy.
- l) **ADDITION: 6.0 Time off for antenatal or adoption appointments** – this is a whole new section, following the introduction of a new law by the Government on the 1 October 2014. Employees are now entitled to take unpaid time off to accompany pregnant women to two antenatal appointments.
- m) **ADDITION: 7.0 If the baby dies** – a new section to clarify what employees are entitled to if the baby dies.
- n) **ADDITION:** Under section **8.0 Right not to be dismissed**, the final paragraph has been added to clarify that although an employee cannot be dismissed, they can be made redundant while they are on paternity leave (ACAS).

- o) **ADDITION:** Section **9.2 Making contact while on Paternity Leave** has been added to inform employees that they can be contacted while on Paternity Leave.
- p) **ADDITION:** Section **9.3 Pension contributions** – a new section to confirm what happens to the employees' pension while they are on Paternity leave.
- q) **ADDITION:** Section **9.4 Other benefits or deductions from pay** – a new section to clarify this for employees.
- r) **ADDITION:** Section **10.0 Shared Parental Leave** has been added since the law has been updated. Employees are given a brief overview of what this means and are referred to the Shared Parental Leave policy.
- s) **DELETION:** In the old policy, **Additional Paternity Leave and Pay** has been deleted, as this is no longer relevant, having been replaced by Shared Parental Leave mentioned above.
- t) **AMENDMENT:** Section **11.0 Returning to Work** has been amended to include more information and to provide guidance to Managers on what they should do when the employee returns to work.
- u) **ADDITION:** Section **11.1 Sickness following Paternity leave** – added to provide clarity on requirements
- v) **ADDITION:** Section **11.3 Childcare vouchers** has been added as there was no information in the previous policy.
- w) **ADDITION:** Section **11.4 Requesting Flexible Working** has been added as there was no information in the previous policy.
- x) **ADDITION:** Section **11.5 Employee Assistance Programme** has been added to the policy with contact details. Previously it was only mentioned in the Maternity Pack.
- y) **ADDITION:** Section **12.0 Documentation required** has been added to clarify what documentation is required.

Parental Policy - Additions / Amendments / Deletions

The Parental Policy now has a similar format to the recently reviewed Maternity, Adoption and Paternity Policies. This should help managers and HR find information easier.

- a) **ADDITION:** A table of contents and page numbering has been added to assist staff find the information they are looking.
- b) **AMENDMENT:** Section **1.0 Introduction** has been amended to provide clarity on who this policy applies to. Information previously in the 'Introduction' has been moved to section '4.3 Leave entitlement'.
- c) **ADDITION:** Section **2.0 Objective** has been added to clarify what the policy sets out to do.
- d) **ADDITION:** Section **3.0 Employee's parental related rights** has been added to give a summary of employee's rights under the Parental Leave Policy.
- e) **ADDITION:** Section **4.0 Parental Leave** has been added to provide information about eligibility, proof required, entitlement, notice period and postponement of leave.
- f) **AMENDMENT:** Under section **4.1 Eligibility**, the rules have been amended slightly and up to date eligibility criteria is now included within this section.
- g) **ADDITION:** Section **4.2 Proof** is new. In line with the Maternity, Adoption and Paternity Policies, proof of parental responsibility is now required, eg birth certificate or matching certificate (adoption)
- h) **AMENDMENT:** Section **4.3 Leave entitlement** is revised due to new legislation. Employees are now entitled to 18 weeks parental leave for each child, up to the child's 18th birthday, whether the child is disabled or not.
- i) **ADDITION:** Section **7 During Parental Leave, 8 Returning to Work and 9 Documentation** have been added in line with the Maternity / Paternity / Adoption Policies for consistency.
- j) **AMENDMENT:** Section **7.1 Status of the Contract of Employment during Parental Leave** now confirms that annual leave continues to accrue during Parental Leave. Previously the policy stated "the accrual of any additional contractual holiday entitlement is a matter for agreement between the Council and its employees."
- k) **AMENDMENT:** The **Parental Leave Application Form** is now much shorter and easier to complete.

Maternity Policy - Additions / Amendments / Deletions

- a) **ADDITION:** A table of contents has been added to assist employees find the information they are looking for.
- b) **ADDITION:** Under section **1.0 Introduction**, a sentence has been added to provide clarity on who this policy applies to, in line with the Green Book.
- c) **AMENDMENT:** Under section 2.0 Objective, the wording has been amended to clarify what the policy sets out to do.
- d) **ADDITION:** Under section **3.0 Employee's maternity related rights**, 3rd bullet point has been added regarding the new law which came into force on the 1 October 2014, allowing fathers to take unpaid leave to accompany pregnant mothers to two antenatal appointments (source www.gov.uk)
- e) **ADDITION:** Under section **4.0 Maternity Leave** the last paragraph has been added to give employees a link to the gov.uk website where they can enter information and find out the earliest date they can take maternity leave, among other things.
- f) **ADDITION:** Under section **4.2 Giving notice of maternity leave**, the final sentence has been added to clarify the mother's position with holiday entitlement and carry over.
- g) **AMENDMENT:** Under section **5.1 Statutory Maternity Pay (SMP)**, employees are now referred to the gov.uk website for the up to date rate of SMP, rather than publish it in the policy.
- h) **AMENDMENT:** Under section **5.1 Statutory Maternity Pay (SMP)**, reference has been made to the gov.uk website for how to claim Maternity Allowance using the official form, rather than refer staff to the Human Resources team. This will enable staff to quickly self-serve.
- i) **ADDITION:** Under section **5.2 Occupational Maternity Pay**, the final paragraph has been added to inform employees that they can request a breakdown of their maternity pay from HR.
- j) **ADDITION:** **6.1 Right to accompany mothers to antenatal appointments** – this is a whole new section, following the introduction of a new law by the Government on the 1 October 2014. Fathers are now entitled to take unpaid time off to accompany mothers to two antenatal appointments. A new form has been created for staff to request this leave from their manager, and for authorisation to deduct from their pay (ACAS).
- k) **ADDITION:** Under section **7.0 Right not to be dismissed**, the final paragraph has been added to clarify that although an employee cannot be dismissed, they can be made redundant while they are pregnant or on maternity leave (ACAS).
- l) **ADDITION:** Section **9.0 Stillbirths and miscarriage** is new and clarifies what is classed as a stillbirth or miscarriage and what leave employees can take.
- m) **ADDITION:** Section **10.0 Early births** is new and clarifies the earliest date when employees can start their maternity leave.
- n) **DELETION:** Under section **11.2 Status of the Contract of Employment during Additional Maternity Leave**, the following has been deleted as they are incorrect (previously under Section 2 in the old policy):

- i. “Employees will not be entitled to any other occupational benefits during Additional Maternity Leave (AML).”
 - ii. “Other contractual benefits will be temporarily withheld during Additional Maternity Leave and re-activated as soon as the employee returns to work. If a salary increase falls due during maternity leave, it will be implemented on their return to work. Statutory Maternity Pay will be recalculated to reflect the increase.”
 - iii. “The Council’s contributions towards pension will be suspended during the period of unpaid Additional Maternity Leave.”
- o) **AMENDMENT**: Under section **11.4 Pension contributions and lost pension**, further clarification and guidance has been provided about pensions and how staff can elect to pay back the “lost” part of their pension. Previously the policy only said “The Council’s contributions towards pension will be suspended during the period of unpaid Additional Maternity leave” which wasn’t clear and has now been deleted from Section 2. A link to the West Yorkshire Pension Fund website has been given for further information.
- p) **ADDITION**: Section **11.5 Other benefits or deductions from pay** is new and clarifies the situation with deductions from pay (eg Union fees, childcare vouchers etc)
- q) **AMENDMENT**: Section **12.0 Keeping in Touch Days (KIT)** has been updated and further clarification provided – previously information was under “Section 4: Working During Maternity Leave”.
- i. The work to be done on a KIT day now MUST be agreed with the manager beforehand (previously the policy stated “although this is not compulsory”). A new form has been created to provide details and authorisation, which will assist when it comes to payroll processing.
 - ii. The amount of pay has now been clarified in the policy. The policy previously stated “this is agreed with their manager”.
- r) **ADDITION**: Section **13.0 Shared Parental Leave** has been added since the law has been updated. Employees are given a brief overview of what this means and are referred to the Shared Parental Leave policy.
- s) **DELETION**: In the old policy, **Section 6: Transfer of Maternity Leave** has been deleted, as this is no longer relevant, having been replaced by Shared Parental Leave mentioned above.
- t) **ADDITION**: Under Section **14.0 Returning to Work** the last paragraph has been added following employee feedback, to provide guidance to Managers on what they should do when the employee returns to work.
- u) **DELETION**: In the old policy under Section 3: Returning to work, when employees wish to return to work earlier than planned and should give eight weeks’ notice (now under **14.2 Notice to return to work early**), it stated that “The Council is not obliged by law to allow employees to return before the end of this eight-week period.” There is no reference to this in any reference material that has been used to update the policy, therefore it has been removed.
- v) **ADDITION**: Section **14.3 Using annual leave** has been added to give employees clarification on what happens with their annual leave.
- w) **ADDITION**: Section **14.4 Requesting time to breastfeed or express milk** has been added to adhere to best practice, based on ACAS guidance. The law doesn’t require WLDC to grant paid breaks for breastfeeding or expressing milk, therefore employees should use flexi or holidays.
- x) **ADDITION**: Section **14.5 Childcare vouchers** has been added as there was no information in the previous policy.

- y) **ADDITION:** Section **14.6 Requesting Flexible Working** has been added as there was no information in the previous policy.
- z) **ADDITION:** Section **14.7 Employee Assistance Programme** has been added to the policy with contact details. Previously it was only mentioned in the Maternity Pack.
- aa) **ADDITION:** Section **15.0 Documentation required** has been added to clarify what documentation is required.

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Report Number

**Corporate Policy and
Resources Committee**

Date: 22 September 2016

Withdrawal of Localisation of Council Tax Support (LCTS) Grant to Town and Parish Councils

Report of: Director of Resources and Section 151 Officer

Report Author: Tracey Bircumshaw
Financial Services Manager
Landline: 01427 676560

Purpose / Summary: This report considers the withdrawal of Council Tax Support Grant to town and parish councils from 2017/18 onwards.

RECOMMENDATION(S):

- i) That the Localisation of Council Tax Support Grant for Town and Parish Councils be withdrawn from 2017/18 onwards.
- ii) That the WLDC contribution to the first £100 of Budget Requirement be continued at this time but reviewed for the 2019/20 budget.

IMPLICATIONS

Legal: There is no legal requirement to support the impact of the Localisation of Council Tax Scheme on Town and Parish Councils.

Financial: FIN/60/17

Upon the implementation of the LCTS in 2013/14 the government provided a grant to Councils to support the reduction in Parish Tax Base. This grant was subsequently rolled into the Councils Revenue Support Grant.

The reduction in RSG over the past 4 years and its future reduction to £0 by 2019/20 has resulted in the support provided to the Town and Parish Councils no longer being sustainable.

The Council has continued to support the Town and Parish Councils during this period at the 2013/14 level to 2016/17.

It is now considered that with a savings target in excess of £2m, the removal of RSG by 2019/20 and the previous level of support provided by WLDC to the Town and Parish Council it is proposed this grant be withdrawn.

An ongoing saving of £169,000 will be achieved to contribute to the Councils saving target.

WLDC also contributes the first £100 of budget requirement to the Town and Parish Council at a total cost of £8,300.

Staffing: None from this Report

Equality and Diversity including Human Rights:

There are no equality and diversity issues arising directly from this report

Risk Assessment: None

Climate Related Risks and Opportunities:

There are no direct climate related risks arising from this report

Title and Location of any Background Papers used in the preparation of this report:

None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. EXECUTIVE SUMMARY

- 1.1 This report considers the withdrawal of grant funding to Town and Parish Councils for the Localisation of Council Tax Support Scheme (LCTS) from 2017/18 onwards.
- 1.2 This report has been prepared taking into account the significant financial challenges faced by this Council over its Medium Term Financial Strategy and the removal of Revenue Support Grant by 2019/20. The Council's savings target is in excess of £2m
- 1.3 The Welfare Reform Act 2012 abolished the nationally funded Council Tax Benefit Scheme and replaced it with the (LCTS) from April 2013. This new scheme was funded by the DCLG through a cash limited grant, but at 90% of the previous council tax benefit scheme.
- 1.4 The LCTS scheme takes the form of a discount on the council tax bill rather than the previous council tax benefit payment onto claimants' council tax accounts. The impact of these discounts on the tax base was to reduce it.
- 1.5 West Lindsey District Council received a total grant of £519,000 of which £169,811.82 was provided as grant to the Town and Parish Councils to reduce the impact of the reduction in their tax base.
- 1.6 Since that time the Revenue Support Grant which included an element for this support, has reduced by 81%, however WLDC have continued to issue grants at the original level. It is now considered that this position is unsustainable.

2. TAX BASE IMPACT

- 2.1 The overall net impact of these changes was a reduction of 3,701 (approximately 12%) band D equivalent properties on the Council's tax base for 2013/14 compared to the previous year's calculation. The percentage reduction at Parish and Town council level varied according to how many of their residents were eligible for the LCTS.
- 2.2 Reducing the tax base means that if the Council's budget requirement stayed the same, the amount of council tax per property would increase. This applies to the billing authority (this Council), major precepting authorities (County and Police), and local precepting authorities (Town and Parish Councils).
- 2.3 To mitigate the impact of the reduced council tax base, the DCLG distributed a non-ring-fenced grant to billing authorities and major precepting authorities. Because the DCLG does not have a method for passing down funding to Town and Parish Councils, the grant to billing authorities also included an amount 'attributable to local precepting authorities'. There was no prescribed basis on which to distribute this grant to parishes and it was left to each billing authority to determine the allocation of these monies. For 2013/14, this Council calculated the allocation to be £169,811.82 to compensate the Town and Parish Councils and this was passed on in full to them alongside their normal precept.

3. ALLOCATION OF LCTS GRANT TO PARISHES AND TOWN COUNCILS

- 3.1 For 2013/14 the DCLG paid a grant to compensate the billing authority and the parishes which was separately identifiable from the formula grant settlement. However, from 2014/15, any amount received has been 'rolled up' into the Council's Revenue Support Grant (RSG).
- 3.2 As Members will be aware, the Council's RSG has been reduced significantly since 2013/14 and is due to cease by 2019/20, therefore on a comparable basis the amount of grant available to pass onto the parishes is no longer sustainable.
- 3.3 West Lindsey District Council, unlike many other local authorities has maintained the original LCTS grant level as at 2013/14, and therefore the Town and Parish Council have benefitted from additional support over the past 3 years.
- 3.4 As the Council's revenue budget continues to come under pressure from continuous reductions in Central Government funding, the level of support that is provided to the Town and Parish Councils also needs to be reviewed.
- 3.5 Given these reductions it is proposed that the funding to Town and Parish Councils be withdrawn from 2017/18 onwards.

4. OTHER WLDC FUNDING TO PARISHES

- 4.1 In addition to the LCTS grant, the Council provides support for the first £100 of Budget Requirement of the Town and Parish Councils, this costs circa £8,000 per annum. This funding, in the main supports those Parishes with small budget requirements and for some saves on the administrative costs of billing, for fairness it is provided to all Town and Parish Councils.
- 4.2 It is proposed that this support continues and is reviewed prior to budget setting for 2019/20.

4. ENGAGEMENT WITH PARISHES

- 4.1 All Town and Parish Councils have been notified annually that there is a risk to this funding being withdrawn.
- 4.2 A letter was issued in August 2016 informing them of this proposal and providing details of the impact on each of their areas. All Members have been provided with a copy of this communication.
- 4.3 Parish Engagement Sessions are scheduled for October 2016, where we will be able to provide advice in dealing with this reduction in funding when budget setting.

5. RECOMMENDATIONS

- 5.1 Members are requested to approve the withdrawal of the LCTS grant funding to Town and Parish Councils from 2017/18 onwards.



Report Number

**Corporate Policy and
Resources Committee**

Date 22nd September 2016

Subject: 4 Year Settlement Agreement

Report by:

Ian Knowles
Director of Resources (S151)

Contact Officer:

Ian Knowles
Director of Resources
01427 676591
Ian.Knowles@west-lindsey.gov.uk

Purpose / Summary:

To consider the Government's invitation to agree a 4 year financial settlement.

RECOMMENDATION(S):

- 1 - That Corporate Policy and Resources Committee approve that the Council pursue a 4 Year Settlement and provide a supporting Efficiency Plan.
- 2 – That members of this committee recommend to Council the submission of the attached efficiency plan along with the MTFP agreed in March 2016
- 3 – That members delegate to the Chief Executive and Director of Resources in consultation with the Leader any presentational changes deemed appropriate before submission.

IMPLICATIONS

Legal: None

Financial : FIN/50/17

The Medium Term Financial Plan (MTFP) 2016/17 – 2020/21 was based on the 4 year indicative settlement figures. The financial position will therefore remain in line with the MTFP and by accepting a 4 year settlement this provides some level of certainty.

Staffing : Efficiencies within the MTFP will affect staff, and this will be managed effectively and in accordance with our policies.

Equality and Diversity including Human Rights :

West Lindsey District Council has a commitment to equal opportunities and any staff affected will be treated fairly.

Risk Assessment :

Accepting the deal will reduce the risk of settlement funding volatility.

We should be aware that there remains uncertainty around the impact of the retention of NNDR and New Homes Bonus scheme.

Climate Related Risks and Opportunities : None

Title and Location of any Background Papers used in the preparation of this report:

Medium Term Financial Plan 2016/17

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Introduction

As part of the local government final settlement in February 2016, the DCLG offered Local Authorities the opportunity to sign up to a four year deal regarding the three elements of grant within the announcement. Those grant areas are, Revenue Support Grant (RSG), Rural Services Delivery Grant (RSDG) and Transition Grant (TG).

The four year profile provided for these grants is as follows:

(£m)	2016/17	2017/18	2018/19	2019/20
RSG	1.387	0.761	0.371	0.0
RSDG	0.471	0.381	0.293	0.381
TG	0.0	0.0	0.0	0.0

The summary of our MTFP for 2016/17 is as follows:

Net Funding Gap	0.0	0.382	0.683	0.703
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The current proposals to balance the future years are:

New Income	0.0	0.110	0.151	0.183
Streams				
Increased Tax	0.0	0.030	0.051	0.063
New Efficiencies	0.0	0.044	0.202	0.330
Organisational Restructures				
2017/18		0.200	0.200	0.200
2019/20			0.100	0.200
<u>Total Savings</u>	<u>0.0</u>	<u>0.384</u>	<u>0.704</u>	<u>0.976</u>

The level of reductions to our bottom line exceed the net funding gap for the years 2018/19 and 2019/20 as we are have a requirement in 2020/21 of £1,065k. Our proposals are therefore geared to deliver a balance over 4 years not just the four years required by DCLG.

Options

1 – To submit an efficiency plan (expected to be a summary of the MTFP providing detail behind the proposals above) to DCLG and fix the levels of grant for the next four years.

2 – To choose not to submit an efficiency plan and run the risk of the grant levels being changed by Government.

3 – To write expressing our commitment to delivering a balanced position over the four year period but not submitting an efficiency plan.

Considerations

In making a decision on submitting a four year efficiency plan and agreeing the level of government funding set out in the settlement for 2016/17 the following matters should be taken into account.

Revenue Support Grant (RSG)

The RSG will no longer exist by 2019/20 and in our own circumstances we cease to receive RSG within three years. By agreeing to a four year deal it is proposed that this arrangement will not change, i.e. the time period will not be shortened.

Rural Service Delivery Grant (RSDG)

This grant was substantially increased in the revised settlement in February. Our settlement provided the following levels of grant over the next four years:

2016/17 £ 471k, 2017/18 £381k, 2018/19 £293k, 2019/20 £381k .

The four year deal would secure this income stream for the four years.

WLDC Strategy

As an Authority West Lindsey District Council is committed to being independent of RSG in the next four years. The Government's commitment would provide some certainty over that period whilst we put provision in place to deliver that strategy.

A commitment to DCLG will require that we are confident of our plans to secure a balanced budget over the medium term.

Risks

At this time there is no indication of any monitoring to be undertaken by DCLG and therefore this is a low maintenance arrangement. However we must be conscious that with the changes in government this may change.

The new government has made no announcements regarding this proposition and we are therefore assuming it is still committed to the four year deal arrangements. However, it is known that the new Chancellor will deliver his first autumn statement on the 23rd November which will set the new government's financial strategy for the remainder of the current political term.

At the same time as offering a four year deal on revenue funding, the Government is committed to devolving 100% of NNDR (Business Rates) to Local Government. This is a delegation to the Sector and not for each Authority to retain its own NNDR collected. This devolvement will carry with it additional responsibilities for the sector equal to £13bn of expenditure currently undertaken by central government. This will build in additional risk to the finances of the Authority and at the moment we are not in a position to estimate the level of those risks. In addition, the treatment of NNDR with regards to needs assessment and the retention of growth is also unknown at this time.

The negotiations to leave the EU are have yet to be initiated and create additional uncertainty at this time.

Conclusions

There is great uncertainty around the country's financial and economic position and it is not possible to predict just how the Country will respond or change as we make arrangements to leave the EU.

Therefore if the Government is able to continue its commitment to the current grant provisions then it would be better to have entered into the arrangement than to find ourselves with changes that do not affect all Authorities.

Recommendation

Members are therefore asked to consider the attached efficiency plan document and recommend to full Council to enter into a four year grant agreement with the Government.

Members are also asked to delegate to the Chief Executive and Director of Resources in consultation with the Leader any presentational changes that may be considered appropriate before submission.

Efficiency Plan 2016 – 2020

Introduction

In March 2016 WLDC agreed a five year Medium Term Financial Strategy. This strategy set out the current position and challenges facing the Authority and how it intended to finance an ambitious future for the District.

This paper summarises the actions agreed in that paper and how those actions will deliver a balanced five year financial position.

Corporate Plan

The priorities agreed by Council for the next four years have the following themes:

- Open for Business
- Asset Management
- People First
- Local Plan
- Devolution/Partnerships
- Excellent Services

These themes are subsequently broken down into a range of priorities which are then reflected in the Service Level Business Development Plans. The Business Development Plans provide the building blocks of the financial forecasts for the next four years.

Strategic Clusters

The organisation is currently organised around six clusters of services: Customer Focus, Economic Development and Neighbourhoods, Housing and Regeneration, Democratic and Business Support, Organisation Transformation and Commercial Activity.

The six clusters are led by Officers known as Strategic Leads who report into the Directors and Chief Executive.

This medium term financial plan commits the Authority to delivering the above priorities by:

Commercial

- Delivery of an annual commercial plan that will be considered by Council alongside the Medium Term Financial Plan. For 2016/17, there will be further emphasis on enhancing our land and property assets. This will include the development of capital projects and a more dynamic approach to managing the Council's property and investment portfolio.

Customer First

- Developing a Customer First Strategy and Roadmap, which clearly sets out the ethos of Customer First and how it will be embedded across the

organisation. The roadmap will set out our plans for six key areas, Customer Insight, Access, Process, People, Culture and Delivery; and will have close links with other key strategies in the Council.

- Enhance and develop the Councils approach to customer access through a customer-focussed front line; utilising enabling technology to best effect, and optimising access channels across different services.
- Embedding a culture of Customer First across the organisation.

Economic Development and Neighbourhoods

- Adoption of the Local plan and numerous neighbourhood plans to direct economic and housing growth in the district for the next 20 years
Neighbourhood plans will give local communities more influence over the growth and development of their settlements and build the capacity of these communities to be self-sustaining.
- Regeneration of Gainsborough – a blended programme of social, economic and environmental regeneration has been devised to deliver the local plan targets and Housing Zone commitments to Homes and Communities Agency.
Economic positioning – further develop synergies and relationships with the devolution agenda and GLLEP to ensure WLDC position in the Lincolnshire Growth Agenda is enhanced.
- In addition strategic relationships with the Humber LEP and Sheffield City Region are being developed to ensure WLDC is at the centre and can benefit from the region's major regeneration programmes.

Housing and Regeneration

- Delivering the Property and Land Management Strategy is a key priority in order to ensure that the WLDC property portfolio delivers the anticipated revenue, and covers its own costs wherever possible, along with the delivery of major commercial projects
- The Housing Strategy is a priority to ensure that growth targets can be delivered by fully understanding the demand, supply, micro-markets within the district and those of neighbouring authorities, as well as looking at potential partnership opportunities with developers, social landlords and specialist service providers.
- The leisure contract review (due for renewal in 2018) seeks to generate a surplus from this facility and to secure a better offer for the district to promote healthy living, and to improve the attraction of the district for both residents and visitors.

Democratic and Business Support

- Delivery of the Councils people strategy and culture change program
- Delivery of this Medium Term Financial Plan which aims to be sustainable and supports the ambitions of the Council

- A member development programme which gives our elected members the skills and knowledge to make good decisions for the district.

Organisation Transformation

- A cross-cutting Transformation Programme will be introduced which will review current methods of delivery and associated processes to ensure they put the customer at the centre of service delivery and secure commercial behaviour across the Authority.
- The income generating potential of services will be fully explored to ensure current income streams are maximised and potential new markets are identified.
- Building on the current ICT Strategic Overview and action plan, an ICT strategy will be developed. It is also imperative that the Council's governance processes and structures remain robust to support effective decision making.

Financial Strategy

The priorities above will be supported and delivered by a financial strategy that will focus on four areas:

- Development of new income streams
- Delivery of new efficiencies
- Increased tax income through growth of the district
- Implementation of a new organisational structure

The assumptions within the MTFP 2016/17 achieved a balanced budget. From 2017/18 onwards the following efficiencies will provide a fully balanced MTFP, as detailed in the table below, with further details attached at Appendix 1.

INITIATIVE	2017/18	2018/19	2019/20
New Income Streams	109,650	150,500	183,300
Delivery of New Efficiencies	44,000	202,000	330,000
Increase Tax through Growth	30,000	51,000	63,000
Organisational Restructures	200,000	300,000	400,000
TOTAL	383,650	703,500	976,300

APPENDIX 1

	2017/18	2018/19	2019/20
New Income Streams			
Meeting Rooms/Virtual Office	10,000	15,000	20,000
Building Control Service	17,350	31,200	59,000
Estate Management	46,000	46,000	46,000
Vending machines	1,300	1,300	1,300
Loans fund interest	35,000	35,000	35,000
FiTS income from Solar Panels		22,000	22,000
	109,650	150,500	183,300
Delivery of New Efficiencies			
Democratic Services - Committee Admin System	19,000	19,000	19,000
Reduce corporate publications	25,000	25,000	25,000
Leisure services - contract renewal		138,000	265,000
Contractual Savings		20,000	21,000
	44,000	202,000	330,000
Increased Tax through Growth			
Council Tax Base	30,000	51,000	63,000
	30,000	51,000	63,000
Organisational Restructures			
In year service review	200,000	200,000	200,000
Organisational delivery model		100,000	200,000
	200,000	300,000	400,000
TOTAL EFFICIENCIES	383,650	703,500	976,300

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Report Number

**Corporate Policy and
Resources Committee**

Date 22nd September 2016

**Subject: Potential Commercial Loan to the Local Government Association
(LGA)**

Report by:

Ian Knowles
Director of Resources (S151)

Contact Officer:

Ian Knowles
Director of Resources
01427 676591
Ian.Knowles@west-lindsey.gov.uk

Purpose / Summary:

To consider the opportunity to make a loan to the LGA and participate in the MBA's first bond with the financial markets.

RECOMMENDATION(S):

- 1 – That members consider the potential to make a loan to the LGA on a commercial basis.
- 2 – That members approve a Capital Budget funded from MBA borrowing should they support this proposal.

IMPLICATIONS

Legal: Lending to other parties is within the Authority's powers.

Legal due diligence on the arrangement would need to be carried out as part of the finalisation of the loan agreement.

Financial Implications: FIN/71/17

Should members agree to this arrangement a capital budget will require approval. This loan investment will generate revenue income to the Council, dependent upon the amount of the loan and agreed margins - the likely income is in the region of £25k to £100k per annum.

There will be costs attributable to the setting up of the arrangement however these will be covered by a set up charge to the borrower.

Staffing : No implications

Equality and Diversity including Human Rights : No Implications

Risk Assessment : The risk of default by the LGA is considered to be low however the arrangement would include a charge on the Hayden House in London currently valued at £25m

Climate Related Risks and Opportunities : None

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Background

1.1 In June of this year the Chief Executive received an email from Sarah Pickup, the Deputy Director of the LGA, asking Local Authorities if they would be interested in lending to the LGA for the purposes of building refurbishment and at the same time supporting the MBA in its first market bond in order to fund the loan.

1.2 There have been a three tele-cons since the initial contact and I understand that three Local Authorities remain interested in proceeding.

1.3 A key point of the conversation has been what an appropriate markup would be for the lending authorities, ourselves and Westminster have indicated early on we would be looking for a 1% markup against the rate we obtained from PWLB or the market if supported by the MBA whilst the LGA are of the opinion .5% is more acceptable.

2. The proposition

2.1 Following the telephone conversations the following proposal has been received from the LGA:

- a) Borrow between £5m and £10m (total to be borrowed from across LA's is £20m).
- b) At a rate equivalent to PWLB or better (if through the MBA) plus a margin.
- c) The margin expected from the LGA is .5% (I believe we should ask for greater than .5% but being reasonable. Our margin should not take the gross rate payable above the bank comparator being used currently 2.66%)
- d) Security would be through a charge on Hayden House currently valued at £25.6m
- e) The LGA are looking to make arrangements with three or four Authorities.
- f) Appropriate set up fees should be charged. The bank comparator here is 1% arrangement fee and 1% commitment fee.

2.2 The Potential revenue return could be:

.5% pa	£5m	£25k
	£10m	£50k
.75%	£5m	£37.5k
	£10m	£75k
1.0%	£5m	£50k
	£10m	£100k

In addition there would be the opportunity for a set-up fee which if we asked for .5% would provide a one off amount of £25k or £50k depending on the amount loaned.

We would need to assess the work involved and the costs of legal advice before finalising a set-up fee.

2.3 A further condition of the proposal is that the Authority loaning the money should commit to supporting the first Bond to be issued by the MBA as a way of supporting the MBA in taking its first Bond to market and establish the principle of Local Authorities collectively going to the market for borrowing. We have agreement from our members to access the MBA if it is appropriate (we are only required to take up the bond should the rate be better than that on offer from PWLB).

3 Conclusion

The proposal meets with our commitment of being entrepreneurial and commercial although the proposal has not been through our financial modelling at this stage.

This is potentially different to other schemes we have considered as this has additional aspects which include:

- a) We are members of the LGA and would therefore be supporting an organisation we are familiar with and understand its purpose and reason for existing,
- b) We are also equity members of the MBA and therefore this approach supports an organisation we have committed to support where it continues to be in our interests,
- c) The rationale for this approach is to seek to keep local government funds within the local government 'family'. Ensuring that Local Authorities benefit from the LGA borrowing and not banks.

The nature of the organisation concerned indicates that there is a strong covenant on the loan and the security of Hayden House has significant credibility.

The risks involved are on two aspects:

- a) The bond arrangement with the MBA involves a joint and several liability clause which means that all members of the initial Bond are liable should another member fail to repay. This is mitigated to some degree by the stringent checks and assessments undertaken by the MBA before allowing a Local Authority to participate. However the risk is still real however unlikely it is to crystallise.
- b) The LGA as a membership organisation and therefore dependent on fees to continue as a going concern. In addition, its proposals to support this refurbishment programme has a commercial aspect that will be dependent on the market and its capacity/ability to deliver against commercial objectives. The security of the building provides comfort that a failure to repay would result in crystallising the charge against the building.

If we agree to support this proposal then we will run the figures through the financial modelling we have applied to all projects and seek to obtain member support at the next Commercial Members Steering Group and Corporate Policy and Resources Committee.

Corporate Policy & Resources Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Corporate Policy & Resources Committee.

Recommendation:

1. That members note the schedule of reports.

Date	Title	Lead Officer	Purpose of the report
27/10/2016	Budget Monitoring Q2	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2
	Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2
	Commercial Delivery Plan - 6month progress update	Penny Sharp	To review progress against the annual commercial delivery plan.
	Introduce a Leaving the Authority Procedure	Emma Redwood	To introduce a new leaving the authority procedure that captures the processes we currently have and give clarity on responsibilities.
	Introduction of Information Governance Policies	Steve Anderson	To obtain approval for the introduction 3 new IG policy documents: 1. Legal Responsibilities Policy 2. Information Governance Policy 3. Information Sharing Policy
10/11/2016	Closer to the Customer	Michelle Carrington	To inform Councillors of the vision and the benefits of the Closer to the Customer programme.
	Potential property acquisition in Gainsborough	Eve Fawcett-Moralee	Potential property acquisition in Gainsborough
	ICT Strategy	Ian Knowles	To present the ICT Strategy for approval
	Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2
15/12/2016	Debt Collection	Ian Knowles	Report setting out the process undertaken to collect outstanding debts
	Housing Allocations Policy & Partnership ToR	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group. 2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.
	Fees and Charges 2017-18	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18
15/12/2016	Local Council Tax Support Scheme	Alison McCulloch	To agree the Local Council Tax Support Scheme for WLDC for 2017-18
	NNDR Write Offs	Alison McCulloch	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off
	Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council

	Review the Bullying & Harassment policy	Emma Redwood	to review the Bullying & Harassment policy
12/01/2017	Collection Fund Surplus and Council Tax Base	Tracey Bircumshaw	To present the declaration of estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2017 and to set out the Council Tax Base calculation for 2017-18
	Review the Flexible Working Policy	Emma Redwood	to review the flexible working policy
09/02/2017	MTFP	Tracey Bircumshaw	To present the Medium Term Financial Plan
	Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan
	Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3
	Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18
	Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3
	WL Trading Co.	Ian Knowles	The Director of Resources as the shareholder representative (of the WL Trading Co.) would present a summary of the accounts to the CP&R Committee as part of the Annual Business Plan.
13/04/2017	Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position
	Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4
15/06/2017	Commercial Property Portfolio	Penny Sharp	To seek approval for the acquisition of a commercial property portfolio in line with the capital programme and Medium Term Financial Plan.
	Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen
27/07/2017	Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy
	annual fraud report	Angela Matthews	to present the annual report focussing on the commercial side of the service, income generated etc
11/01/2018	Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor