



Guildhall Gainsborough
Lincolnshire DN21 2NA

Tel: 01427 676676 Fax: 01427 675170

This meeting will be webcast and published on the Council's website

AGENDA

Prayers will be conducted prior to the start of the meeting.
Members are welcome to attend.

Notice is hereby given that a meeting of the Council will be held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA, , on **Monday, 23rd January, 2017 at 7.00 pm**, and your attendance at such meeting is hereby requested to transact the following business.

To: Members of West Lindsey District Council

1. APOLOGIES FOR ABSENCE

2. PRESENTATION
Lincolnshire Sustainability Transformation Plan
(PAGES 1 - 6)

3. MINUTES OF THE PREVIOUS MEETING
To confirm as a correct record the Minutes of the previous meeting held on 14 November 2016.
(PAGES 7 - 20)

4. MEMBERS' DECLARATIONS OF INTEREST
Members may make any declarations of interest at this point and may also make them at any point during the meeting.

5. MATTERS ARISING
(PAGES 21 - 22)

6. ANNOUNCEMENTS

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

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- i) Chairman of Council
- ii) Leader of the Council
- iii) Head of Paid Service

7. PUBLIC QUESTION TIME

8. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

9. MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

During recent weeks there has been great focus in the media on the provision of services by the NHS. Here in West Lindsey there are places within the district where appointments with a doctor involve a 4 week wait, longer than the national average quoted, and a very different experience to that found in many urban areas. This is in part due to the inability to attract GP's to serve in a rural area.

At a recent meeting of the West Lindsey Health Commission this issue was given consideration and a suggestion was put forward, based on an idea originating from Cllr. Reg Shore, that this Council ask our MP, Sir Edward Leigh, to lobby the Secretary of State for Health to introduce a scheme of 'rural weighting' for GP's who accept positions in areas such as Gainsborough. Similar to the accepted practice of 'London weighting', such a scheme would act to attract the needed physicians and in turn would facilitate the better provision of health services.

Furthermore, we would like to encourage other rural authorities to support us in this and lobby their MP's as well. To this end I ask that Council support this action and that a letter be sent to the MP and to other rural authorities asking them to lobby based on these proposals.

I so move.

Councillor Sheila Bibb

10. DUNHOLME NEIGHBOURHOOD PLAN
(PAGES 23 - 26)

11. SCOTHERN NEIGHBOURHOOD PLAN
(PAGES 27 - 30)

12. BUILDING CONTROL TRADING COMPANY
(PAGES 31 - 38)

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13. LOCAL COUNCIL TAX SUPPORT SCHEME
(PAGES 39 - 46)

14. MEMBERS' ALLOWANCE SCHEME
(PAGES 47 - 54)

15. COLLECTION FUND SURPLUS AND COUNCIL TAX BASE
(PAGES 55 - 62)

16. MINUTES OF COMMITTEE MEETINGS
To Receive the Minutes of Committee Meetings Published since the Council Meeting on
14 November 2016

M Gill
Chief Executive
The Guildhall
Gainsborough

Friday, 13 January 2017

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

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Full Council

Date: 23 January 2017

Subject: Lincolnshire Sustainability Transformation Plan (STP)

Report by:

Chief Executive

Contact Officer:

Michelle Howard
Home Choices Team Manager
01427 676609
michelle.howard@west-lindsey.gov.uk

Purpose / Summary:

To provide an overview of the Lincolnshire Sustainability Transformation Plan (STP). A briefing note to introduce the STP forms the basis of this report. A presentation will be delivered to Full Council by a Clinical Commissioning Group representative. The presentation will not be available for circulation prior to the meeting.

RECOMMENDATION(S):

That members note the information relating to the Sustainability Transformation Plan

That members note that the STP is a work stream of the WLDC Health Commission

IMPLICATIONS

Legal: None arising from this report

Financial: 123/17 None arising from this report

Staffing: None arising from this report

Equality and Diversity including Human Rights: N/A

Risk Assessment: N/A

Climate Related Risks and Opportunities: N/A

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

Lincolnshire Sustainability Transformation Plan:
<http://lincolnshirehealthandcare.org/en/stp/>

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

x

Key Decision:

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

Yes

No

x

1. Introduction

In January 2016 NHS England asked all 44 areas of the country to each produce a single five year sustainability and transformation plan (STP). The aim of the STP process was to see how, by working together, health and care organisations could improve the health and well-being of their resident population and increase the clinical and financial sustainability of local health and social care services.

Also required within each STP was evidence of how it would contribute to the delivery of the NHS England Five Year Forward View which sets out the national direction for health and care in the country.
<https://www.england.nhs.uk/ourwork/futurenhs/deliver-forward-view/stp/>

Lincolnshire's STP covers the geographic county of Lincolnshire. It does not include North Lincolnshire or North East Lincolnshire local authority areas.

Lincolnshire's STP can be accessed here:
<http://lincolnshirehealthandcare.org/en/stp/>

Lincolnshire's STP was published in December 2016. Development of the STP was led by Lincolnshire's 7 health organisations:

- Lincolnshire West Clinical Commissioning Group
- Lincolnshire East Clinical Commissioning Group
- South West Lincolnshire Clinical Commissioning Group
- South Lincolnshire Clinical Commissioning Group
- United Lincolnshire Hospitals NHS Trust
- Lincolnshire Community Health Services NHS Trust
- Lincolnshire Partnership NHS Foundation Trust

The STP development has also included discussion and input from Lincolnshire County Council officers, in particular around how health and social care services can be better joined up and how services in the community which prevent ill health can be improved.

Other key organisations that have contributed to the development of the Plan, include the East Midlands Ambulance Service, NHS Trust, health providers, GPs and pharmacies and local organisations from the public, private and voluntary sector that provide relevant services that support wellbeing in the community. Healthwatch Lincolnshire sit on the stakeholder board.

The vision for Lincolnshire's STP is "to achieve really good health for the people of Lincolnshire with support from an excellent and accessible health and care service delivered within our financial allocation".

2. STP Priorities

- Spend more money on keeping people well and healthy

- Support people to take more responsibility for their care and increase the number of people who use personal health budgets for their health and care
- Reduce the number of people needing to be admitted to hospital and instead provide care in the community through joined up neighbourhood care teams
- Have a network of small community hospital facilities and urgent care centres to work with neighbourhood teams
- Have a small number of specialised mental health inpatient facilities to provide support to neighbourhood care teams and community hospitals
- Have a smaller acute hospital sector providing emergency and planned care with specialist services for things like heart attacks and strokes and maternity and children's services
- Have a consistent approach for which patients can be referred for treatment to hospital, based on evidence of what has the best results for patients
- Improve the effectiveness and safety of services so patients have a better experience and we meet all national standards for care

Building on the Lincolnshire Health and Care Plan

The Lincolnshire STP builds on the Lincolnshire Health and Care programme (LHAC). LHAC was launched in 2013 as result of organisations in Lincolnshire recognising that current services did not adequately meet the needs of residents and respond to growing demands and financial pressures. Because of this, all the health and social care organisations collaborated for the very first time to attempt to tackle the problems and to design a new model for health and care in Lincolnshire enabling people to access the right services at the right time now and in the future. More information on the LHAC programme can be accessed at www.lincolnshirehealthandcare.org

The primary focus of the LHAC programme has been clinical quality and safety, ensuring the resources that we have are deployed as effectively as possible to deliver services which people want and need and which are sustainable for future generations. Resources are staff, money and NHS buildings.

The LHAC programme was due to go to public consultation at the end of 2015, but the announcement of the STP process delayed this. It was agreed that the LHAC work would become the clinical work stream of the STP programme. The LHAC emerging model of joined up care, closer to home is the foundation for how STP partners see clinical services developing in the county and is aligned to the national Five Year Forward View for the NHS.

The scope of the STP is broader. It covers things like productivity and operational efficiencies ranging from how services are procured to how estates are best used, the development of the workforce and technology innovation.

3. STP decision making and consultation

The STP is not a consultation document. It does not include questions for the public or stakeholders to formally respond to. However, we are advised that a full consultation process is planned for those elements of the plan (major service change) which require consultation and that is likely to take place in

May after the local elections. It is likely to cover changes to our hospital services (urgent and emergency care, women's and children's services, and some planned care) but this is subject to finalisation of the options. There is more work planned in January to evaluate the proposals that have been developed and which will need to go through assurance with clinical experts (the clinical senate, a regional independent body) and NHSE before consultation.

Between January and March, STP representatives are meeting with stakeholders to talk about the STP. The sessions will differ, depending on the audience, but are expected to cover the following:

- What the STP is / what it isn't
- How the STP been developed
- The key elements of the plan
- Some specific areas seeking views and input from public and stakeholders to help develop the plan. The feedback from these sessions will directly feed in to the plan

4. Information from STP Representative regarding engagement with Elected Members

"We are committed to being as inclusive and open as possible. We will listen to all contributions and use these contributions to influence the decisions we make. You will be able to have a say in key decisions, including formal consultation. We are now only at the start of a five year process and will need more input and engagement with staff and public if we are to have the best chance of successfully transforming care.

At the briefing session(s) we would expect to get some general feedback from your members: what do they like about the plan, what are their concerns, what areas do they feel will have an impact on their residents and they want to know more about, how can the District Council input into developing the plan and support delivery? We would also cover some of the specific areas where we are looking for input – be that around self-care, how people access care etc. As this briefing is not a formal consultation process I would suggest that we would write up the notes from the session and feed them back into SET and the STP Programme Board to be considered as part of the development of the plan"

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WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 14 November 2016 at 7.00 pm.

Present: Councillor Roger Patterson (Chairman)
Councillor Mrs Jessie Milne (Vice-Chairman)

Councillor Gillian Bardsley	Councillor Sheila Bibb
Councillor Owen Bierley	Councillor Matthew Boles
Councillor Jackie Brockway	Councillor David Cotton
Councillor Stuart Curtis	Councillor Christopher Darcel
Councillor Michael Devine	Councillor Adam Duguid
Councillor Steve England	Councillor Ian Fleetwood
Councillor Angela Lawrence	Councillor Giles McNeill
Councillor John McNeill	Councillor Mrs Pat Mewis
Councillor Maureen Palmer	Councillor Malcolm Parish
Councillor Judy Rainsforth	Councillor Mrs Diana Rodgers
Councillor Lesley Rollings	Councillor Thomas Smith
Councillor Lewis Strange	Councillor Jeff Summers
Councillor Mrs Anne Welburn	Councillor Trevor Young

In Attendance:

Manjeet Gill	Chief Executive
Ian Knowles	Director of Resources and S151 Officer
Mark Sturgess	Chief Operating Officer
Penny Sharp	Commercial Director
Alan Robinson	SL - Democratic and Business Support
Katie Coughlan	Governance and Civic Officer

Also Present: Rev Sue Deacon
9 members of the public

Apologies for Absence Councillor Reg Shore
Councillor Paul Howitt-Cowan
Councillor David Bond
Councillor Hugo Marfleet
Councillor Angela White
Councillor Tom Regis
Councillor Stuart Kinch
Councillor Richard Oaks

59 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 10 October 2016 were confirmed as a correct record.

60 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

61 MATTERS ARISING

It was noted that there were no matters arising from previous meetings.

62 ANNOUNCEMENTS

i) Chairman of the Council

The Chairman welcomed back his Chaplain, the Reverend Sue Deacon following her recent ill health. Best wishes and kind thoughts were also conveyed to Councillor Kinch and his family at what was a difficult time.

The Chairman informed the meeting that he and the Vice Chairman, Councillor Jessie Milne, had attended a number of events, a few worthy of particular note were: -

- The two day fund raising event held on 5/6 November and hosted by Planet Xtra in Gainsborough in aid of St Barnabas, which had seen the organiser surpass their target of £500 at the end of day one;
- The Lincolnshire Fire and Rescue Long Service Awards held on Thursday 10 November;
- The service held at Lincoln Cathedral on Wednesday 9 December for the victims of asbestos, at the which the Service had been particularly beautiful; and
- The Remembrance Day Service held at Scampton which had involved children from local schools who had handmade hundreds of poppies which decorated the war graves, the entrance to the church and which were presented to each Guest.

ii) Leader of the Council

The Leader announced that he had recently attended a health and well-being open meeting. This was part of a strategy to create the strategic transformational plan for health and well-being in Lincolnshire. The meeting had been of a workshop nature at which a number of groups had discussed a range of ideas about how health provision could be delivered in a more joined up way, through the one public estate for example, creating multi-functional service centres, along the lines of a one stop shop. Such matters as systems, models, leadership, and accountability had been discussed together with a commitment to work with partners and deliver. Even the planning system had been discussed, with it being recognised that it was important to even consider such things as ensuring the right type and mix of housing was being built, to support independent living for the elderly. Work in this area would continue.

The Leader further announced that as a result of a question to a previous meeting of Full Council from Councillor Welburn, reference pavement parking, he had written to the Minister for the Department of Transport

The response received was shared with Members and stated: -

The Government recognises the importance of making the local environment convenient, safe and attractive to walk in, and of keeping pavements in good order. However, in some streets pavement parking may in practice be inevitable to maintain free passage of traffic. So it is important that local authorities are able to decide on local parking restrictions themselves and they do of course need to consider all road users when taking such decisions.

Local Authorities already have the power to introduce pavement parking restrictions where they consider it appropriate and the Department for Transport has taken steps to assist them in this. We have issued guidance to local authorities about using Traffic Regulations Orders (TROs) to ban pavement parking where appropriate. We have also removed the requirement for an individual sign authorisation for local authorities in England (outside London) in such cases, making it simpler and easier for them to ban pavement parking where they consider it appropriate.

Meanwhile, since Simon Hoare, MP, withdrew his private Members bill in 2015, which sought to ban pavement parking nationally, the DfT has convened a roundtable meeting in March 2016. The aim was to discuss a possible pavement parking ban in the rest of England (outside London).

We are now at the stage of considering how to address the general improvement of the TRO making process and will provide further information once this is available.

iii) Head of Paid Service

There had been a number of developments in the health arena, and the Chief Executive advised that the STPs (Sustainable Transfer Plans) were now gaining traction and would shortly be released for consultation. The Challenge and Improvement Committee had been requested to establish a Commission into Health Services. Whilst the Council did not have any statutory requirement to deliver health services, it had a role to play as an advocate for the community and to understand, shape and influence the future provision of health care across the District.

Furthermore the Council had recently recruited a new Health Co-ordinator.

The Chief Executive and Deputy Leader had visited the House of Lords for meeting with the University Vice-Chancellor (who held a seat in the House of Lords) who had a shared vision for the establishment of a Medical school in Lincolnshire. This had now moved to the next stage and further work would happen, Council was expected to be asked for letters of support for the University. This matter would also form part of the local MP briefings.

The Chief Executive advised that she had been invited by the LGA to join a group of fellow Chief Executives regarding the Brexit negotiations. Local Government was at the negotiating table with Government regarding Brexit implications. There was value in being able to understand the key areas and implications the referendum result would have and how these could be influenced. The Chief Executive gave her assurance that she would ensure the rural focus was not lost as could be the case if lobbying became city and urban focused. The Group had started reviewing legislation, such as procurement, trading standards, and waste legislation, in order to

understand the opportunities and manage any risks.

In conclusion the Chief Executive advised that earlier that day, the Authority had held a "Market Day" in connection with the Leisure contract and this had been well attended. This had afforded the Authority the opportunity to share with interested providers its vision and ambition.

Regarding the one public estate previously mentioned by the Leader, the Chief Executive was lead for this area on behalf of the Greater Lincolnshire Devolution Partnership and the two bids made had been shortlisted and submitted to the Cabinet Office.

63 PUBLIC QUESTION TIME

There were no questions from the public.

64 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

A Question had been submitted under Procedure Rule No. 9 by Councillor Jessie Milne.

"If" we go over to a Leader and Cabinet, will the role of Chairman go unchanged and undiminished? Will the Chairman still be regarded as the "First Citizen" of West Lindsey and will the Chairman still be a focus of Civic Pride? Will the Chairman still wear the chain of office as a symbol of their status? And will the Council still stand as a mark of respect for the office of Chairman?"

The Leader of the Council responded.

"Thank you for your question Cllr Milne. You will be aware that a review of the Council's governance is underway and is being managed by the Governance and Audit Committee. There is no intention to change the role or the standing of the council Chairman and all of the potential arrangements recognise this role."

Having heard the response, Councillor Jessie Milne then asked the following supplementary question: -

"How do you explain the picture that appears in the current edition of the County News, with the Leader and the Chief Executive seated side by side and the First Citizen standing behind them, with the Chain of Office obscured by the Leaders head? Isn't this a clear demonstration of the path that this Council has taken, with the Leader and the Head of Paid Service working in partnership, with the symbol of local authority left in the background. In recent Council meetings, it has become difficult to distinguish between the political announcements of the Leader, and the Political announcements made by the Head of Paid Service. Could I ask for restoration of the democratic process in which the publicly elected members set the policies and monitor their implementation. Could I ask for a restoration of the norm in which elected membership is held responsible to the public and officers are held responsible to the elected membership. When I was first elected I was told that the public should see a clear distinction between the officers who are paid to deliver public services,

and the councillors who are elected to represent the public interest. Over the last six years I have seen a complete changeover of senior management and a steady erosion of the member / officer relationship, as a Ward Member I can tell you that we are described as an officer-led Council. That is unfair to Ward Members and it is unfair to the locally recruited officers who have, and are, giving a lifetime of public service. Chairman it is time for the Political Leadership of the Council to accept its responsibilities and it is time for the Professional Management Team to recognise those responsibilities.

As our Chairman knows, the Royal British Legion has a motto it is "Service before Self".

Yesterday was Remembrance Day, when we pay our respects to all the brave people who have given their lives for this Country, earlier on this year I was approached by Tony Worth, Her Majesty's former Lord Lieutenant of Lincolnshire to ask if we West Lindsey would be prepared to support the "Iconic Spire" which sits proudly on Canwick Hill, his request was for £200,000 for tables, chairs etc for the Restaurant which they are presently building. £200,000 is just £1,000 less than we gave our Chief Executive a short while ago.

For that every single airfield in West Lindsey would be displayed in that building for the next 100 plus years. 750,000 people visited Lincolnshire last year from all over the world just to visit the airfields where their family, relations etc were during the war. These numbers are growing year on year thanks to the Spire. Think of the business that would bring to West Lindsey, restaurants, shops, bed and breakfast establishments and the hotel. Market Rasen would also benefit as there are a number of airfields around that area.

This request was turned down, I think it should be re-visited as we seem to have plenty of money to play with at the moment, and let members of this Council make the decision.

The Leader of Council responded, thanking Councillor Milne for the points she had raised and undertook to further investigate the circumstances and provide her with a full response.

A question had been submitted under Procedure Rule No. 9 by Councillor Owen Bierley.

"Firstly may I offer my congratulations to you and the entire Leader and Chief Executive team for the truly exceptional work you have done so far in bringing forward the devolution proposals for Greater Lincolnshire? The starting point and the very short timescale you had available makes your achievement even more remarkable!

I refer to the six-week public consultation that was undertaken during the summer (noting that 9% of the responses received were from West Lindsey) and quote Cllr Ray Oxby, the Leader of North East Lincolnshire Council, who said 'The public share our view that this is too great an opportunity not to take'. How right he is! Indeed 59.3% of respondents supported the pursuit of these extra powers and funding, 73.1% said that the ten Councils should be looking to work together to prioritise and deliver economic growth, infrastructure and housing across the area and 77.2% stated that we should be pursuing further funding as a priority for Greater

Lincolnshire.

During October each of the ten partner authorities debated and voted on the same paper and set of resolutions regarding devolution. Again, this is surely unprecedented in our area? Members will, of course, be aware that eight of the ten Councils in Greater Lincolnshire supported the proposals, while in administrative Lincolnshire six out of the seven second tier Councils, including our own, supported them. I believe this clearly demonstrates committed support for the principle of devolution and provides ground for cautious optimism that an agreement may yet be achievable that will enable the project to be taken forward in a timely manner.

However, should it transpire that this is not possible, please can you give an assurance that West Lindsey District Council will, at the very least, take the opportunity to build on the discussions already had with our counterparts, especially those to the north, in order that we can work ever more collaboratively with them to the benefit of all our residents and businesses?"

The Leader of the Council responded.

"Thank you for this question Cllr Bierley. I agree that we have made remarkable progress as partners over the last 12 months. I can assure you that this Council will make every effort to maintain the spirit of collaboration with our new found friends that this work has engendered.

This type of collaboration is not new on this ever crowded planet which appears to shrink annually due to merged businesses and new structures becoming more attractive via the enormous strides forward with technology and communication.

You quite appropriately mentioned percentages of people who supported the desire to pursue extra powers and further funding for Greater Lincolnshire with improved partnership working and as an example we will be supporting the North Lincolnshire desire to extend the Lincolnshire AONB up to the River Humber.

Today the Devolution score is 8-2. Eight councils for, Two against. If this score was the FA Cup final, it would be regarded as a resounding win.

If the score was a committee vote at West Lindsey, you would say it had very strong support.

Therefore I say devolution and collaboration is very much alive.

Thank you for your question Councillor Bierley"

Councillor Young raised a point of information, seeking clarity as to whether the 10 authorities did in fact debate and vote on the same paper and set of resolutions regarding devolution. The Chief Executive undertook to provide clarification to Councillor Young outside of the meeting.

A question had been submitted under Procedure Rule No. 9 by Councillor Trevor Young.

“The proposed works on Beaumont Street Gainsborough to build a new Lidl Store is due to start early December. The works will include demolishing the large multi storey car park?

Clearly this will cause disruption and the loss of car parking provision is going to have a further negative impact on town centre businesses during the main Christmas shopping period.

Could the Chairman of Prosperous Communities Committee please inform Members what plans are in place to ensure the town has adequate car parking provision whilst the new store is being built?

Currently in Gainsborough the number of empty shops is at it's highest level ever. There is a risk of further shops closing if Christmas trading is affected?

The current WLDC car parking strategy is flawed and simply does not work, on a daily basis all the main car parks are full of permit holders.

As a Council we constantly discuss how the town centre needs to improve, it will not be achieved without adequate car parking to support it.

With the loss of the multi storey car park there is an urgent need to review the current situation?

I welcome your response?”

The Chairman of the Prosperous Communities Committee, Councillor Sheila Bibb, responded.

“Cllr. Young, thank you for raising this issue tonight. As you are aware, Gainsborough Growth is important to all of us and with the closure of the Beaumont Street carpark to allow for the construction of the new Lidl store it has been necessary to look further at the provision of parking within Gainsborough. Looking forward, Lidl have committed to providing free parking on their site at Beaumont Street for all town centre shoppers for up to two hours.

Until this provision is in place, particularly in view of the run up to Christmas and New Year, the following actions have been put in place:

- Staff will not park at key town centre sites other than Bridge Street, and this will be closely monitored
- We are also asking staff to lift share or use public transport where possible
- We have identified parking elsewhere, for example Trinity Arts Centre
- We have ceased issuing of any new permits and are working closely with Partner's such as Marshall's Yard
- Long term we are also negotiating with various other site owners to secure further sites closer to the Town Centre which can be used for parking.

As you will see from this response, provision is being made for the both the immediate and longer term parking needs and the situation will be kept under review.

As I stated at the beginning, the growth and improvement of Gainsborough are of great importance and we welcome all additional positive suggestions. Please feel free to pass these to Mark Sturgess, Chief Operating Officer."

A question had been submitted under Procedure Rule No. 9 by Councillor Lesley Rollings.

"The society we live in increasingly depends on high quality internet and mobile phone access to carry out basic tasks in our everyday life. For some time now, the residents of West Lindsey in villages and rural areas have suffered poor broadband and mobile phone provision. In some parts of the Scotter and Blyton ward, the broadband speed dwindles to nothing. In some parts it simply isn't available at all. In the centre of Scotter, a thriving village with numerous businesses, pubs, food outlets and a hotel, there is virtually no mobile phone coverage.

I would like to ask the Chairman of the Prosperous Communities committee firstly to give residents an accurate update on progress on improved broadband and mobile phone provision and secondly to ask whether she would be prepared to ask the District council to carry out an accurate, up to date audit of provision across the district. With accurate information, would it then be possible for the district council to hold telecommunications companies to account, demanding that they invest in high speed broadband across all our district? It is absolutely essential that information is retrieved from residents and that we do not rely on information from phone companies which often bears no resemblance to the reality that many people have to put up with. We want people to come to West Lindsey to live and work, yet we hear of sales of houses falling through due to poor broadband speeds and landlords unable to rent out properties due to a lack of broadband. Is it time for this council to take the fight for better services to another level? I think so."

The Chairman of the Prosperous Communities Committee, Councillor Sheila Bibb, responded.

"The current Broadband provision has been driven by the BDUK activity of which Phase 1 ended earlier this year. We also have a wifi provider active in our district which enable some areas to receive service where BT cannot provide.

There are however two supported schemes currently available to residents in West Lindsey:

- BT offer a Community Fibre Partnership grant which enables communities that fall into the 5% of the UK excluded from the national fibre broadband rollout plans to access upto £20,000 towards the cost of fibre infrastructure where it includes the school; and
- Quickline have subscribed to the better broadband subsidy scheme which means residents could be eligible for a free connection. To be eligible their current speed needs to be less than 2mbps.

The Prosperous Communities Committee is receiving an update on coverage and current position with BDUK and Onlincolnshire at its next meeting.

With regards to Mobile coverage, in 2013/14 the Challenge and Improvement Committee held a working group to look at what could be done to help improve the situation and at that time reliance was placed on a Government backed scheme called the Mobile Infrastructure Project (MIP). This project was wound up as scheduled earlier this calendar year however it was recognised by the then Digital Economy Minister - Ed Vaisey that it had not been a success.

It may be time for the Council to look again at this issue and I will ask Officers to report to

Prosperous Communities Committee. ”

Having heard the response, Councillor Lesley Rollings then asked the following supplementary question: -

I have been speaking at length with the County Council over this matter and there is definitely disagreement over the current position in what BDUK and the Government are and are not allowed to do. What is clear is we are in a contract with a company that we were advised by the County Council not to enter into. From my understanding as a District Council we sought clarification from the County as to whether what we were doing was legal and whilst it was not deemed illegal, we were advised to not continue, and I understand there is an e-mail stating such.

Councillor Giles McNeill, interjected using Council Procedure rule 12.5. He advised the Council did receive legal advice but not on the basis as outlined and as such that was an unfair untrue statement.

Councillor Mrs Rollings continued stating that what was clear was that the rest of Lincolnshire around 94-95% were now covered and had access to super speed broadband averaging around 24mbs. However this was not the case for West Lindsey and our current provider was not in a position to offer residents such a service. She considered it time they were challenged to offer a better service to the District residents. In her ward the provider was hardly known and advertisement had been poor. If a connection could be established it was simply left. She welcomed the commitment given by the Chairman of the Prosperous Communities Committee to review the project and hoped this would look at the contract, in order that the company could be held to account. What did the contract mandate them to do, what were their obligations? We were strongly advised at the time to enter into this arrangement. I want to know how we are now going to work with this company to get a better service for our residents as it is clear big improvements need to be made.

In response the Chairman of Prosperous Communities Committee advised that a full report would be submitted to the Prosperous Communities which would hopefully answer all of the questions Members had.

Councillor Mrs Brockway, indicated that she believed the position was well established, particularly regarding state Aid Rules. That the Council could not bind commercial companies and of developments with other companies showing interest in the District.

Councillor Mrs Brockway was thanked for her information but it was ruled that questions were not for debate.

65 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

No Motions had been submitted under Council Procedure Rule No. 10.

66 RISEHOLME NEIGHBOURHOOD PLAN

Council gave consideration to a report which sought to “make” (adopt) the Riseholme Neighbourhood Plan.

Riseholme Parish Council, as the qualifying body successfully applied for the town to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force in January 2015. Following the submission of the Riseholme Neighbourhood Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed in August 2016.

West Lindsey District Council appointed an independent Examiner; Mr Andrew Ashcroft, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum. This was agreed at the Council meeting of West Lindsey District Council on the 12th September 2016 and, in the outcome of a successful referendum result, it should be ‘made’ (adopted).

A referendum was held on 27th October 2016, 89% of those who voted were in favour of the plan. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

In accordance with the Regulations and the Council’s procedure the Riseholme Neighbourhood Development Plan is ‘made’ and planning applications in the area must be considered against the Riseholme Neighbourhood Development Plan, as well as existing planning policy, such as the West Lindsey Local Plan (2006) and its successors and the National Planning Policy Framework and Guidance

Representatives of the Riseholme Neighbourhood Plan group attended the meeting to present their Plan and made a short address to Council, thanking Officers, the Neighbourhood Champion, the Parish Council and all Members of the Group for assistance, in developing a successful plan.

In response the Chairman, Leader and, Local Ward Member congratulated the Group on their success and for their hard work.

RESOLVED: that the Riseholme Neighbourhood Plan be made in accordance with the Neighbourhood Planning Regulations 2012.

Note: Councillor Giles McNeill withdrew from the Chamber for consideration of the following item.

67 REVIEW OF POLLING PLACES

The Council was conducting an interim review of polling districts and polling places for Local Government elections. The review would have regard to the outcome of a review of the Lincolnshire County Council electoral arrangements undertaken by the Local Government Boundary Commission for England.

The Local Government Boundary Commission for England conducted an electoral review of

West Lindsey in 2016 regarding the number of Councillors and names, numbers and boundaries of divisions effective from May 2017. The decisions taken during the current review of polling districts and polling places would be incorporated in the register of electors published on 1 February 2016.

The process to be taken by the local authority in undertaking a review was set out in the report, and on completion of the review the authority must give reasons for its decisions in the review and publish such other information as was prescribed in the Act and regulations. Details of the Returning Officer's proposals regarding polling districts, polling places, electorates and postal voters were set out at Appendix 2 of the report.

Public notice of the interim review was given on 23 September 2016 and full details of the review were placed on the Council's website. The period for representations to be made on the Returning Officer's proposals was from 23 September 2016 to 14 October 2016. In addition further specific consultations were undertaken explaining the reason for the interim review and factors which could influence the Returning Officer's proposals regarding the location of polling districts/places, with Members, Town and Parish Councils and a number of political groups and the Disability Network.

Two responses were received to the Consultation and these were summarised in the schedule set out at Appendix 1 of the report. The Council was aware that in a vast, mainly rural area such as West Lindsey, there were many electors who had to travel some miles in order to vote at their allocated polling station. However, postal voting was available to all electors and was an easier and more convenient method of voting for many electors.

RESOLVED: that

- a) the Polling Districts and Polling Places be approved; and
- b) delegated powers be approved for the Returning Officer, following consultation with the Chairman and Leader of the Council, to approve changes to polling places occurring during an election period.

68 TRADING COMPANY APPOINTMENTS

At the Council meeting on 10 October 2016 Members approved the establishment of a Trading Company, the Governance documentation to support it, and nominated a number of officers to roles with the trading company.

Since the nominations to WLDC Trading Limited were agreed a further review of the required nominations and the West Lindsey staff available had taken place. The review took account of the fact that the Commercial Director would be leaving West Lindsey District Council on 31 December 2016.

It was recommended that the Council nominate the Chief Executive to be the sole director of WLDC Trading Ltd and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd).

In addition the company required a Company Secretary who would be the chief administrative

officer of the company, responsible along with the director for certain tasks under the Companies Act. It was recommended that the Financial Services Manager be nominated to this role WLDC Trading Ltd and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd).

The Vice-Chairman sought an update as to how the company was progressing. In response the Chief Executive advised that to date it was surpassing the targets that had been set. However the company was not simply about profit making and the social returns it was making was just as valuable. It was matching local labour with local jobs and providing employment opportunities. The Chief Executive undertook to make a presentation to the next meeting of Full Council on the benefits and opportunities of Trading Companies for Local Authorities.

Discussion ensued and some Members sought confirmation that no conflict of interest or difficulties would arise from there only being one Director. Assurance was offered that this was not the case and legal advice had been taken on the matter and could be shared with Members if necessary.

The Chief Executive reminded Members of the need to be proportionate, this was a small company and in its current state did not require additional Directors or a Board. The responsibilities of a Company Director, under Companies House law were outlined to Council. Members with experience of running companies, confirmed they shared this view. Should the company continue to grow then consideration would be given to appointing an Independent Director. However an independent director would require remuneration which would need to be funded from any profit the company made and this would need to be a consideration.

RESOLVED: that

- a) the nomination of the Chief Executive as Company Director of WLDC Trading Ltd and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd) be approved;
- b) the nomination of the Financial Services Manager as Company secretary of WLDC Trading Ltd and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd) be approved; and
- c) these roles be added to the responsibilities of the officers involved, in the Council's Constitution.

69 NATIONAL APPOINTMENT OF EXTERNAL AUDITOR

The report was introduced by the Chairman of the Governance and Audit Committee and set out the proposals for appointing the external auditor to the Council for the 2018/19 accounts and beyond, as the current arrangements only covered up to and including 2017/18 audits.

The auditors were currently working under a contract originally let by the Audit Commission and the contract was novated to Public Sector Audit Appointments (PSAA) following the closure of the Audit Commission.

A sector-wide procurement conducted by PSAA would produce better outcomes and be less burdensome for the Council than any procurement undertaken locally.

Without the national appointment, the Council would need to establish a separate independent auditor panel, which could be difficult, costly and time-consuming; PSAA could ensure the appointed auditor met and maintained the required quality standards and could manage any potential conflicts of interest much more easily than the Council; supporting the sector-led body would help to ensure there was a vibrant public audit market for the benefit of the whole sector and the Council going forward into the medium and long term.

If the Council was to take advantage of the national scheme for appointing auditors to be operated by PSAA for the subsequent years, the invitation had to be accepted by early March 2017. PSAA had now formally invited the Council to 'opt in'. Details relating to PSAA's invitation were provided in an Appendix to the report.

RESOLVED: that the Council accepts Public Sector Audit Appointments' (PSAA) invitation to 'opt in' to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018.

70 MINUTES OF COMMITTEE MEETINGS

RESOLVED that the minutes of the Committee Meetings published since the Council meeting of 10 October 2016 be received.

71 CHAIRMAN'S CLOSING REMARKS

The Chairman wished the Commercial Director well in her new role and thanked her for all the work she had undertaken on behalf of the Authority.

The Chairman further announced that the annual council photograph would be taken prior to the next meeting of Full Council (23 January) at 6.30pm in the Aegir Meeting Room.

Finally as this was the last meeting of Full Council in 2016 all Members were wished a very Merry Christmas and a Happy New Year.

The meeting concluded at 8.12 pm.

Chairman

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Council Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Council 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					
	point of clarity on devo paper	extract from mins 14/11/16 Councillor Young raised a point of information, seeking clarity as to whether the 10 authorities did in fact debate and vote on the same paper and set of resolutions regarding devolution. The Chief Executive undertook to provide clarification to Councillor Young outside of the meeting.		30/11/16	Manjeet Gill
	trading company presentation	extract from mins of mtg 14/11/16 The Chief Executive undertook to make a presentation to the next meeting of Full Council on the benefits and opportunities of Trading Companies for Local Authorities.	item has been added to the forward plan - kjc	18/11/16	Manjeet Gill
	amendments to constitution - trading company	extract from mins 14/11 c) these roles be added to the responsibilities of the officers involved, in the Council's Constitution.	will be picked up in the constitution review. note added to the annual review file - kjc	18/11/16	Alan Robinson

cllr milne further question - response reqd	<p>extract from mins 14/11/16</p> <p>The Leader of Council responded, thanking Councillor Milne for the points she had raised and undertook to further investigate the circumstances and provide her with a full response.</p>	<p>please provide cllr milne with a full response as indicated ta the meeting. Cllr milnes extra question was provided to leader on 17/11/16 by email and responded to on the same day</p>	31/12/16 Dinah Lilley
mobile phone coverage	<p>extract from mins of mtg 14/11/16</p> <p>With regards to Mobile coverage, in 2013/14 the Challenge and Improvement Committee held a working group to look at what could be done to help improve the situation and at that time reliance was placed on a Government backed scheme called the Mobile Infrastructure Project (MIP). This project was wound up as scheduled earlier this calendar year however it was recognised by the then Digital Economy Minister - Ed Vaisey that it had not been a success.</p> <p>It may be time for the Council to look again at this issue and I will ask Officers to report to Prosperous Communities Committee. ”</p>	<p>this matter to be discussed at chairs pc brief in November in the first instance and way forward agreed.</p> <p>item has ben added to breifing agenda</p>	30/11/16 Ian Knowles



COUNCIL

Date: 23 January 2017

Subject: Dunholme Neighbourhood Plan Adoption

Report by:

Director of Regeneration and Planning

Contact Officer:

Luke Brown
Neighbourhood Plan Officer
Luke.brown@west-lindsey.gov.uk

Purpose / Summary:

To fully 'make' (adopt) the Dunholme Neighbourhood Plan.

RECOMMENDATION(S): To make the Dunholme Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.

IMPLICATIONS

Legal: This work is a duty under the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Financial : Additional financial contributions are available from DCLG to support Neighbourhood Planning

Staffing: Internal resources in place to deal with Neighbourhood Planning

Equality and Diversity including Human Rights: The Plan has been examined under the Neighbourhood Planning Regulations for any issues relating to equality and diversity.

Risk Assessment : n/a

Climate Related Risks and Opportunities : n/a

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

<https://www.west-lindsey.gov.uk/my-services/planning-and-building/neighbourhood-planning/neighbourhood-plans-being-prepared-in-west-lindsey/dunholme-neighbourhood-plan/>

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

Neighbourhood Planning

1. Summary

Assuming a positive referendum result on the 19th January 2017, West Lindsey District Council is publicising its decision to 'make' the Dunholme Neighbourhood Development Plan part of the West Lindsey Development Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012.

2. Background

Dunholme Parish Council, as the qualifying body successfully applied for the town to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force in October 2013. Following the submission of the Dunholme Neighbourhood Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed in October 2016.

3. Decision & Reasoning

West Lindsey District Council appointed an independent Examiner; Mr Andrew Ashcroft, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum.

The Examiner's Report concluded that the plan meets the Basic Conditions, and that subject to the modifications proposed in the report and which are set out in the Dunholme Neighbourhood Plan Decision Statement December 2016, the plan should proceed to a Referendum. It was agreed at the Council meeting of West Lindsey District Council on the 6th December 2016 that the plan should proceed to referendum and, in the outcome of a successful referendum result, it should be 'made' (adopted).

A referendum will be held on 19th January 2017 and assuming a positive outcome, the Plan will be used to help determine future planning applications within the Dunholme Neighbourhood Plan Area. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

West Lindsey District Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

The referendum will meet the requirements of the Localism Act 2011; it was held in the Parish of Dunholme and posed the question:

'Do you want West Lindsey District Council to use the Neighbourhood Plan for Dunholme to help it decide planning applications in the neighbourhood area?'

The outcome of the referendum

Question:		
Do you want West Lindsey District Council to use the Neighbourhood Plan for Dunholme to help it decide planning applications in the neighbourhood area?		
	Votes recorded	Percentage
Number of votes cast in favour of 'yes'	To be updated at the meeting	To be updated at the meeting
Number of votes cast in favour of 'no'	To be updated at the meeting	To be updated at the meeting

West Lindsey District Council has assessed that the plan including its preparation does not breach, and would not otherwise be incompatible, with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

In accordance with the Regulations and the Council's procedure the Dunholme Neighbourhood Development Plan is 'made' and planning applications in the area must be considered against the Dunholme Neighbourhood Development Plan, as well as existing planning policy, such as the West Lindsey Local Plan (2006) and its successors and the National Planning Policy Framework and Guidance

4. Recommendation:

That elected members formally agree to 'make' (adopt) the Dunholme Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.



COUNCIL

Date: 23 January 2017

Subject: Scothern Neighbourhood Plan Adoption

Report by:

Director of Regeneration and Planning

Contact Officer:

Luke Brown
Neighbourhood Plan Officer
Luke.brown@west-lindsey.gov.uk

Purpose / Summary:

To fully 'make' (adopt) the Scothern Neighbourhood Plan.

RECOMMENDATION(S): To make the Scothern Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.

IMPLICATIONS

Legal: This work is a duty under the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Financial : Additional financial contributions are available from DCLG to support Neighbourhood Planning

Staffing: Internal resources in place to deal with Neighbourhood Planning

Equality and Diversity including Human Rights: The Plan has been examined under the Neighbourhood Planning Regulations for any issues relating to equality and diversity.

Risk Assessment : n/a

Climate Related Risks and Opportunities : n/a

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

<https://www.west-lindsey.gov.uk/my-services/planning-and-building/neighbourhood-planning/neighbourhood-plans-being-prepared-in-west-lindsey/scothern-neighbourhood-plan/>

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

X

Key Decision:

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

Yes

No

Neighbourhood Planning

1. Summary

Assuming a positive referendum result on the 19th January 2017, West Lindsey District Council is publicising its decision to 'make' the Scothern Neighbourhood Development Plan part of the West Lindsey Development Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012.

2. Background

Scothern Parish Council, as the qualifying body successfully applied for the town to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force in April 2015. Following the submission of the Scothern Neighbourhood Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed in September 2016.

3. Decision & Reasoning

West Lindsey District Council appointed an independent Examiner; Mr Andrew Ashcroft, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum.

The Examiner's Report concluded that the plan meets the Basic Conditions, and that subject to the modifications proposed in the report and which are set out in the Scothern Neighbourhood Plan Decision Statement December 2016, the plan should proceed to a Referendum. It was agreed at the Council meeting of West Lindsey District Council on the 6th December 2016 that the plan should proceed to referendum and, in the outcome of a successful referendum result, it should be 'made' (adopted).

A referendum will be held on 19th January 2017 and assuming a positive outcome, the Plan will be used to help determine planning applications within Scothern Neighbourhood Plan Area. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

West Lindsey District Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

The referendum will meet the requirements of the Localism Act 2011; it was held in the Parish of Scothern and posed the question:

'Do you want West Lindsey District Council to use the Neighbourhood Plan for Scothern to help it decide planning applications in the neighbourhood area?'

The outcome of the referendum

Question:		
Do you want West Lindsey District Council to use the Neighbourhood Plan for Scothern to help it decide planning applications in the neighbourhood area?		
	Votes recorded	Percentage
Number of votes cast in favour of 'yes'	To be updated at the meeting	To be updated at the meeting
Number of votes cast in favour of 'no'	To be updated at the meeting	To be updated at the meeting

West Lindsey District Council has assessed that the plan including its preparation does not breach, and would not otherwise be incompatible, with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

In accordance with the Regulations and the Council's procedure the Scothern Neighbourhood Development Plan is 'made' and planning applications in the area must be considered against the Scothern Neighbourhood Development Plan, as well as existing planning policy, such as the West Lindsey Local Plan (2006) and its successors and the National Planning Policy Framework and Guidance

4. Recommendation:

That elected members formally agree to 'make' (adopt) the Scothern Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.



Council

23 January 2017

Establishing a Subsidiary Trading Company primarily for operating West Lindsey District Council Building Control Commercial Services

Report by:

Director of Resources

Contact Officer:

Adrian Selby

Head of Strategic Trading and Environmental Services

Email: ady.selby@west-lindsey.gov.uk

Tel 01427 675154

Purpose / Summary:

The purpose of this report is to request establishment of a trading company to support the Council's commercial activities primarily within Building Control.

RECOMMENDATION(S):

- (1) That Council gives approval for a subsidiary company of the Group Holding Company which will be a trading company (the trading arm) primarily for Building Control services to facilitate the return of profits to the Council which can be used to ensure the sustainable delivery of front line services.**
- (2) That Council delegates authority to the Corporate Policy and Resources Committee for approval of annual business plan and accounts as a subsidiary of the Group Holding Company.**
- (3) That Council approves the Shareholder Agreement for the Building Control Company.**

- (4) That Council agrees the nomination of the Chief Executive and Head of Strategic Trading and Environmental Services as Company Directors for the new company.
- (5) That Council agrees the nomination of the S151 Officer, (the Director of Resources) as the Council's Shareholder representative.
- (6) That Council approves delegated authority to be given to the Council's Section 151 Officer and the appointed Director(s) of the new company to agree the format and content of a Resourcing Agreement for the supply of services by the Council.

IMPLICATIONS

Legal:

The Council has the legal power to establish and operate trading companies. These can be wholly owned by West Lindsey District Council in order to enable the Council to take advantage of the powers to trade for profit introduced under the Local Government Act 2003, where opportunities to do so arise and it is appropriate to use the company as a vehicle for the trading activity proposed.

In addition, under the "general power of competence" introduced by Section 1 of the Localism Act 2011 local authorities now have a general power that enables them to do anything that a private individual is entitled to do, subject to certain Statutory limitations.

It should be noted that things done for a commercial purpose even under the Localism Act 2011 must be done through a company.

Financial: FIN/110/17

A business case has been produced (and will be produced) for the proposed Trading Company which will form part of the trading arm. These forecast the potential cost and revenue implications for the Council of developing and operating each specific commercial activity.

The establishment of this trading arm will allow cross boundary trading and there is an immediate opportunity for the building control service.

The costs of specialist advice (legal, taxation) and company incorporation will be met from existing Invest to Earn funds and are expected to be up-to £2k. Any working capital requirements and/or cash flow subsidies will be provided to each company by the Council on commercial terms.

This company will operate as a separate legal and commercial entity and distributable profits will be returned to the Council by way of dividend payments. The Council may also benefit from ownership of these companies by way of payments under a Resourcing Agreement and via interest charges on loans.

Staffing:

The trading arm will represent the commercialisation of existing Council activities and it is anticipated that existing staff will be used to deliver the service.

Equality and Diversity including Human Rights:

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

Risk Assessment:

The development of a trading arm represents a significant step forward for WLDC as it develops a range of commercial activities. Although this course of action presents opportunities, there are a number of potential risks.

In summary, the key risks are:

Failure to comply with legislation or trade *ultra vires* – the Council has engaged commercial support on an interim basis and is also commissioning legal advice (from specialists Bevan Brittan LLP) to guide it through the process of establishing a trading arm.

Possibility of State Aid challenge – Council support for any trading entities will be provided under a Resourcing Agreement and a set of Service Level Agreements that will ensure that market rates are used to set the relevant fees and payments.

Failure to comply with prevailing taxation laws/regulations – specialist advice has been commissioned from KPMG to provide guidance in relation to meeting the requirements in respect of both Corporation Tax and VAT.

Failure to trade successfully – each ‘business’ will be/has been developed using a market driven business plan which identifies and evaluates the market opportunity alongside the commercial and competitive landscape. In addition, the business plans identify relevant performance targets and the indicators for success/failure. Each reports monthly in this respect, as well as holding their own monthly Board meetings to review activity and performance.

Conflict of interest with Council priorities and resources – each business case evaluates the resourcing requirements needed to trade in the context of the Council’s statutory duties. Where a conflict occurs, the business plan will need to support any additional resources that are needed.

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:

Building Control Commercial Services Business Case.

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:

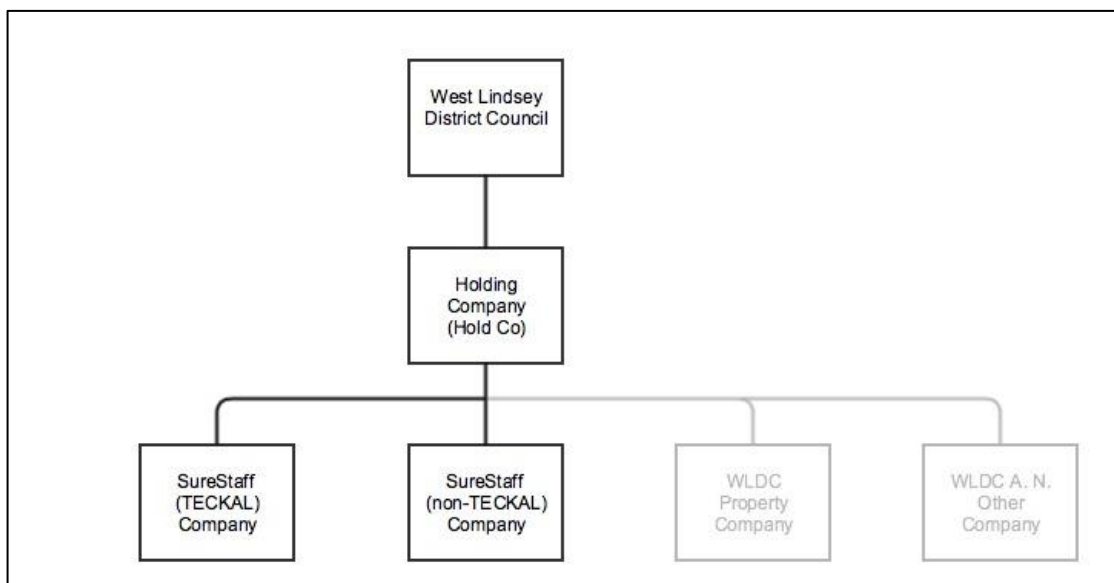
A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Background

- 1.1 West Lindsey District Council is developing a portfolio of commercial propositions based on both existing and new activities. Currently these activities are generating a modest level of income, but there is an ambition to build a number into significant revenue generating operations.
- 1.2 The report was considered by Corporate Policy and Resources Committee on 15th December 2016, the minute from this item can be found at appendix 1.
- 1.3 In order to maximise opportunity and revenue options the Council has already established a trading vehicle (WLDC Trading Ltd) to act as the group holding company across a range of commercial propositions.
- 1.4 As part of that group structure, approval was given to establish a series of companies limited by shares, for operations which have commercial opportunities.
- 1.5 The first of these to be set-up was Surestaff and the diagram below details the proposed structure of the group holding company, beyond this point.



- 1.6 A group structure of this type offers WLDC a number of advantages:
- Assets – usually property and intellectual property - can be ring-fenced to protect against claim if the trading company is subject to litigation.
 - The operation of separate companies for different areas of the business of the company can be helpful if one part of a business is regulated or has a higher risk profile.
 - To allow the operation of employee share schemes which are limited to the business in which the particular employees work.
 - If there is potential to sell the business avoiding some of the legal issues that can arise with a sale of assets.
 - A group company structure can be tax efficient.

2 New Subsidiary Company

- 2.1 The Council is now looking to establish another Company within the structure.
- 2.2 The Building Control Service has a number of commercial opportunities available to it through associated surveying services and additional new energy services. The Council produced and approved a business case for Building Control commercial operations through the Commercial Board. Since that time the Unit has been undertaking relevant training in the energy related services and is now ready to commence service delivery.
- 2.3 As well as already undertaking a small number of commercial services for developers with the district, the Council has been offered a contract of work for Building Control Commercial services outside of the District as part of a big development.
- 2.4 The Building Control Service is able to operate within the district of West Lindsey but to take full advantage of income generation from new services and to operate outside of the boundary, the Council will need to trade through a Subsidiary Trading Company.
- 2.4 As such, the Council is seeking to establish the subsidiary trading company under the Group Holding Company, to take up this opportunity and further opportunities that will emerge.
- 2.5 The costs of specialist advice (legal, taxation) and company incorporation is expected to be up to £2000 and will be met from existing Invest to Earn funds. Any working capital requirements and/or cash flow subsidies will be provided to each company by the Council on commercial terms.

3 Governance

- 3.1 The Council is the sole (100%) member of the Group Holding Company. This company will in turn be the sole member of the subsidiary, thereby creating a "flat" subsidiary structure underneath the holding company.
- The Council will be named as the sole member of the subsidiary, but will exercise its rights (as owner or contract counterpart) through one or more authorised representatives.
- 3.2 The group holding company is established with approved Articles of Association and Shareholder agreement. It is proposed that this subsidiary will be created

through a 'Deed of Adherence'. In essence, this means that any subsidiary companies will be bound by the approved Articles and Shareholder agreement. This does not preclude the Council from establishing other companies or Special Purpose Vehicles outside this structure.

- 3.3 As the sole owner of the Group Holding Company and its subsidiaries, the Council will have ultimately govern the operations of the companies.

The Shareholders Agreement is a legally binding document that sets out the Council's expectations of its companies. The Council must approve the annual business plan and accounts for the Group Holding Company and its subsidiaries. The Shareholder Agreement also details a list of Reserved Matters, issues that must revert to the Council as sole Shareholder, for decision-making.

The Articles of Association set out the purpose and operational requirements of the Group Holding Company and its individual subsidiaries. These govern the way that the individual companies must operate.

- 3.4 Apart from the reserved matters, decisions which the Council (as member) is required to approve under the Companies Act 2006, and any matters which the Council directs a company's board to undertake (or not undertake), the day to day running of each subsidiary will be left to the company directors.

4 Council Appointments

- 4.1 The Council will appoint one or more directors to the subsidiary Board and, depending on the composition, may appoint a majority of directors. Legal advice recommends that the Council's nominated directors should be officers rather than elected members to avoid potential conflicts of interest and given that it is the Council (i.e. all elected members) which is the shareholder and owner.

- 4.2 It is recommended that both the Chief Executive and the Strategic Manager, Trading and Environmental Operations are initially appointed as Company Directors for the new subsidiary, with the intention of transferring sole directorship to the Strategic Manager, Trading and Environmental Operations in the future.

- 4.3 It is recommended that the Council's Section 151 officer, the Director of Resources be nominated as the Council's shareholder representative.

5 Tax Implications

- 5.1 It is proposed that any profits generated by the subsidiary company will be returned to the Council through a dividend payment and will only be distributed in accordance with approved business plans and with Council approval.
- 5.2 It may be necessary to obtain more detailed advice about tax implications for each specific subsidiary. This advice will be commissioned as and when required.

6 Conclusions

- 6.1 The creation of a subsidiary trading company, configured as described above, offers the Council the opportunity to develop a range of commercial activities and to work both within and beyond the district boundary, thereby optimising its financial position in order to help fund front line services.
- 6.2 It is proposed that members (through appropriate committees) approve the establishment of a subsidiary Trading Company for commercial services.

Appendix 1 Minutes from Corporate Policy and Resources Committee 15th December 2016

The Director of Resources reminded Members that a Trading Company group structure had been established some months previously, and this was the first of a number of forthcoming proposals. It was proposed to hold a workshop for Members in the New Year to provide an understanding of how a Trading Company worked.

The Strategic Lead – Customer First described the success of the commercial agenda to date. The Council was now looking to establish the second Company within the structure.

The Building Control Service had a number of commercial opportunities available to it; through associated surveying services and additional new energy services. The Council produced and approved a business case for Building Control commercial operations through the Commercial Board. Since that time the Unit had been undertaking relevant training in the energy related services; and was now ready to commence service delivery.

The Building Control Service was able to operate within the district of West Lindsey but to take full advantage of income generation from new services; and to operate outside of the Boundary, the Council would need to trade through a Subsidiary Trading Company.

Members welcomed the report and the proposals within it, and made suggestions for publicity. It was hoped that the Trading Company would be launched by the end of February and be fully operational for the new financial year in April.

RESOLVED: that

- a) it be recommended to Council that approval be given to a subsidiary company of the Group Holding Company, which will be a trading company (the trading arm) for Building Control services to facilitate the return of profits to the Council which can be used to ensure the sustainable delivery of front line services;
- b) it be recommended to Council to delegate authority to the Committee for approval of annual business plan and accounts as a subsidiary of the Group Holding Company;

- c) it be recommended to Council that it approves the Shareholder Agreement for the Building Control Company;
- d) the Articles of Association for the new company, as previously approved for the Group Holding Company and its subsidiaries, be accepted;
- e) it be recommended to Council the nomination of the Chief Executive as Company Director for the new company;
- f) it be recommended to Council the nomination of the S151 Officer, (the Director of Resources) as the Council's Shareholder representative; and
- g) authority be delegated to the Council's Section 151 Officer and the appointed Director of the new company to agree the format and content of a Resourcing Agreement for the supply of services by the Council.



Council

23 January 2017

Subject: Local Council Tax Support 2017/18

Report by:

Director of Resources

Contact Officer:

Alison McCulloch
Revenues Team Manager
01427 676508
Alison.mcculloch@west-lindsey.gov.uk

Purpose / Summary:

For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 2017/18.

RECOMMENDATION(S): That the Council;

Agrees Option 1 as the preference for the Local Council Tax Support Scheme for West Lindsey District Council for 2017/18 as recommended by Corporate Policy and Resources Committee on 15 December 2016.

IMPLICATIONS

Legal:

The Council has to determine a local scheme for council tax reduction by 31 January 2017.

Financial : FIN/85/17

- To comply with the Council budget guiding principles, a scheme has to be designed that aims to fit the level of available government grant. It would be desirable to keep some level of contingency to deal with future caseload changes.
- The scheme that is chosen by the Council will need to be monitored to ensure the level of council tax collection remains comparable with that of recent years.
- Government funding will be fixed in advance for the year which means that the Council will bear the risk of claims being different to budgeted levels in-year. It is not clear how funding will be determined in the medium term but unless future funding is linked to demand levels the Council will also bear the risk of changes in the numbers of claims due to the economic climate. In theory fixed-funding could also benefit the Council if claims reduce. Now that funding for Local Council Tax Support has been rolled in the Revenue Support Grant it will not be possible to identify the funding which directly relates to this area of funding.

Staffing :

If, as suggested, no changes are made to the council tax support scheme from last year this should now be embedded with staff.

Equality and Diversity including Human Rights : N/A**Risk Assessment :**

- a. If Council Tax Support caseloads rise or fall then WLDC and the other major precepting authorities will have to absorb those expenditure variations through the Collection Fund. It is therefore vital that the financial implications of the scheme decisions made are realistic in terms of bridging the funding gap.
- b. If there is a downturn in the local economy, or where there has been major redundancies if a major company ceases trading, Council Tax Support caseloads could rise significantly.
- c. Each Council must approve their local Council Tax Support scheme by 31st January otherwise a default scheme similar to the current Council Tax Benefit scheme will be imposed which will cause funding gaps between the amount of grant received and the amount of council tax support entitlement.
- d. The amount of council tax support awarded last year was over £6 million but forecasts indicate this will be slightly lower this year. Whilst this is not a budget saving it will contribute towards the £2.4 million we need to save by 2020.

Climate Related Risks and Opportunities :

None arising from this report.

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

Local Government Finance Act 2012

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

Council Tax Benefit was a national scheme providing means-tested financial help to households to pay their Council Tax liability, this was abolished on 31 March 2013 and every Local Authority was tasked with designing a local scheme of financial support to replace Council Tax Benefit.

West Lindsey District Council consulted with the residents of the district and the precepting authorities and adopted a local scheme approved by full Council in January 2013, this scheme was re-adopted for 2014/15 and for 2015/16 and, following further consultations in 2015, minor amendments to the scheme were agreed for 2016/17.

When Council Tax Benefit was abolished the Government provided a 'default scheme' for council to use if they did not devise their own local scheme, the WLDC Local Council Tax Support Scheme adopted on 1 April 2013 was based on the 'default' scheme with some changes being made to the entitlement for working age households.

Minor amendments to the scheme were implemented last year and data available shows that it has been effective and that the collection rate for Council Tax Support claimants last year was just over 72%.

In view of this it would therefore seem appropriate to continue to embed the current scheme with both staff and council tax support claimants for at least a further year taking this scheme through to 2018.

1. Background

- 1.1 The Local Government Finance Act 2012 replaced Council Tax Benefit with a Council Tax support scheme. Unlike Council Tax Benefit (CTB) which is set by Central Government, the new Council Tax support scheme must be defined by individual Local Authorities (albeit with much central prescription).
- 1.2 Pensioners are protected by Government which means 'local schemes' must give the same level of assistance to pensioners. West Lindsey District Council also made the decision since 2013/14 to protect those in receipt of a War Pension and those claimants receiving a Disability Benefit and the proposal is not to change this decision.

2. Options

There are 3 options for consideration for the 2017/18 scheme and appendix A details the cost savings in full and to each precepting authority.

2.1 Option 1

To make no change to the current scheme, adapted from the scheme applied to people of pension age, for another 12 months but to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual up-ratings.

Costs/Savings

Increase the non-dependent deductions (up-rating) as detailed below:

£11.45 to £11.50

£9.56 to £9.65

£7.58 to £7.65

£3.77 to £3.80

This would provide a small saving to West Lindsey District Council of £45.

Advantages	Disadvantages
There has been a slight reduction in the number of households claiming LCTS which has reduced the costs of the scheme. In September 2015 we had 7,279 claimants and in September 2016 there were 7,129 claimants.	Very small saving to the council

Collection rates are being maintained under the current scheme.	
This option ensures the LCTS rules stay consistent with the DWP rules which avoids confusion for claimants.	

2.2 Option 2

To make no changes to the current scheme for 2017/18 ie: do not apply the up-rate household allowances and deductions

Costs/Savings

There would be no direct saving to the council under this option.

Advantages	Disadvantages
	The Council would have three sets of rules to apply for families applying for financial help, this would cause confusion for the claimants, will lead to increased modification to IT and training for the Benefits Team and an additional set of regulations.

2.3 Option 3

To reduce the cap on liability from 90% to 80%.

Costs/Savings

This would provide a total saving to West Lindsey District Council of £22,330 if all the council tax were to be paid. However based on a collection rate of 20% it would only equate to a total saving of £4,466.

Advantages	Disadvantages
This option would provide the greatest saving to WLDC.	
	It is unlikely that council tax support claimants will be able to afford to pay 20% of the council tax which is approximately £330 per annum on a Band D property.
	There is a risk that the overall collection rate will reduce as a less

	generous local council tax support scheme could put pressure on general collection rates which outweighs the savings from the benefit reductions.
	This option may be in conflict to the council's vision of West Lindsey being a place where people want to live, work, invest and visit as its reputation could suffer if a considerably less generous scheme was adopted.

3. Recommendations

It is recommended that the Members consider the three options and agree Option 1 being to adopt the scheme based on the 2016/17 scheme with adjustments to include any new legislation affecting the default/pension age scheme and the updated non-dependent deductions, applicable amounts and allowances as per the Department for Works and Pensions annual 'Up-ratings'.

It is also recommended to undertake a fundamental review of the scheme during 2017/18 to determine whether it has met the financial aims and requirements of this authority and its major preceptors.

4. Local Council Tax Support Scheme 2017/18

It is recognised that whatever decision is reached this would only be a scheme for 2017/18. A review of the scheme is undertaken annually when more knowledge of the impact of that year's scheme and collection rates are available. Monitoring will also take place to analyse the impact and any unintended consequences it has had on council taxpayers and benefit recipients.

Appendix A – Options Calculation Table

	Total Cost	LCC – 75%	WLDC-12.5%	LPA -12.5%	Total
Total cost of 2015/16 LCTS scheme	£6,110,448	£4,582,836	£ 763,806	£ 763,806	£6,110,448
Total cost of 2016/17 LCTS scheme before any changes are implemented	£6,019,306	£4,514,480	£ 752,413	£ 752,413	£6,019,306
Total saving	£ 91,142	£ 68,356	£ 11,393	£ 11,393	£ 91,142

Possible Options		Total Saving	LCC - 75% Saving	WLDC – 12.5% saving	LPA – 12.5% saving	Total
Total annual cost before charges	£6,019,306					
Change Non Dependent Deductions	£6,018,943	£ 363	£273	£45	£45	£ 363
£11.45 to £11.50						
£9.56 to £9.65						
£7.58 to £7.65						
£3.77 to £3.80						
Change liability from 90% to 80%	£5,840,662	£178,644	£133,984	£22,330	£22,330	£178,644
Change liability from 90% to 85%	£5,929,874	£ 89,432	£ 67,074	£11,179	£11,179	£ 89,432
Restrict to Band D	£6,015,497	£ 3,809	£ 2,857	£ 476	£ 476	£ 3,809
Restrict to Band C	£6,012,476	£ 6,830	£ 5,122	£ 854	£ 854	£ 6,830

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Council

23 January 2017

MEMBERS' ALLOWANCES FOR CIVIC YEAR 2017-18

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson
Monitoring Officer
01427 676509
Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

To review and agree the Recommendations made by the Independent Remuneration Panel with regard to members allowances for 2017-2018 civic year.

RECOMMENDATION(S):

That Members approve the new rates as shown within this Report (page 4), with regard to Members' Allowances for the Civic Year 2017 – 2018 by

- a) Agreeing to the increase of £120 p/a for the Basic Allowance
- b) Agree the proposed changes to SRAs
- c) Agree to restore parity between the Deputy Leader and the Leader of the Opposition.

IMPLICATIONS

Legal: None

Financial : FIN/113/17
The proposed increase will result in an additional budget requirement of £6,653 which will be built into the 2017/18 base budget and Medium Term Financial Plan.

Staffing :None

Equality and Diversity including Human Rights : None

Risk Assessment : None

Climate Related Risks and Opportunities :None

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. Background

- 1.1 West Lindsey District Council's Independent Remuneration Panel (IRP), has carried out a review of the Council's Scheme of Members' Allowances.
- 1.2 To inform the review, the Panel has considered a number of factors, including figures paid by neighbouring and comparative authorities. Details of these are attached at Appendix 2. The evidence reviewed by the Panel indicates that the current Scheme of Allowances is robust and there is general agreement that, the Scheme is transparent, simple to administer and easily understood.
- 1.3 The Panel also received details of the Council's budget situation from the Strategic Lead for Democracy and Business Support.
- 1.4 The Panel consulted with all Members providing the opportunity to comment via email with a Questionnaire; and also offered appointments to meet with the Panel. Members of the Governance & Audit Committee were also consulted on 8 November 2016.
- 1.5 On 13 September 2016, five Members met with the Panel to give their views. All comments made by the Members during the discussions and also completed Questionnaires received, have been taken into account by the Panel when arriving at their final recommendations in this Report.
- 1.6 Whilst mindful of the need for caution in increasing allowances, the Panel are well aware of the dangers of remuneration failing to adequately compensate for the role. The Panel felt that they must also consider the pay rises for staff in order to avoid any feeling on inequality. The Panel recommend an increase of £120 p/a to the basic allowance – making this £5,400 p/a.
- 1.7 The review highlighted a disparity in remuneration between the Deputy Leader of Council and the Leader of the Opposition. The Panel recommend to Council to both restore and maintain parity with the Deputy Leader of Council SRA and to this end, advise an increase in the SRA for the Leader of the Opposition.
- 1.8 The Panel recommend the increases as appearing on page 4, (table on Appendix 1 gives further detail).
- 1.9 The Panel would like to record its thanks to those Members and Officers who made themselves available to talk to the Panel.

2 Panel Recommendations

2.1 Basic Allowance

The Panel were firmly of the view that a £120 p/a increase in Basic Allowance was totally justifiable. The recommended rate is therefore £5400.00 for the year 2017/18

2.2 SRA – Special Responsibility Allowances – Recommended rates

		New Rate	Currently
A	Basic Allowance	£5,400	£5,280
B	SRA - Leader of Council	£12,000	£11,747
C	SRA – Deputy Leader/s (in the event of two or more being nominated, the payment to be shared)	£4,350	£4,237
D	SRA -Chair of Council	£3,840	£3,737
E	SRA – Vice-Chair of Council	£1,320	£1,282
F	Civic Allowance for the Chairman of Council	£1,550	£1,500
G	Civic Allowance for the Vice-Chairman of Council	£420	£400
H	SRA – Committee Chairs	£3,000	£2,919
I	SRA – Committee Vice-Chairs	£1,420	£1,382
J	SRA – Chair of Taxi & General Sub-Committee	£1,320	£1,282
K	SRA – Leader of the Opposition (in the event of the Council being a ‘hung’ Council, the Leaders of the two largest groups be paid	£4,350	£3,737

the same special responsibility allowance as for the Leader of the Opposition)

L	SRA – Deputy Leader of the Opposition	£790	£769
M	SRA – Minority Group Leaders (per group member, and including the Group Leader)	£90	£85
N	Co-optees' Allowance – A payment of £60.00 for the first four hours of attendance at a meeting/event and a second payment for attendance in excess of four hours. The first four hours would commence from the start time of the meeting (To be paid when not chairing a meeting).	£60	£50

No change to the allowances for Dependent Carers or travel allowances. The Panel noted and commented that travel allowances are currently in line with the tax efficient rate authorised by the Inland Revenue.

Subsistence – No change (Receipts must be provided for subsistence claimed and attached to the claim form).

- a. Absence of more than four hours but no more than eight hours – only the cost of one meal can be reimbursed up to a maximum of £15.
- b. Absence of more than eight hours but no more than 12 hours – only the cost of two meals can be reimbursed up to a maximum of £25.
- c. Absence of more than 12 hours but no more than 16 hours – only the cost of three meals can be reimbursed up to a maximum of £33.
- d. Absence of more than 16 hours but not including an overnight stay – only the cost of four meals can be reimbursed up to a maximum of £40.
- e. Overnight – No Change – £83
- f. Overnight (London or LGA) – No Change – £208

**SRA – Special Responsibility Allowances
Recommended SRAs for Civic Year 2017/2018**

	Currently £	Recommended Increase per annum £	Equating to a weekly amount of: £
Basic allowance per Member	5280	120	2.31
Leader of Council	11747	253	4.87
Deputy Leader of Council	4237	113	2.17
Chair of Council	3737	103	1.98
Vice Chair of Council	1282	38	0.73
Civic Allowance for Chairman of Council	1500	50	0.96
Civic Allowance for Vice Chairman of Council	400	20	0.38
Committee Chairs	2919	81	1.56
Committee Vice Chairs	1382	38	0.73
Chair Taxi & General Sub	1282	38	0.73
Leader of Opposition	3737	613	11.79
Deputy Leader of Opposition	769	21	0.40
Minority Group Leaders (per group Member including the Group Leader)	85	5	0.096
Governance & Audit Independent Members	50	10	0.19
Co-optee Allowance per meeting	50	10	0.19

Comparison with other 4th Option Authorities

	WLDC	Craven	Tandridge	Corby	Melton Mowbray	East Cambs	Runnymede	Sth Derbys
Basic	5280	4300	4068	4160	4617	4219	3215	5982
Leader	11747	8170	2885	12480	12283	5088	6430	17940
Dep Leader	4237	4300	1443	6240	3464	1697	1608	9860
Ch Planning	2919	2150	2885	2080	3464	2543	5626	8960
VC Planning	1382		1443	Nil	1156	1271	3751	2240
Ch OSP	2919		2885	2080	3464	2543	3215	8960
VC OSP	1382		1443	Nil	1156	636	1608	2240
Ch Licensing	2919			2080	3464	1727	3215	2240
VC Licensing	1382			Nil	1156	431	1608	
Ch Audit	2919		2885	2080	3464	2543	1061	
VC Audit	1382		1443	Nil	1156	636	402	
Chair Council	3737	3440	2885			3595	3215 Mayor	
VC Council	1282	430	1443			961	1608 Dep M	
Civic Chair Council	1500							
Civic VC Council	400							
Leader of Oppo	3737			2080		1697	2152	
Dep Leader Oppo	769							
Co-optees	50 per mtg				462 pa	250 pa	402 pa	1116 pa
Comments	2016	Still 2015 figures, but under review	May 2016	July 2015	Oct 2015	Jan 2016	Apl 2016	Still 2012/13 figures

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Council

Date 23 January 2017

**Subject: Collection Fund – Council Tax Surplus & Council Tax Base
2017/18**

Report by:	Director of Resources (S151)
Contact Officer:	Tracey Bircumshaw- Financial Services Manager 01427 676560
Purpose / Summary:	<p>As recommended by the Corporate Policy and Resources Committee, the report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2017 and how it is shared amongst the constituent precepting bodies.</p> <p>It also sets out the Council tax base calculation for 2017/18. The tax base is a key component in calculating both the budget requirement and the council tax charge</p>

RECOMMENDATION(S):

- 1) That Members accept that the estimated surplus of £218,896 be declared as accruing in the Council's Collection Fund at 31 March 2017 relating to an estimated Council Tax surplus.**
- 2) That the Council uses its element of the Collection Fund surplus/deficit in calculating the level of Council Tax in 2017/18.**
- 3) That the calculations of the Council's tax base for 2017/18 as set out in Appendix A be approved, and that in accordance with the Local Authorities' (Calculation of Council Tax Base) Regulations 1993 (as amended), the tax base for each part of the Authority's area shall be as set out in Appendix B.**

IMPLICATIONS

Legal: It is a requirement under the Local Government Finance Act 1992 that the Council calculates the tax base for council tax purposes. This must be done before 15 January prior to the financial year to which the tax base relates. It is also a requirement that the resolution determining the calculation be notified to the County Council between 1 December 2016 and 31 January 2017.

It is a requirement under the Local Government Finance Act 1992 that any estimated surplus on the previous year's Collection Fund shall be shared amongst the major precepting bodies.

Financial : FIN/104/17

The estimated surplus in respect of the surplus in Council tax totals £1,254,000 to be shared as follows:-

Lincolnshire County Council £979,960

Police and Crime Commissioner, Lincolnshire £ 175,026

West Lindsey District Council £ 218,896

West Lindsey District Council will include its surplus and deficit shares within its budget 2017/18 and take into account for Council Tax setting. The surplus share of £218,896 represents an increase of £16,813 against the 2016/17 budgeted surplus of £202,083.

Staffing : None directly arising as a result of this report

Equality and Diversity including Human Rights: None directly arising as a result of this report.

Risk Assessment: The Council is bound by legislation undertake the necessary work to determine the Council Tax Base and to distribute the estimated surplus on the Collection Fund. Failure to do so would mean that the Council would be acting illegally and would be prone to appropriate sanctions.

Climate Related Risks and Opportunities: None arising as a result of this report.

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

Collection Fund Surplus for 2017/18

1 Introduction

- 1.1 The Council is required to declare an estimate of the surplus or deficit that will occur on the Collection Fund at the end of each year. The Collection Fund records the amount of income collected from Council Tax, together with precept payments to principal authorities. These elements will generate a surplus or a deficit which should be taken into account when determining the Council Tax for the following year.
- 1.2 Any surplus or deficit generated through the Collection fund in relation to Council Tax is shared between the County Council, the Lincolnshire Police Authority and this Council in the same proportion as the amount of their precepts for 2016/17.
- 1.3 A surplus or deficit may occur in the Collection Fund if the Council tax base is larger or smaller than originally anticipated or collection rates are higher or lower than expected.

2 Estimated Council Tax Surplus for 2017/18

- 2.1 The amount calculated as available from the Collection Fund for distribution during 2017/18 has been calculated as £1,373,882
- 2.2 This amount will be shared amongst the precepting authorities as follows:

	£
Lincolnshire County Council	979,960
Police and Crime Commissioner	175,026
West Lindsey District Council	218,896

	£1,373,882

- 2.3 This Council must take the £218,896 into account when it sets its element of the Council Tax for 2017/18.

3 The Council's Tax base for 2017/18

- 3.1 The tax base is an important factor in determining the level of Council Tax for the next year. It is expressed as the equivalent of the number of dwellings in Band D.
- 3.2 The calculation takes into account the following factors:-
 - 3.2.1 The number of chargeable dwellings in each valuation band in each Parish on 30 November 2016.
 - 3.2.2 The number of discounts available to single and other eligible persons and for vacant dwellings.

- 3.2.3 The number of premiums effective at the relevant date.
- 3.2.4 The number of valuation band reductions for dwellings adapted for the disabled.
- 3.2.5 The number of dwellings exempt from liability.
- 3.2.6 The total amount estimated to be applied for the Council Tax Support Scheme.
- 3.2.7 The estimated amount of Council Tax collection in the financial year.
- 3.2.7 The proportion which dwellings in each band bear to Band D, on a full year basis.
- 3.3 The Council Tax Support scheme was introduced in April 2013 enabling actual information to be used as a basis for the estimation in calculating the impact of the reductions on the tax base. These are detailed within Appendix A.
- 3.4 The number of chargeable dwellings in each valuation band has been taken from the valuation list supplied by the Valuation Office on 31 October 2016 and updated by the Council tax department on 30 November 2016. A summary of the calculation and adjustments taken into account is shown at Appendix A. The overall tax base for 2017/18 is estimated to be 28,959.46 (28,878.71 2016/17) (total of parishes below) Band D properties.
- 3.5 The number of properties exempt from Council Tax, including Ministry of Defence buildings, has been deducted from the initial tax base. Direct payments in lieu are received from the Ministry of Defence and these are included later in the tax base calculation.
- 3.6 A loss of collection from Council Tax equal to 98.3% has been taken into account, reflecting current levels of collection and assumed collection rates for the changes proposed.
- 3.7 The Council levies additional amounts for the precepts of Local Councils, and separate tax bases are required for those areas. These are shown at Appendix B.

Appendix A

COUNCIL TAX BASE

Band	Z	A	B	C	D	E	F	G	H	TOTAL
Number of dwellings	0.00	15,943.00	7,971.00	7,570.00	5,679.00	3,382.00	1,413.00	511.00	66.00	42,535.00
Exempt properties	0.00	(362.00)	(136.00)	(92.00)	(39.00)	(11.00)	(10.00)	0.00	(6.00)	(656.00)
No of Chargeable dwellings	0.00	15,581.00	7,835.00	7,478.00	5,640.00	3,371.00	1,403.00	511.00	60.00	41,879.00
Disablement relief	20.00	15.00	23.00	(16.00)	(11.00)	(15.00)	(8.00)	3.00	(11.00)	0.00
Adjusted Chargeable dwellings	20.00	15,596.00	7,858.00	7,462.00	5,629.00	3,356.00	1,395.00	514.00	49.00	41,879.00
Discounts on relevant day	(1.75)	(1,894.90)	(683.55)	(511.70)	(283.50)	(133.65)	(56.30)	(25.80)	(4.60)	(3,595.75)
Premiums	0.00	67.00	11.00	11.50	4.50	4.00	0.50	2.00	0.50	101.00
Total Discounts	(1.75)	(1,827.90)	(672.55)	(500.20)	(279.00)	(129.65)	(55.80)	(23.80)	(4.10)	(3,494.75)
Adjusted Total Dwellings	18.25	13,768.10	7,185.45	6,961.80	5,350.00	3,226.35	1,339.20	490.20	44.90	38,384.25
Reduction in tax base due to CTS	5.63	3,908.56	722.36	399.05	131.70	67.06	17.72	4.63	0.00	5,256.71
Equivalent after reduction due to CTS	12.62	9,859.54	6,463.09	6,562.75	5,218.30	3,159.29	1,321.48	485.57	44.90	33,127.54
Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
	5.00	6.00	7.00	8.00	9.00	11.00	13.00	15.00	18.00	
Total No of Band D equivalents	7.03	6,575.00	5,028.00	5,834.00	5,218.80	3,861.93	1,909.49	809.33	89.80	29,333.38
Band D contributions in lieu (MOD)	0	46	36.96	32.89	5.5	0	1.4	0	2	124.75
	7.03	6,621.00	5,064.96	5,866.89	5,224.30	3,861.93	1,910.89	809.33	91.80	29,458.13
Adjusted for Collection rate 98.3%**	6.91	6,509.23	4,979.48	5,767.71	5,135.58	3,796.28	1,878.43	795.57	90.27	28,959.46

* The total number of Band D equivalents has been calculated at a parish level.

** Total No Band D Equivalent x Collection Rate + Band D contributions in Lieu.

Parish Tax Base

Parish	2017/18 Tax Base
Aisthorpe	37.34
Bardney - Apley - Stainfield	684.70
Bigby	133.71
Bishop Norton	124.71
Blyborough	31.92
Blyton	365.46
Brampton	33.11
Brattleby	51.57
Broadholme	38.20
Brocklesby	34.03
Brookenby	158.52
Broxholme	30.49
Bullington	11.20
Burton	393.63
Buslingthorpe	21.02
Cabourne	26.97
Caenby	26.69
Caistor	907.84
Cammeringham	48.02
Cherry Willingham	1,296.20
Claxby	66.67
Corringham	164.32
Dunholme	684.46
East Ferry	39.41
East Stockwith	68.20
Faldingworth	162.15
Fenton	134.55
Fillingham	82.70
Fiskerton	362.43
Friesthorpe	10.81
Fulnetby	4.81
Gainsborough	4,472.31
Glentham	164.62
Glentworth	112.29
Golto	25.20
Grange de Lings	10.56
Grasby	188.22
Grayingham	57.62
Great Limber	83.37
Greetwell	292.81
Hackthorn - Cold Hanworth	80.04
Hardwick	16.33
Harpswell	21.89
Heapham	42.12
Hemswell	111.51

Parish	2017/18 Tax Base
Hemswell Cliff	159.71
Holton Beckering	40.25
Holton le Moor	63.37
Ingham	312.55
Keelby	669.09
Kettlethorpe	162.48
Kexby	117.26
Kirmond le Mire	12.92
Knaith	119.15
Langworth - Barlings - Newball	201.45
Laughton	150.07
Lea	377.40
Legsby	77.57
Linwood	36.97
Lissington	50.27
Market Rasen	1,201.37
Marion - Gate Burton	240.25
Middle Rasen	702.88
Morton	422.47
Nettleham	1,352.59
Nettleton	226.75
Newton-On-Trent	136.89
Normanby-By-Spital	139.89
Normanby le Wold	19.56
North Carlton	71.25
North Kelsey	341.47
North Willingham	48.39
Northorpe	46.95
Osgodby	202.34
Owersby	89.67
Owmy-By-Spital	104.67
Pilham	27.47
Rand	16.78
Reepham	338.43
Riby	44.76
Riseholme	109.90
Rothwell	62.11
Saxby	16.14
Saxilby - Ingleby	1,326.34
Scampton	354.06
Scothern	311.76
Scotter	1,131.97
Scotton	213.92
Searby cum Owmy	78.86
Sixhills	15.73

Parish	2017/18 Tax Base
Snarford	17.30
Snelland	32.82
Snitterby	91.65
Somerby	23.15
South Carlton	37.42
South Kelsey	205.40
Spidlington	85.37
Springthorpe	54.64
Stainton le Vale	33.81
Stow	116.13
Sturton-By-Stow	482.11
Sudbrooke	695.73
Swallow	94.90
Swinhope	47.13
Tealby	263.98
Thonock	9.76
Thoresway	36.44
Thorganby	12.88
Thorpe le Fallows	6.11
Toft Newton	125.12
Torksey	279.42
Upton	159.63
Waddingham	204.98
Walesby	106.90
Walkerith	26.71
Welton	1,400.27
West Firsby	11.50
West Rasen	33.04
Wickenby	80.09
Wildsworth	27.13
Willingham	192.85
Willoughton	104.23
Total	28,959.46