

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

This meeting will be held via MS Teams and streamed live to our website
(address below)

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 via MS Teams at <https://west-lindsey.public-i.tv/core/portal/home>, , on **Monday, 7th September, 2020 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. REGISTER OF ATTENDANCE
2. MINUTES OF THE PREVIOUS MEETING
To confirm as a correct record the Minutes of the previous meeting held on 29 June 2020.
(PAGES 3 - 19)
3. 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.
4. MATTERS ARISING
(PAGES 20 - 21)
5. ANNOUNCEMENTS
 - i) Chairman of Council
 - ii) Leader of the Council
 - iii) Chief Executive

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

Large Clear Print: Braille: Audio: Native Language

6. PUBLIC QUESTION TIME
Any questions submitted under the Public Question Time Scheme will be published once the deadline for submissions has expired.

7. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9
Any questions submitted pursuant to Council Procedure Rule No.9 will be published once the deadline for submissions has expired.

8. MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10
There have been no Motions pursuant to Council Procedure Rule No.10 submitted to this meeting.

9. REPORTS FOR DETERMINATION
 - a. Annual Treasury Report 2019-20
(PAGES 22 - 37)

 - b. New Fee for Community Defibrillator Scheme
(PAGES 38 - 50)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Thursday, 27 August 2020

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

Large Clear Print: Braille: Audio: Native Language

WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the <https://west-lindsey.public-i.tv/core/portal/home> on 29 June 2020 at 7.00 pm.

Present: Councillor Steve England (Chairman)

Councillor Owen Bierley	Councillor Matthew Boles
Councillor Mrs Jackie Brockway	Councillor Stephen Bunney
Councillor Liz Clews	Councillor David Cotton
Councillor Mrs Tracey Coulson	Councillor Christopher Darcel
Councillor Timothy Davies	Councillor Michael Devine
Councillor David Dobbie	Councillor Jane Ellis
Councillor Ian Fleetwood	Councillor Mrs Caralyne Grimble
Councillor Cherie Hill	Councillor Paul Howitt-Cowan
Councillor Giles McNeill	Councillor John McNeill
Councillor Mrs Jessie Milne	Councillor Keith Panter
Councillor Roger Patterson	Councillor Mrs Judy Rainsforth
Councillor Tom Regis	Councillor Mrs Diana Rodgers
Councillor Mrs Lesley Rollings	Councillor Mrs Mandy Snee
Councillor Jeff Summers	Councillor Robert Waller
Councillor Mrs Anne Welburn	Councillor Mrs Angela White
Councillor Trevor Young	

In Attendance:

Ian Knowles	Chief Executive
Alan Robinson	Director of Corporate Services and Monitoring Officer
Andy Gray	Housing and Enforcement Manager
Sally Grindrod-Smith	Assistant Director of Planning and Regeneration
Ady Selby	Assistant Director of Commercial and Operational Services
James O'Shaughnessy	Corporate Policy Manager & Deputy Monitoring Officer
Ele Snow	Democratic and Civic Officer
Katie Storr	Senior Democratic & Civic Officer
James Welbourn	Democratic and Civic Officer

Apologies

Councillor Mrs Angela Lawrence
Councillor Jim Snee

1 WELCOMES, INTRODUCTIONS AND REFLECTIONS FOR COUNCILLOR LEWIS STRANGE

The Chairman opened the meeting and welcomed all present to the first virtual meeting of Full Council.

Since Council had last met, Council had lost one of its most valued members, a Member who served for over 19 years and was a stalwart across the Chamber floor, Councillor Charles Lewis Strange.

The Chairman paid his own personal tribute to Councillor Strange whom on a personal level he considered a friend who could always be relied upon for guidance and support, he was kindness itself.

The Chairman asked all colleagues present to join him in a minute's silent reflection for this wonderful gentleman, following which a number of Members paid their own personal tributes to Councillor Strange, including the Leader of the Council, the Leader of the Opposition, Members from all political persuasions and those who had known him for a "lifetime". Fond words and fond memories were shared and all who knew him would sorely miss Councillor Strange.

The Monitoring Officer was requested to undertake the formal roll-call to confirm all Members were in attendance.

Before the roll-call commenced, the Opposition Leader made reference to a recent article in the Market Rasen mail and questioned the source of the story and what safeguards the Monitoring Officer could put in place to protect Members from abuse whilst in their homes.

In responding, it was noted that, whilst not recommended for transparency purposes, Members were permitted to turn off their camera whilst in a meeting.

The roll-call was undertaken.

2 MINUTES OF THE PREVIOUS MEETING

a) Minutes of the Meeting of Full Council held on 2 March 2020

Opposition Members questioned statements contained in the Leaders' Announcements on Page 17 and 18 respectively. The Leader confirmed these statements were accurate at the time they were made.

Following further similar comments, a Point of Order was raised regarding the purpose of minutes, this being to confirm their accuracy as a record rather than to debate their contents.

Whilst accepting this fact several Members indicated they would be voting against the minutes.

RESOLVED that the Minutes of the Meeting of Full Council held on 2 March 2020 be confirmed and signed as a correct record.

Following the vote a Member raised a Point of Information, challenging those Members who had voted against the minutes and reminding the meeting again of the purpose of the minutes. General challenge was offered around Members conduct. In response, a Councillor re-stated his position and his right to do so.

3 MEMBERS' DECLARATIONS OF INTEREST

Councillor David Cotton declared a personal interest in relation to agenda item 9 (c) (Appointments to Vacancies on Sub-Committees Boards and Other Bodies) and its reference to Crematorium Working Group due to him undertaking funeral services as part of his role within the church.

4 MATTERS ARISING

The Chairman introduced the report advising Members that the report would be taken "as read" unless Members' had any questions.

With no questions posed and with no requirement for a vote, the Matters Arising were **DULY NOTED**.

5 ANNOUNCEMENTS

Chairman

The Chairman started his announcements by paying his own tribute, and he was sure, and that of all Members, to the Officers, who through the last difficult months had ensured the council retained the highest level of service to the people of West Lindsey.

The Chairman also acknowledged the difficulties many staff would have faced working from home whilst juggling family concerns and commitments, like many across the country and thanked them for rising to the challenge. He highly commended those Officers whom had been re-deployed to ensure essential services had maximum capacity.

A number of events the Chairman had had the pleasure in attending, on behalf of the Council, prior to the Lockdown, were shared with Members these had included: -

The well attended launch of the West Lindsey Good Cause Lottery Launch at Hemswell Court on 3 March;

Civic functions hosted by both North Lincolnshire Council and Market Rasen Town Council on 6 and 8 March respectively

The opening of the welding and fabrication suite at Gainsborough College on 13 March where it had been a pleasure to accompany Sir Edward Leigh to the event.

And finally attendance at the Market Rasen Races Family Day Event partly sponsored by West Lindsey District Council on 15 March.

The Lockdown had seen a number of the Chairman's own events cancelled most notably the Annual Community Awards and his much anticipated Charity concert. It was hoped both events could be re-arranged once Government advice allowed.

Lockdown had brought with it the opportunity to experience some events on a virtual platform for the first time, such as the Lincolnshire Show and the Mayflower 400. Whilst the

experience had been different nothing could quite beat the atmosphere of the real thing!

Leader

The Leader addressed Council and updated the Chamber in respect of the following matters: -

It had been several weeks since Council had last met and the Leader was hopeful it would not be long before we could meet again at the Guildhall. He understood from the Secretary of State, the Rt Hon Robert Jenrick MP, that Government advice would soon be available to help facilitate this.

When last addressing Council the Leader had hoped that that LGA Peer Review would have been discussed and published, he apologised that this had not been feasible owing to the Covid 19 pandemic. He remained committed to the outcome of the report and hoped to be able to complete this by the Autumn of this year.

The Leader spoke of how tremendously proud he had been of the Council Officers over the past 3 months as they had played their part in providing the civil response to the national emergency.

Thirty seven members of staff had been re-deployed from their regular duties to new roles supporting the work related to Covid 19; and many others have remained in their posts albeit the vast majority of them working from home continuing to provide the public services local residents relied on. Meanwhile, the refuse collection teams had been out collecting an additional 100 tons of household waste every week – which was an increase of about a quarter. He, like many he was sure, was enormously grateful to all of them.

As mentioned by the Chairman, the Leader had had the pleasure of attending the Love Market Rasen Race Day, in partnership with Market Rasen Town Council. It was a great opportunity to celebrate all that was wonderful about the local community whilst joining in the excitement and thrills of a day at the races. Due to Covid 19 all horse racing fixtures across the country had been cancelled until the end of August. Whilst meets had been taking place behind closed doors, he hoped it would not be long before the race course is open to the public again.

The Leader had also attended the online opening of Lieden 400, which was one of the partnership events related to the Authority's own Mayflower 400 celebrations. He had been tremendously impressed with the virtual tours of the Dutch city and considered there may be some ideas that could be useful to the Council's own plans for the future.

Most recently, only the previous week, the Leader had enjoyed attending the Lincolnshire Show online. He was confident that we would be able to return to a more normal county show experience next year, and was pleased with the Authority's efforts to provide a virtual pavilion in a very short timescale, given that the Communications team had been heavily involved in the Local Resilience Forum "Warn and Inform" cell.

At the end of March, the Leader had his first, and what had now become a regular fixture, video teleconference with the Ministerial team at the Ministry of Housing, Communities and

Local Government, about the Covid 19 pandemic. These had been a very useful forum for getting the latest information from Local Government and from National Government, providing feedback and dialogue with the Ministry and the Ministers and Senior Civil Servants.

The Leader had also been attending regularly the District Council Network meetings with the Chief Executive, which had had a range of individuals from across Government, the Civil Service, Local Government and the Emergency Response sector, and had proved helpful in understanding the context of this pandemic effect on Local Government.

The Leader had had numerous meetings, all virtual, in relation to his duties to the Council, and made mention of the following: -

- Friday 24 April, a meeting was held with the local Parliamentarian, the Rt Hon Sir Edward Leigh MP, and the Chairman and Deputy Chairman of Policy and Resources, Prosperous Communities and Planning Committees, together with the Chief Executive. This was a useful meeting and one that the Leader hoped would be replicated in the future
- Tuesday 19 May, the Leader received the bad news that RAF Scampton would be closed by the Ministry of Defence as an active base. The Council had been working in partnership in recent years for this eventuality, withdrawing Government funding, to existing plans. This work would be intensified in the future as the District moved forward and out of the pandemic.

The Leader had had numerous meetings with Councillors, Officers, stakeholders and the media, he undertook to have further such meetings prior to the next meeting of Council on Monday 7 September.

Chief Executive

The Chief Executive addressed Council advising that much of the last few months had been spent dealing with the COVID response. This had involved many weekly meetings across Chief Executives' and Leaders, the Strategic Co-ordination Group, DCN, and the East Midlands Council to name a few.

He thanked colleagues for covering the many strategical, tactical and operational groups which had been established. This was the focus of much Officer time and WLDC had played a full role in the LRF response.

Throughout June worked had turned to a recovery scenario, with the Chief Executive chairing the county Resources Cell, charged with looking at the cost of COVID, the cost of recovery and the development of the new normal working environment.

Regular updates had been provided to both employees and elected Members and would continue over the coming months. 17 decisions had been taken under urgent delegated powers in consultation with the Chairmen of the Policy Committees and the Leader of the Opposition. Decisions were publicly available for viewing.

Members were thanked for continuing to undertake Ward visits where appropriate as a step

to some sort of return to normal.

The new senior structure had been agreed and was in the process of being implemented. The Chief Executive was pleased to advise that as of Wednesday Alan Robinson would become the Director of Corporate Services, Ady Selby, the Assistant Director of Operations and Commercial Services and Tracey Bircumshaw, the Assistant Director of Finance and Property Services. All three were congratulated. The remaining two posts would be advertised.

The Chief Executive concluded his announcements by paying tribute to all staff for maintaining services through what had been a difficult and unprecedented times.

6 PUBLIC QUESTION TIME

The Chairman confirmed to the meeting that no questions had been received from members of the public.

7 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

Councillor John McNeill, Ward Member for the Market Rasen Ward, submitted the following question to the Chairman and the Leader of the Council: -

“Chairman and Leader, during and after the easing of the Coronavirus lockdown the requirements regarding isolation and social-distancing do not appear to have always been met at Willingham Woods in my ward. Do you agree that any lack of attention to the regulations by an individual endangers the safety of everyone, potentially with fatal consequences? Unfortunately, according to our officers, the enforcement of the appropriate regulations are a Police matter and not something that West Lindsey District Council can take up directly. Therefore can I ask you to write to the Police and Crime Commissioner and Chief Constable of Lincolnshire Police to request that more is done by Lincolnshire Police to ensure that Willingham Woods is a safe place, where the threat of the spread of Coronavirus (Covid-19) is limited as far as possible?

Thank you
Councillor J McNeill”

The Leader of the Council, Councillor Giles McNeill, responded as follows: -

“Thank you to Cllr McNeill for your question regarding the issues arising at Willingham Woods. It has been some time since I last visited, but I need not bore colleagues with tales of the county cross-country championships.

I agree that the actions of individuals you outline in your question do present a greater risk to the public. The Government has been explicitly clear that each individual needs to take responsibility for their own actions in order to help control the spread of the virus and alongside this, has granted powers to relevant agencies

to ensure that, in some circumstances, this can be enforced. I can confirm to colleagues that where situations like this have arisen, the Council have and will continue to liaise with the relevant parties, business operators and landowners, to provide advice and guidance to enable the spaces to function and operate safely.

In a specific regard to Willingham Woods, I have today written to the Police & Crime Commissioner and Chief Constable of Lincolnshire Police to raise the issue relating to outdoor gatherings and seek assurances that they are taking the necessary steps to ensure that they are being done so within the requirement of the law. Given the Government's clear stand on outdoor activities and the burden this has placed on public spaces and the natural environment, it is essential that we all work together to ensure that these spaces feel safe and to enable all residents to enjoy them."

8 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

The Chairman confirmed to the meeting that no motions had been submitted under Procedure Rule number 10.

9 REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS ON COMMITTEES AND SUB-COMMITTEES

The Chairman presented the report, which set out details of the political groups on the Council, the number of Members to be appointed to serve on each Committee, and the allocation of seats on each of the Committees based on political groupings.

This was a matter, which had been determined by the Head of Paid Service under his delegated authority, and as such, there was no requirement for a vote.

With no questions posed, the following was **DULY NOTED**: -

- (a) the details of the political groups, as set out in Appendix A of the report,
- (b) the number of Members to be appointed to serve on each committee and sub-committee; and
- (c) the allocation to different political groups of seats on committees/sub-committees, as set out in Appendix B of the report.

10 APPOINTMENT OF COMMITTEES

The Chairman of the Council presented the report which set out the wishes expressed by the political groups in respect of the appointment of Members to serve on each of the Council's formal Committees for the 20/21 Civic Year.

Requests had been received that the Overview and Scrutiny be not politically balanced.

Members were asked to suspend the rules relating to proportionality in respect of the

Overview and Scrutiny Committee and appoint the members named in the report to the respective Committees.

Whilst the Council had had the need to re-appoint the Committees in accordance with its duty to make appointments to Committees in accordance with the wishes expressed by political groups, all Group Leaders had indicated they have no wish to amend the Chairmen and Vice-Chairmanship appointments previously made.

In light of this position, Members were merely asked to re-affirm the appointments previously made to these positions.

With no questions posed, following a unanimous vote in favour it was

RESOLVED that: -

- (a) the rules relating to proportionality be suspended in relation to the Overview and Scrutiny; and
- (b) in accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, the following members be appointed to serve on the Council's committees for the remainder of the civic year as follows:

Chief Officer Employment Committee (10 Members)

Councillor Jackie Brockway – Chairman

Councillor Mick Devine

Councillor Cherie Hill

Councillor Angela Lawrence

Councillor Giles McNeill – Vice Chairman

Councillor Diana Rodgers

Councillor Lesley Rollings

Councillor Anne Welburn

Councillor Angela White

Councillor Trevor Young

Corporate Policy and Resources Committee (14 Members)

Councillor Owen Bierley

Councillor Matthew Boles

Councillor Stephen Bunney

Councillor David Cotton

Councillor Mick Devine

Councillor Ian Fleetwood

Councillor Paul Howitt-Cowan

Councillor Giles McNeill – Chairman

Councillor John McNeill

Councillor Mandy Snee

Councillor Jeff Summers

Councillor Robert Waller
Councillor Anne Welburn – Vice Chairman
Councillor Trevor Young

Governance and Audit Committee (7 Members)

Councillor Jackie Brockway – Vice Chairman
Councillor Stephen Bunney
Councillor Tracey Coulson
Councillor David Dobbie
Councillor Caralyne Grimble
Councillor John McNeill – Chairman
Councillor Angela White

Licensing Committee (11 Members)

Councillor David Cotton
Councillor Liz Clews
Councillor Tim Davies
Councillor Caralyne Grimble
Councillor Paul Howitt-Cowan
Councillor Angela Lawrence – Vice Chairman
Councillor Cordelia McCartney
Councillor Jessie Milne – Chairman
Councillor Judy Rainsforth
Councillor Jim Snee
Councillor Jeff Summers

Regulatory Committee (11 Members)

Councillor David Cotton
Councillor Liz Clews
Councillor Tim Davies
Councillor Caralyne Grimble
Councillor Paul Howitt-Cowan
Councillor Angela Lawrence – Vice Chairman
Councillor Cordelia McCartney
Councillor Jessie Milne – Chairman
Councillor Judy Rainsforth
Councillor Jim Snee
Councillor Jeff Summers

Planning Committee (14 Members)

Councillor Owen Bierley
Councillor Matthew Boles

Councillor David Cotton
Councillor Mick Devine
Councillor Jane Ellis
Councillor Ian Fleetwood – Chairman
Councillor Cherie Hill
Councillor Cordelia McCartney
Councillor Jessie Milne
Councillor Keith Panter
Councillor Roger Patterson
Councillor Judy Rainsforth
Councillor Robert Waller – Vice Chairman
Councillor Angela White

Prosperous Communities Committee (14 Members)

Councillor Owen Bierley – Chairman
Councillor Stephen Bunney
Councillor Tracey Coulson
Councillor Chris Darcel
Councillor Mick Devine
Councillor Paul Howitt-Cowan – Vice Chairman
Councillor John McNeill – Vice Chairman
Councillor Jessie Milne
Councillor Judy Rainsforth
Councillor Tom Regis
Councillor Jim Snee
Councillor Mandy Snee
Councillor Anne Welburn
Councillor Trevor Young

Overview and Scrutiny Committee (12 members)

Councillor Liz Clews
Councillor Tim Davies
Councillor David Dobbie
Councillor Jane Ellis
Councillor Caralyne Grimble
Councillor Cherie Hill
Councillor Angela Lawrence
Councillor Keith Panter
Councillor Roger Patterson
Councillor Diana Rodgers – Vice Chairman
Councillor Lesley Rollings – Chairman
Councillor Angela White – Vice Chairman; and

- (c) the current committee Chairmen, and Vice-Chairmen (shown in bold above) be re-affirmed.

11 APPOINTMENTS TO VACANCIES ON SUB-COMMITTEES, BOARDS AND OTHER BODIES (INCLUDING OUTSIDE BODIES)

The Chairman introduced the report which sought to appoint to vacancies on a variety of sub-committees, boards and other bodies (including outside bodies) arising from the death of Councillor Lewis Strange.

RESOLVED that: -

- (a) the following persons be appointed to the current vacancies as detailed below

Standards Sub-Committee	Councillor Bob Waller
Joint Staff Consultative Committee (JSCC) (Reserve Member)	Councillor Jane Ellis
Healthwatch Provider Network Meeting (YourVoice@HWL)	Councillor Mrs Diana Rodgers
Lincolnshire Forum for Agriculture and Horticulture	Councillor Tom Regis
Wold Community Transport	Councillor Tom Regis
Member Champion for Community Transport, Public Rights of Way and Rural Issues.	Councillor Tom Regis

- (b) the Crematorium Working Group be formally closed and its Members thanked for the work they have undertaken in completing a successful project.

12 RE-DESIGNATION OF THE SECTION 151 OFFICER

Members gave consideration to a report which sought the re-designation of the statutory position of Chief Finance Officer under the provisions of the Local Government Act 1972.

Members praised the calibre of the Officer proposed and offered her congratulations in her absence.

On being put to the vote it was: -

RESOLVED that Tracey Bircumshaw, Finance and Business Support Manager, be designated as the Council's Chief Finance/Section 151 Officer.

13 ANNUAL REPORT FROM THE GOVERNANCE & AUDIT COMMITTEE 2019/20

The Chairman of the Governance and Audit Committee was delighted to present the first Annual Report from the Governance and Audit Committee covering the civic year 2019 to 2020.

The report aimed to provide Council with an overview of the Committee's work for the year, as advised by the Chartered Institute of Public Finance Accountancy (CIPFA), and highlighted the work done and the Committee's compliance with its Terms of Reference.

In presenting the report the Chairman took the opportunity to thank the Members, both elected and independent, and Officers of the Committee for their hard work and professionalism during the last civic year. In particular, recognition was paid to the Independent members, Mrs Alison Adams, Mr Andrew Morriss and Mr Peter Walton, who brought a variety of experience and knowledge to the Committee's work. Thanks were also paid to Officers who supported the Committee with special mention going to Mr Alan Robinson, Mr James O'Shaughnessy, Mrs Tracey Bircumshaw and Mr James Welbourn as well to the the Internal Auditors, Assurance Lincolnshire headed by Mrs Lucy Pledge, and the External Auditors, Mazars.

The Vice-Chairman of the Committee in turn paid tribute to her Chairman for his rigorous Chairmanship.

RESOLVED that the work undertaken by the Governance & Audit Committee during 2019/20 be noted and supported.

14 CLIMATE STRATEGY

Members gave consideration to a report which presented an initial scoping document, which allowed for an "interim" update to be provided in respect of work undertaken in progressing the Council resolution to consider environmental and other implications associated with climate change. The report presented set out a strategy development plan, as requested by Council and had been recommended to Council by the Prosperous Communities Committee

Councillor Coulson, as Chairman of the Working Group, presented the report to the meeting and highlighted several key points including, the work undertaken to-date (Section 3 of the report); the Interim findings (Section 4 of the report) and arising from this, the proposed way in which the Strategy would be developed: namely by adopting the Asden toolkit, which would provide a robust framework around which the Strategy could be built.

Debate ensued and the report on the whole was welcomed as was the proposed approach.

It was suggested that Officers should be encouraged to complete the Climate Related Risks and Opportunities box on all committee reports as this work progressed. The need to ensure linkages to the Council's Corporate Plan was also raised.

The planned consultation work was outlined. Some suggested whilst a strategy was important, there was a need to take action and be more precise about what issues the Council was going to tackle and challenge and how it was going to look at its services and

policies to encourage and if necessary enforce change for example through the planning process.

This led to lengthy debate around the need for Central Government to greater support the need for climate change through legislation; for buildings standards to be reformed; for the planning regime to be over-hauled and for there to be changes in funding to support rural communities, and increased public transport.

There were aspirations to include such requirements in the Local Plan review but without a change in legislation there was no mechanism to do such. All were in agreement there was a need to continue to lobby the Government for changes.

In response to comments the Chief Executive advised lobbying was undertaken at every opportunity and this would continue to be the case. The County Council were in receipt of circa £54m funding for climate change and he undertook to ascertain with LCC how they intended to use the fund across the county. With regard to the planning regime, the Council was duty bound to develop policy in-line with Government guidance. There was real commitment as part of the Local Plan review to ensure climate impact was taken into consideration, as far as guidance allowed. Specialist resource had been commissioned to ensure this matter could be explored to its fullest extent. A word of a caution was expressed in that the authority must ensure it retained its housing land supply, else it risked losing control of such decisions. This was fine balance that needed to be taken into consideration.

The Group were thanked for their work to-date

RESOLVED that : -

- (a) the work to-date the Working Group had undertaken in this subject matter be endorsed and supported; and
- (b) the recommendation made by the Prosperous Communities Committee, to approve the suggested approach to developing the Strategy, be accepted.

Note: The meeting adjourned following consideration of this item, reconvening at 9.10 pm. A further roll-call was undertaken to ensure everyone had returned to the meeting. This was confirmed to be the case.

15 DISCUSSION PAPER - COVID 19 IMPACT ON WEST LINDSEY DISTRICT COUNCIL'S RESIDENTS, SERVICES, PERFORMANCE AND FINANCES TO DATE

The Chairman formally welcomed Mr Derek Ward, Director of Public Health Lincolnshire, to the meeting.

Mr Ward gave a brief presentation to Members (copy appended) starting by outlining the current number of confirmed cases across the county, the headlines being: -

- 1149 cases, 143 confirmed deaths in Lincolnshire

- Lincs 152 cases per 100,000 population – lowest in Midlands (excluding Rutland)

Members were provided with data to demonstrate how West Lindsey fared in comparison to other Lincolnshire areas, with Mr Ward pleased to report that West Lindsey did in fact have the lowest infection and mortality rates. A number of statistical slides were shown to demonstrate trends over the recent weeks and months.

Finally, Mr Ward concluded by providing information around the developing track and trace programme, the role of Local authorities within this structure and the operation and tactical response arrangements in place between the County, Districts and Public Health England to deal with outbreaks & complex cases.

Members sincerely thanked Public Health England for their sterling work and the support provided to communities during these unprecedented times. Whilst the pandemic had brought with it some extremely difficult situations, it also had helped organisations realise the move to on-line services, often increasing access to services for the most vulnerable and isolated, at an accelerated pace. It was confirmed that on-line services were expected to become the new normal for a far greater number of services and would likely remain indefinitely in some form.

There followed a period of questioning by Members during which questions were raised regarding, the basis of the statistics, anti-body testing, the average number of tests being administered per week across the District compared to nationally, and when a return to routine surgery and increased capacity in serious illness care would be seen.

In responding, Members were advised data was assigned to a person's address, as opposed to where the tests were carried out, however there was frustration that Public Health England did not directly receive information to this level. In respect of anti-body tests, these posed some operational challenges. Those deemed reliable did require a full blood test in a hospital setting. Furthermore it was still unclear even if the presence of anti-bodies was detected, what level of protection this offered a person, or for how long. This was still something very much being researched, with this being a new virus there were many unknowns. Track and Trace was expected to continue to be developed and it was also anticipated there would be a national review of the response. Assurance was offered that all agencies were taking much learning from the each situation as it developed.

PHE did not currently get testing stats to allow regional comparisons, this was again something that was anticipated and had been requested and pushed for from Central Government. Once received such analysis could be undertaken and would be shared back through the Lincolnshire Resilience Forum on which the District Council was a partner. Data other than national data was currently limited and where available under restricted publication rights. This situation was expected to be "eased" over the next week or so. Resuming normal NHS procedures was a matter for Trust Executive's however assurance was given that over the past four weeks there had been a focus on and trying to resume normal day to day services whilst managing the risks. The situation highlighted by Members was a recognised concern, as were the links between education, income, mental health all of which would need to be balanced as decisions were made around easing lockdown and some return to a new normal.

Members further questioned why West Lindsey rates were so low if contributing factors were

age and obesity both of which were prevalent across the county. Analysis continued but early work to establish agreed leaving mechanisms between hospitals and care homes it was believed had greatly contributed and had been invaluable. Appropriate testing and quarantine rules had been stringently applied.

Further questions were posed in respect of normal mortality rates, normal flu epidemic levels in an average winter. Without question normal mortality rates had risen above normal levels. Such data was shared through the LRF and was publicly available. Excess deaths were seen in April, levels were currently at a seasonal average and showing signs of dipping below the seasonal average. The way of recording possible COVID-related deaths had changed throughout the pandemic, with only those testing positive recorded in the early stages. "All cause" mortality rates was the key indicator, based on a 7 year rolling average, due to the unknowns cited by Members Learning would continuously be applied.

Final questions related to future plans to support the physical and emotional well-being of young people to mitigate the documented effects resulting from lockdown and the additional risks posed to BAME residents and reasoning for this.

A Work programme, focusing on well-being and mental health, including that of young people was being developed and was being led through the Lincolnshire Recovery Group, on which the Council did have a representative and through which further information could be obtained. The relationship between BAME residents and COVID 19 was not as clear as first thought due to a number of reasons which were outlined. Two recent studies by Kevin Fenton were referenced. The mortality rates were undisputed and work continued with the Equalities Minister. Tools were been developed to better risk assess front line staff, a large proportion of which were from the BAME community.

In conclusion, Members again expressed concern at the lack of local level data being supplied by Central Government and urged political Leaders to campaign for change and greater transparency. It was confirmed both the County Council and PHE continued to make multiple representations regarding this matter.

The Chairman thanked Mr Ward for his time and presentation before he left the meeting, handing over to the Chief Executive who gave a short presentation to Members on the service and financial impact of COVID 19 on the Council's services (copy appended).

A period of questioning followed during which Members sought information on the Gainsborough Leisure Centre, the investment portfolio and the mitigation actions being considered should the financial impact continue and investments not materialise as predicted. Political statements were made around the appropriateness of the Commercial investment portfolio, and the need for non-essential spends and non essential staffing to be reviewed / frozen citing suggestions.

In responding, the Chief Executive confirmed that a deep clean would be undertaken at the Leisure Centre, prior to its opening. This work had not taken place during lockdown as the majority of Staff were furloughed with only key essential staff remaining on site. In terms of the strategic risk, decisions had been taken immediately to mitigate risks examples being the postponement of the new financial system. All non essential spend had been minimized and a full review of all budgets would be taken through the Corporate Policy and Resources Committee in November. The Chief Executive was of the view that no "emergency budget"

was required at this time, the Authority had sufficient reserves to manage in the short-term, work would focus on ensuring levels could be replenished in the medium to long term.

The Commercial Development Manger was a new role created to oversee the Council's Trading Services. Commercial property enquiries should be directed to either the Chief Executive or the Property Services Manager, Mr Reeve. In terms of the portfolio's value going forward, valuations were undertaken every year, the Council had also established a volatility reserve, which had been designed to allow some losses to be absorbed. Valuations were based on the value of the leases and this would be very much dependent on the status of each tenant post lockdown. It was hoped the Council had mitigated the risk as far as it could by having a diverse portfolio over a number of sectors with a variety of tenancy arrangements in good quality buildings. Members had been provided with current best knowledge information regarding the "asks" of tenants to-date in good faith. The situation would be monitored. Finally addressing the comments around staffing and working practices, an internal recovery group had been established to investigate what the new normal might look like and it was hoped some of the benefits seen would be maintained, examples being on-line meetings reducing both travel time, associated costs and the impact on the climate. The Chief Executive was also involved in the Lincolnshire wide resources cell looking at how this could be achieved collectively across Lincolnshire also. There was no block on vacancies, if the Council was to continue to deliver it needed its roles filled. All vacancies as standard practice were reviewed and needed MT approval to fill, no additional measures were considered required at this time in terms of staffing.

The Leader objected to specific teams being identified. The Leader also referenced his comments made at a previous committee around the robustness of the Council's situation.

Due to the lateness of proceedings the Chairman indicated he would take two more speakers before moving to the vote. This was met with discontent from Opposition Members.

Further questions and comments were raised in respect of the support being offered to licensed premises to ensure they were business ready, including the new street licenses. Fly-tipping had increased and Members felt it was time to lobby for the opening of household recycling sites to alleviate the issue, and sought information on what activity the Council was actively undertaking.

Tribute was paid to the waste collection teams and the ways they had engaged with the local community especially the young people waving for example.

The Leader questioned the appropriateness of speakers asking multiple questions within an address. The Monitoring Officer at the request of the Chairman outlined the relevant procedure rule. Strong discontent was shown, there were outcries from Opposition Members and calls from the Administration for the meeting to be drawn to a close due to unruly behavior. The Chairman called Members to order and asked the Chief Executive to respond to the questions which had been raised during which Members noted the Council had a 48 hour response rate to fly-tipping incidents and had maintained performance during lockdown. The Authority had lobbied from the outset regarding recycling centres and sites were now open. Regarding licensing, notification had only been received over the weekend and the Authority was working with the County Council regarding street licenses.

Further discontent was expressed that the debate was been brought to a close, some suggested deliberately. Order was again called for by the Chairman with warnings issued around unruly conduct.

On being put to the vote it was:

RESOLVED that a further informal workshop on the ongoing impact of COVID-19 be held towards the end of July 2020.

The meeting concluded at 10.34 pm.

Chairman

Covid-19 Update

West Lindsey District Council

29/06/20

Current Position - Lincolnshire

- The virus is Sars-CoV-2, the disease it causes in humans in Covid-19
- 1149 cases, 143 confirmed deaths in Lincolnshire
- Lincs 152 cases per 100,000 population – lowest in Midlands (excluding Rutland)
- Currently dealing with a number of outbreaks and complex cases



Overview of the key metrics - West Lindsey compared with unknown and all English councils, latest available non-provisional day



Note: the background colours of the bars above represent the quartiles of the values for all English single tier and county councils. The green area is the range for the lowest 25 per cent of councils, the olive area and orange area are the range for the middle 50 per cent of councils, and the red area is the range for the highest 25 per cent of councils. The line between the olive and orange areas represents the median, a typical value for an average council.



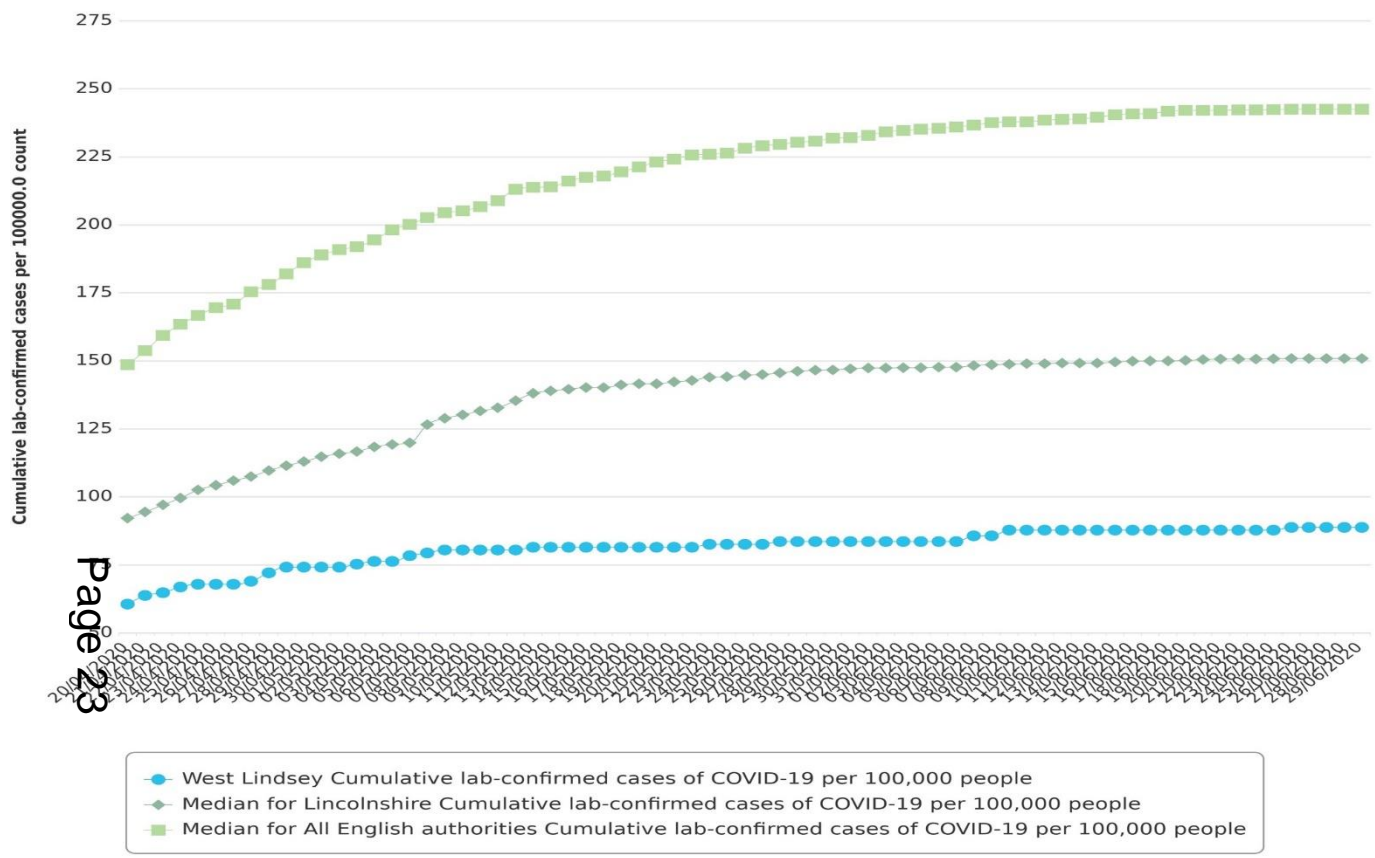
West Lindsey compared with unknown and all English councils, latest available non-provisional day

Area	Cumulative lab-confirmed cases of COVID-19	Cumulative lab-confirmed cases of COVID-19 per 100,000 people	Daily lab-confirmed cases of COVID-19	Daily lab-confirmed cases of COVID-19 per 100,000 people
	24/06/2020			
	Count	Count (per 100000 people)	Count	Count (per 100000 people)
West Lindsey ↑↑	84 ↓↓	87.8 ↓↓	0 ↓↓	0.0 ↓↓
Median for Lincolnshire	1,148	150.8	1	0.1
Median for All English authorities	351	242.4	0	0.0

Comparison of WLDC to Lincolnshire CC

Source: LG inform website accessed 29/06/20

Cumulative COVID-19 Cases per 100,000 people, West Lindsey compared with unknown and all English councils



Comparison of
WLDC to
Lincolnshire CC

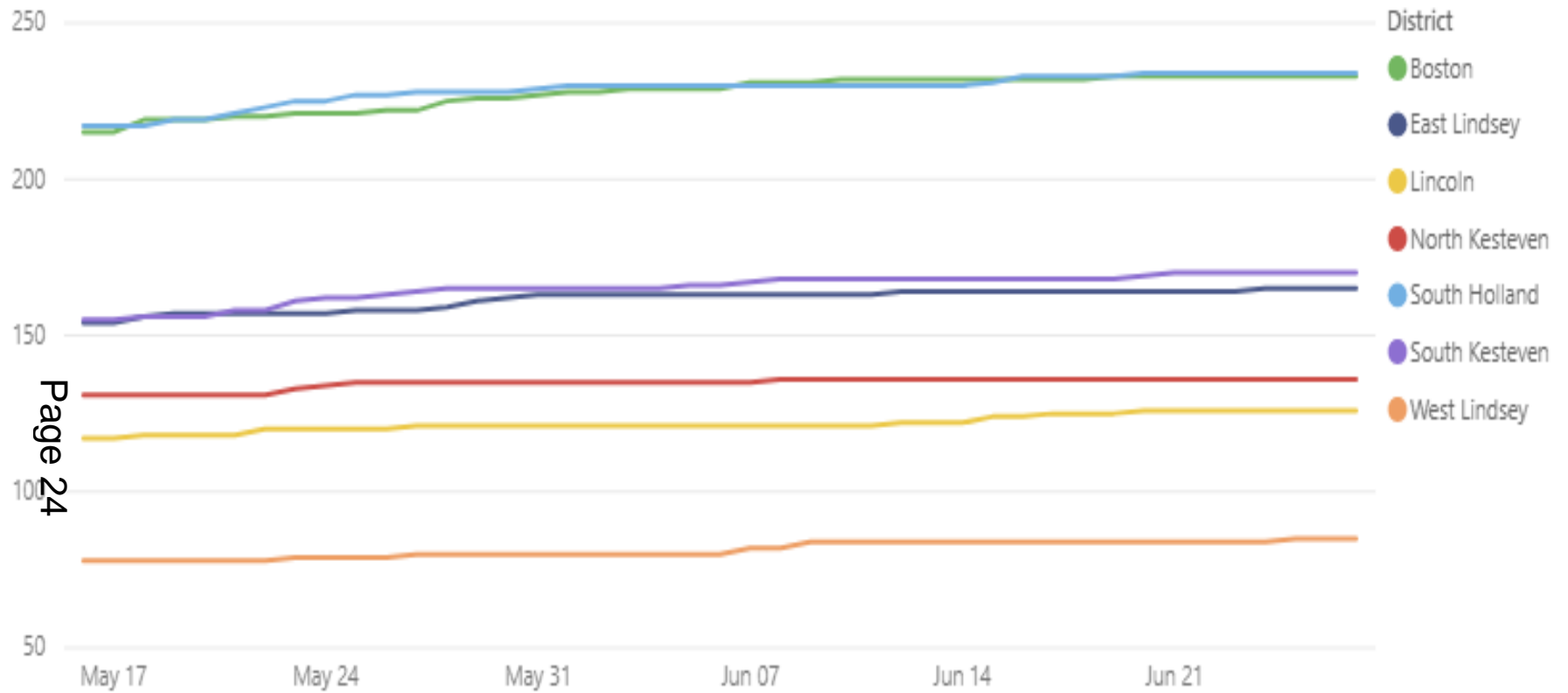
Source: LG inform
website accessed
29/06/20

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Note: the area of the chart in grey indicates provisional data. Not all cases tested for in this period have yet been incorporated into the data, and as such case numbers in the grey area are likely to be significantly higher than they currently appear to be.

Cumulative number of cases by district



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District	23 June 2020	24 June 2020	25 June 2020	26 June 2020	27 June 2020
West Lindsey	88.53	88.53	89.59	89.59	89.59
South Kesteven	119.82	119.82	119.82	119.82	119.82
South Holland	249.07	249.07	249.07	249.07	249.07
North Kesteven	117.23	117.23	117.23	117.23	117.23
Lincoln	127.26	127.26	127.26	127.26	127.26
East Lindsey	116.52	117.23	117.23	117.23	117.23
Boston	335.89	335.89	335.89	335.89	335.89

“Test and Trace” Programme

- Role of local authorities not clear but likely to focus on:
 - Level 1 complex outbreak management with PHE
 - Identifying and supporting vulnerable people
 - Local lockdown management plan leadership and governance
- Currently operational and tactical response between LCC, DCs & PHE to deal with outbreaks & complex cases

Full Council

Friday 28th June 2020

Covid 19 – Operational Impact

Summary Analysis

- Refuse collection is up 25% in tonnage since the start of the lockdown
- Scheme 1 - We have paid over £16.2m in grants to over 1400 businesses - 85% of eligible businesses
- Scheme 2 - Discretionary – 127 applications, 48 paid £385k
- We have paid over £45k to 20 community groups and generated £24k in match funding

Summary Analysis

- Community Hub – Staffed over weekends to ensure we could fulfil need
- Over 70 Community groups registered to provide support
- Over 75% of employees are working from home
- 37 staff have been redeployed to Covid-19 related activities - 20% of non-operational staff
- Overall estimated financial impact of £3m as at June 2020

Covid 19 – Financial Impact Delta Return

Delta Return – 19th June

	Estimate May	Estimate June
Income at Risk	2,426,386	1,997,000
Additional Costs Expected for year	509,000	1,071,000
TOTAL	2,935,386	3,068,000
Covid Grant Funding Received	1,000,731	1,000,731
Variance	1,934,655	2,067,269
% variance	65.91%	67.38%

Delta Return – 19th June

INCOME			
High Value Risk Area's	2020/21 Budget	Estimate May	Estimate June
Planning Income	1,011,800	185,497	185,000
Building Control Income	223,100	141,297	141,000
Land Charges Income	135,700	36,187	36,000
Licences	115,300	17,295	6,800
HB Subsidy/overpayment recovery		126,000	126,000
Markets	36,300	30,250	35,000
Commercial Waste Services (excl GW)	518,000	120,867	112,500
Green Waste 3 month refund	889,000	296,333	296,000
Health and Wellbeing - TAC	186,100	167,158	135,000
Wellbeing	460,700	115,175	0
Car Parks	294,900	209,657	210,000
Crematorium	467,900	70,185	70,000
Tenants Rents	440,400	168,820	146,300
Commercial Property Portfolio	1,662,800	554,267	310,000
Treasury Management	270,000	117,000	117,000
Enforcement	68,400	70,400	70,400
TOTAL	6,780,400	2,426,386	1,997,000
PERCENTAGE RISK		35.79%	29.45%

Delta Return – 19th June

EXPENDITURE		
Additional Cost Estimates	May	June
Waste additional resources	21,000	50,000
Leisure Contract incl staffing	78,000	678,000
Additional Cost of Homelessness	5,000	20,000
Rough Sleepers	0	10,000
Additional Costs of ICT wfh	25,000	25,000
Contracts paid but reduced/no provision	5,000	8,000
Environmental and Regulatory		6,000
Capital Salaries for deferred projects	80,000	9,000
Direct Cost of Admin Business Grants (excl officer time)	25,000	30,000
Increased cost of capital on borrowing £7m	130,000	0
Capital Delay re ERP	80,000	80,000
Covid - capital impact MRLC	60,000	60,000
Community Grants		50,000
Letters to Vulnerable Actuals (Shielding)		20,000
PPE estimate + sanitisers		25,000
TOTAL ADDITIONAL EXPENDITURE	509,000	1,071,000

Delta Return – 19th June

TAXATION	June Estimate
	£'m
Business rates losses- COVID-19 reliefs	6.356
Business rates losses - Deferrals	0.030
Business rates losses - other	0.390
Business Rates losses subtotal (cash receipts)	6.776
Business rates losses subtotals (after reliefs)	0.420
Council Tax receipt losses - working age LCTS	0.714
Council Tax receipt losses - payment failure	0.360
Council Tax receipt losses - other	1.264
Council Tax receipt losses total	2.338
Collection Fund Losses - Total	2.758

Covid 19 – Impact Summary of Commercial Property

Presented by Ian Knowles

Investment Portfolio

If all of the tenant requests made as of 24/6/2020 are accepted by WLDC then this would have an overall effect of reducing the portfolio income and yields as follows:

Year	Forecast Income	Covid Adjusted Income	Forecast Running Yield	Covid Adjusted Running Yield
2020	£1.41m	£1.28m	6.5%	5.9%
2021	£1.43m	£1.37m	6.7%	6.3%

This equates to £137k loss of income in 2020 and £60k in 2021

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

Meeting	Full Council				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black	motion to council - sale of fireworks - lobby LCC	<p>extract from mins 20/01/20</p> <p>suppliers of Fireworks across the District will be encouraged and required to separate and label quieter fireworks from louder ones, allowing customers to choose their purchases with animal and people safety in mind. In addition to help with the responsible use and possession of fireworks all retailers are required to apply challenge 25 legislation to the sale of fireworks, as would be the case with alcohol".</p> <p>He further indicated that should Councillor Bunney wish to further amend his amendment to make it incumbent on the Leader to write to County Council regarding the recommendations he had earlier stated, he would be supportive of such action.</p> <p>Councillor Bunney indicated he was happy with the proposal that the Leader write to the County Council to lobby for the changes his early amendment had stipulated and the revised amendment was seconded.</p>	<p>Leader to prepare and send a letter to the county council in line with Cllr Bunneys amendment.</p> <p>Letter sent .</p> <p>Holding response received, leader indicated he would update council as he receives further information</p>	21/02/20	Carolyn Lancaster
Black	informal covid workshop	workshop be arranged for the end of July 2020	held on 30 July	15/07/20	Katie Storr

Green	Anti-semitism in constitution	<p>extract from mins 20/1/20</p> <ul style="list-style-type: none"> • The Leader had been in correspondence with the Secretary of State for Housing, Communities and Local Government about Anti-Semitism and he had asked that Mr. Robinson and Councillor J. McNeill look at ways to incorporate this into our Constitution and procedures 	<p>this will be considered as part of the annual review of the constitution .</p> <p>Report has been considered by G and A Cttee awaiting annual council for approval</p>	11/05/21	Alan Robinson
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Agenda Item 9a



Council

Monday, 7 September 2020

Subject: Treasury Management Annual Report 2019-20

Report by:	Assistant Director Finance, Business Support and Property Services (S151)
Contact Officer:	Caroline Capon Corporate Finance Team Leader caroline.capon@west-lindsey.gov.uk
Purpose / Summary:	To report on Annual Treasury Management activities and prudential indicators for 2019/20 in accordance with the Local Government Act 2003

RECOMMENDATION(S):

1. The Members accept the recommendation from the Corporate Policy and Resources Committee and approve the Annual Treasury Management Report and actual Prudential Indicators 2019/20.

IMPLICATIONS

Legal: This report complies with the requirement of the Local Government Act 2003.

Financial : FIN/55/20/CC

Treasury Investment activities have generated £0.269m of investment interest at an average rate of 1.655%.

Non-Treasury investments (Investment Property acquisitions) have totalled £5.681m in 2019/20 and the full portfolio has generated a gross yield of 6.53%

Financing activities has resulted in a total of £20m of external borrowing at a cost in year of £0.355m.

Staffing : None from this report

Equality and Diversity including Human Rights : None from this report

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: None from this report

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

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

CIPFA Code of Treasury Management Practice

CIPFA The Prudential Code

Local Government Act 2003

Located in the Finance Department, Guildhall, Gainsborough

Risk Assessment :

The Treasury Management Strategy sets our assessment of Treasury risks.

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. Executive Summary

The Council are required to receive as a minimum the following reports;

- an annual treasury strategy in advance of the year (March 2019)
- a mid-year, (minimum), treasury update report (November 2019)
- an annual review following the end of the year describing the activity compared to the strategy, (this report)

In addition, this Corporate Policy and Resources Committee has received quarterly treasury management update reports.

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by either the Governance and Audit Committee who provide scrutiny of the Treasury Management Strategy and the Corporate Policy and Resources Committee who monitor in year performance and mid-year updates. Member training on treasury management issues was undertaken during the year in order to support members' scrutiny role.

During 2019/20, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and treasury indicators	2018/19 Actual £000	2019/20 Original £000	2019/20 Actual £000
Capital expenditure	21,709	21,698	18,029
Capital Financing Requirement:	23,082	43,184	37,905
Of which – Investment Properties	15,984	22,999	21,602
Gross borrowing (External)	11,000	33,863	20,000
Finance Lease	0	0	0
Investments			
• Longer than 1 year	3,000	3,000	3,000
• Under 1 year	11,200	6,527	8,670
• Total	14,200	9,527	11,670
Net borrowing	(3,200)	24,336	8,330

Other prudential and treasury indicators are to be found in the main body of this report. The Chief Executive (S151 Officer) also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowing limit, (the authorised limit), was not breached.

The financial year 2019/20 continued the challenging investment environment of previous years, namely low investment returns.

This report summarises the following:-

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness, (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity.

2. Capital Expenditure and Financing

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

Capital and Financing	2018/19 Actual £000's	2019/20 Original Budget £000's	2019/20 Actual £000's
Capital expenditure	21,079	21,698	18,029
Financed in year by:			
Capital Receipts	0	687	359
Capital grants/contributions	1,578	3,340	734
Revenue	1,053	3,614	1,801
Leases	0	0	0
S106	0	360	202
Prudential Borrowing	18,448	13,697	14,933

3. The Council's overall borrowing need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2019/20 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies, (such as the Government, through the Public Works Loan Board [PWLB], or the money markets), or utilising temporary cash resources within the Council.

Reducing the CFR – the Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources, (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2019/20 MRP Policy, (as required by MHCLG Guidance), was approved as part of the Treasury Management Strategy Report for 2019/20 on 04 March 2019.

In respect of Commercial Investment Properties, which are funded from borrowing, no MRP will be payable, however this will be determined on a case by case basis. Instead the Council has created a Valuation Volatility Reserve with a minimum balance of 5% of purchase price of the portfolio. This Reserve will be utilised to mitigate any loss on the investment upon sale of the assets if the capital receipt does not meet the debt outstanding. This is considered a prudent approach for these specific assets.

The Council's CFR for the year is shown below, and represents a key prudential indicator. It includes leasing schemes on the balance sheet, which increase the Council's borrowing need. No borrowing is actually required against these schemes as a borrowing facility is included in the contract.

Capital Financing Requirement (CFR)	31 March 2019 Actual £000's	31 March 2020 Actual £000's
Opening balance	4,715	23,082
Add adjustment for the inclusion of on-balance sheet leasing arrangements and Prudential Borrowing	18,448	14,933
Less Adjustment for Non Capital Loans	(45)	0
Less MRP/Finance Lease Repayments	(36)	(110)
Closing balance	23,082	37,905
<i>Movement on CFR</i>	<i>18,367</i>	<i>14,823</i>

Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council ensures that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2018/19) plus the estimates of any additional capital financing requirement for the current (2019/20) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2019/20. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

	31 March 2019 Actual £000's	31 March 2020 Actual £000's
Prudential borrowing position	18,403	33,381
CFR	23,082	37,905

The Authorised Limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2019/20 the Council has maintained gross borrowing within its authorised limit.

The Operational Boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

	2019/20 £000's
Authorised limit	48,519
Operational boundary	37,906
Financing costs as a proportion of net revenue stream	1.6%

4. Treasury Position as at 31 March 2020

The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2019/20 the Council's treasury, (excluding borrowing and finance leases), position was as follows:

4.1 Borrowing

TABLE 1	31 March 2019 Principal £000's	Rate/ Return	Average Life yrs.	31 March 2020 Principal £000's	Average Rate/ Return	Average Life yrs.
Fixed rate funding:						
-PWLB	11,000	2.28%	26.67	16,500	2.14%	27
-Other LA	0	0	0	3,500	1.02%	1
Total debt	11,000	2.28%	26.67	20,000	1.95%	22
CFR	23,082		-		-	-
Over / (under) borrowing	(12,082)	-	-		-	-
Investments:						
	14,200	1.57%	-	11,600	1.655%	-
Total investments	14,200	1.57%	-	11,600	1.655%	-
Net debt	(3,200)	-	-			-

Under borrowing reflects Internal Borrowing from the Council's cash balances.

The maturity structure of the debt portfolio was as follows:

	31 March 2019 Actual £000's	31 March 2020 Actual £000's	%
Less than 5 years	0	6,000	30%
5 years and within 10 years	2,500	3,000	15%
10 years and within 20 years	0	0	0
20 years and within 30 years	2,500	2,500	12.5%
30 years and within 40 years	0	0	0
40 years and within 50 years	6,000	8,500	42.5%

£16.5m of loans have been undertaken with the Public Works Loans Board at fixed rates on a maturity basis as detailed above.

One loan for £3.5m has been undertaken with another Local Authority at a fixed rate on a maturity basis for a period of 1 year.

Borrowing in advance of need

The Council has not borrowed more than, or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed.

The Council's capital investments and their subsequent financing costs as a % of the Net Revenue Stream is detailed below along with the impact on Council Tax (all other things being equal). The indicators reflect our Borrowing Strategy, that we will only borrow where schemes are able to provide sustained support for the costs of borrowing and reflect new income generated is in excess of the cost of borrowing.

	31 March 2019 Actual	31 March 2019 Actual
Ratio of Financing Costs to Net Revenue Stream	(0.91%)	1.6%
Increase/(Reduction) in Council Tax	(£15.68)	(£7.26)

4.2 Investments

Investment Policy – the Council's investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on 04 March 2019. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings

provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

Resources – the Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources	31 March 2019 £000's	31 March 2020 £000's
General Fund Balance	3,848	4,234
Earmarked reserves	15,834	15,787
Provisions	1,196	947
Usable capital receipts	3,362	3,462
Capital Grants Unapplied	587	537
Total	24,827	24,967

Investments held by the Council

- The Council maintained an average balance of £16.403m of internally managed funds.
- The internally managed funds earned an average rate of return of 1.655%.
- The comparable performance indicator is the average 7-day LIBID rate, which was 0.7977%
- Total investment income was £0.269m compared to a budget of £0.206m

Types of investments	31 March 2019 Actual £000	31 March 2020 Actual £000
Deposits with banks and building societies	6,200	1,800
Money Market Funds	8,000	2,800
Other Local Authorities	0	4,000
Property funds	3,000	3,000
TOTAL TREASURY INVESTMENTS	14,200	11,600

4.3 Non Treasury Investments

YEAR OF ACQUISITION	Commercial Property Portfolio	Sector	Total Acquisition Cost £'m
2017/18	Bradford Road, Keighley	Hotel	2.490
2018/19	43 Penistone Road, Sheffield	Leisure	2.700
2018/19	Unit 7 Drake House, Sheffield	Manufacturing	3.174
2018/19	5 Sandars Road, Gainsborough	Manufacturing	6.470
2018/19	Heaton Street, Gainsborough	Retail	1.150
2019/20	Wheatley Road, Doncaster	Commercial Unit	5.681
	TOTAL PORTFOLIO		21.665

The investments are held on the balance sheet at their Fair Value (*the price expected to be received in current market conditions*). Their Fair Value as at 31 March 2020 for the Commercial Property Portfolio is £20.949m, effectively reflecting a reduction for the costs of purchase.

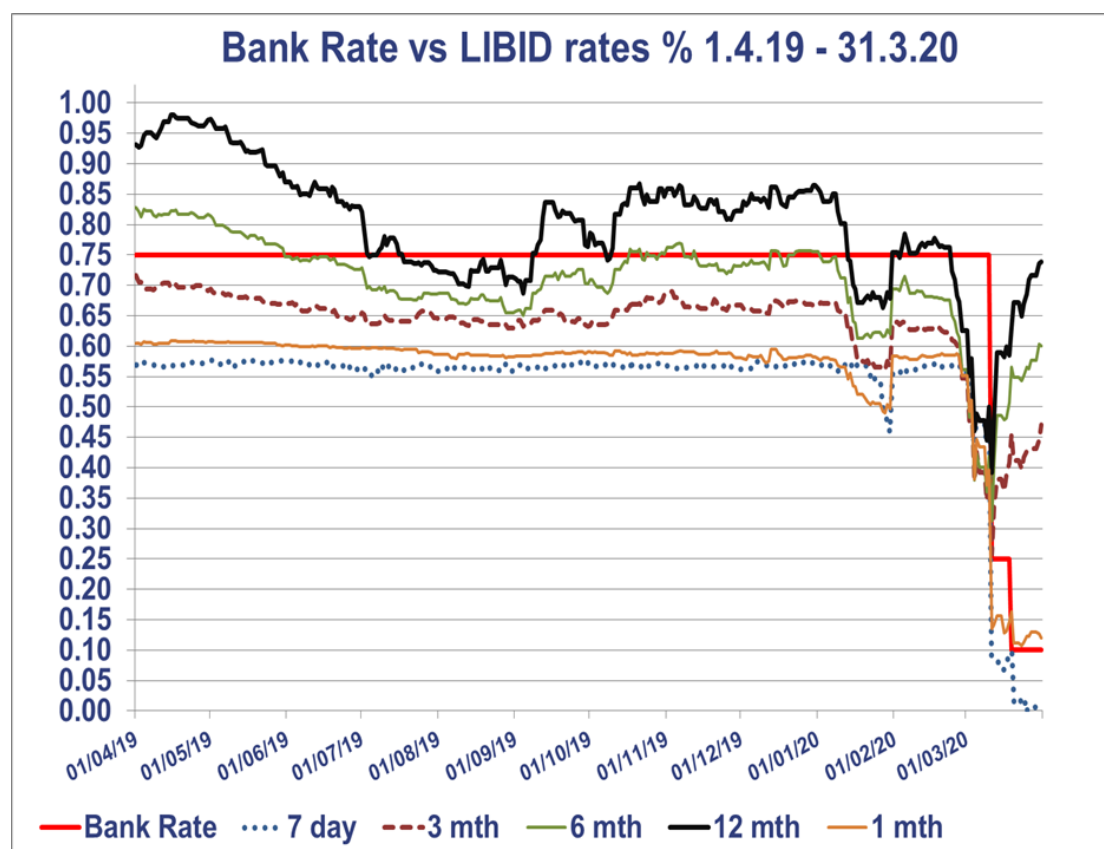
The actual net contribution to services for the year was £0.721m (net of borrowing costs).

This investment portfolio is generating a gross yield of 6.53%

The Council mitigates any loss on investment by holding a Valuation Volatility Reserve at a minimum of 5% of the purchase price of properties. The balance on this reserve as at 31 March 2020 is £1.767m.

5. The strategy for 2019/20

5.1 Investment strategy and control of interest rate risk



Investment returns remained low during 2019/20. The expectation for interest rates within the treasury management strategy for 2019/20 was that Bank Rate would stay at 0.75% during 2019/20 as it was not expected that the MPC would be able to deliver on an increase in Bank Rate until the Brexit issue was finally settled. However, there was an expectation that Bank Rate would rise after that issue was settled, but would only rise to 1.0% during 2020. Shorter term investment interest rates were fairly flat during most of the year until the two cuts in bank rate in March 2020 caused investment rates to fall sharply.

This authority does not have sufficient cash balances to be able to place deposits for more than a month so as to earn higher rates from longer deposits. Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

5.2 Borrowing strategy and control of interest rate risk

During 2019-20, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were low and minimising counterparty risk on placing investments also needed to be considered.

A cost of carry remained during the year on any new long-term borrowing that was not immediately used to finance capital expenditure, as it would have caused a temporary increase in cash balances; this would have incurred a revenue cost – the difference between (higher) borrowing costs and (lower) investment returns.

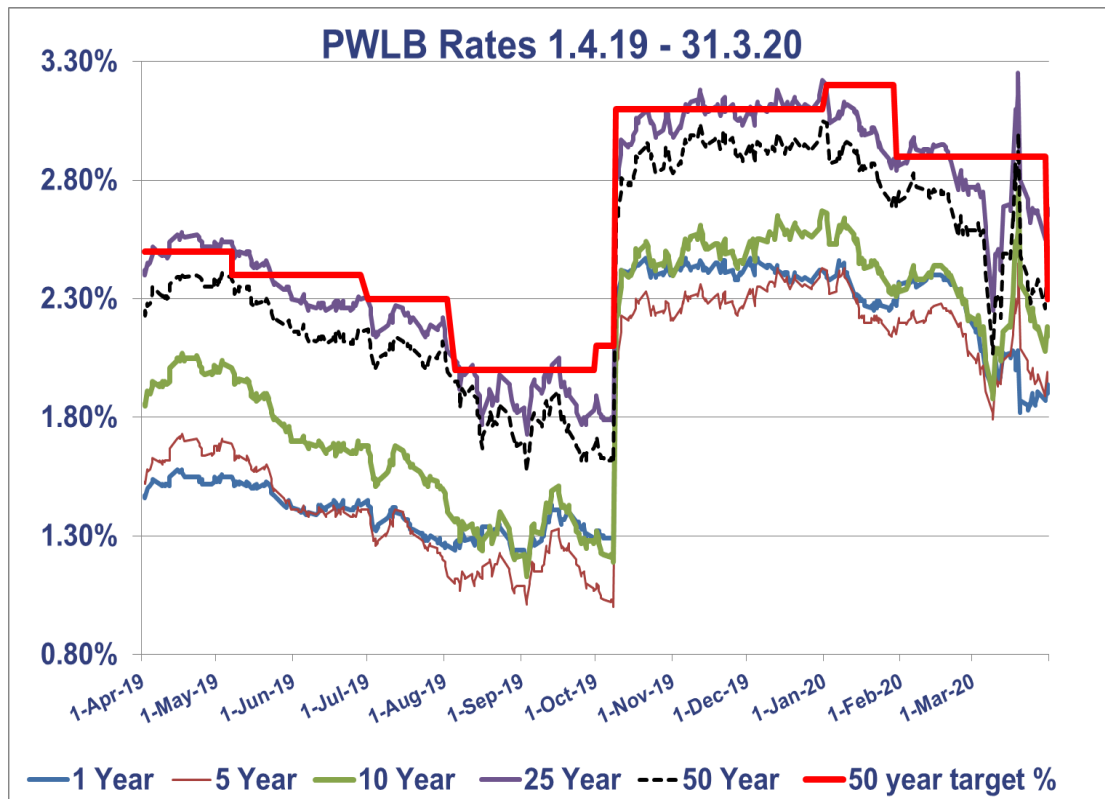
The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Director of Finance therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks (*please adapt this outline to what you actually did in the year*):

- if it had been felt that there was a significant risk of a sharp FALL in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
- if it had been felt that there was a significant risk of a much sharper RISE in long and short term rates than initially expected, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2019/20 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.

Link Asset Services Interest Rate View		31.3.20						
	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 Month LIBID	0.45	0.40	0.35	0.30	0.30	0.30	0.30	0.30
6 Month LIBID	0.60	0.55	0.50	0.45	0.40	0.40	0.40	0.40
12 Month LIBID	0.75	0.70	0.65	0.60	0.55	0.55	0.55	0.55
5yr PWLB Rate	1.90	1.90	1.90	2.00	2.00	2.00	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50



PWLB rates are based on, and are determined by, gilt (UK Government bonds) yields through H.M.Treasury determining a specified margin to add to gilt yields. There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was heightened expectations that the US could have been heading for a recession in 2020, and a general background of a downturn in world economic growth, especially due to fears around the impact of the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued; these conditions were conducive to very low bond yields. While inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. We have therefore seen, over the last year, many bond yields up to 10 years in the Eurozone turn negative. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities.

Gilt yields were on a generally falling trend during the last year up until the coronavirus crisis hit western economies. Since then, gilt yields have fallen sharply to unprecedented lows as investors have panicked in selling shares in anticipation of impending recessions in western economies, and moved cash into safe haven assets i.e. government bonds. However, major western central

banks also started quantitative easing purchases of government bonds which will act to maintain downward pressure on government bond yields at a time when there is going to be a huge and quick expansion of government expenditure financed by issuing government bonds; (this would normally cause bond yields to rise). At the close of the day on 31 March, all gilt yields from 1 to 5 years were between 0.12 – 0.20% while even 25-year yields were at only 0.83%.

However, HM Treasury has imposed **two changes in the margins over gilt yields for PWLB rates** in 2019-20 without any prior warning; the first on 9 October 2019, added an additional 1% margin over gilts to all PWLB rates. That increase was then partially reversed for some forms of borrowing on 11 March 2020, at the same time as the Government announced in the Budget a programme of increased spending on infrastructure expenditure. It also announced that there would be a consultation with local authorities on possibly further amending these margins; this ends on 4 June. It is clear that the Treasury intends to put a stop to local authorities borrowing money from the PWLB to purchase commercial property if the aim is solely to generate an income stream.

Following the changes on 11 March 2020 in margins over gilt yields, the current situation is as follows: -

- **PWLB Standard Rate** is gilt plus 200 basis points (G+200bps)
- **PWLB Certainty Rate** is gilt plus 180 basis points (G+180bps)
- **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

There is likely to be little upward movement in PWLB rates over the next two years as it will take national economies a prolonged period to recover all the momentum they will lose in the sharp recession that will be caused during the coronavirus shut down period. Inflation is also likely to be very low during this period and could even turn negative in some major western economies during 2020-21.

6. Other Issues

6.1 Changes to Counterparty Limits

There have been no breaches of Prudential Indicators. However, on the 30 March 2020 an urgent Delegated Decision was signed off to increase our Treasury Counterparty limits:

- Upper investment limits with AAA rated Money Market Funds to be raised, £7.5m from £5m
- Lloyds Bank, our bankers, raised to £2m current account, £7.5m

deposit account (increased from £1m and £5m respectively)

These changes were required for effective cash management due to receiving circa £20m in Grants from Government in relation to Covid-19 initiatives.

Agenda Item 9b



Council

Monday, 7 September 2020

Subject: New Fee for Community Defibrillator Scheme

Report by:

Chief Executive

Contact Officer:

Matthew Snee, Grant White
Community Engagement Officer, Enterprising
Communities Manager

matthew.snee@west-lindsey.gov.uk,
grant.white@west-lindsey.gov.uk

Purpose / Summary:

To implement a new fee for the Community
Defibrillator Scheme

RECOMMENDATION(S): That Members

- 1. Approve the new fee of £100 per annum for the Community Defibrillator Scheme, for immediate implementation.**

IMPLICATIONS

Legal:

The approved fee will be included in terms and conditions of service delivery between the council and any locations that sign up to the service.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/62/21/SL

It is the responsibility of Council to set new fees and charges

A fee of £100 (£83.33 + VAT £16.67) will support the costs of annual maintenance of the defibrillators, which will ensure that they are appropriately serviced/maintained.

Cost of recovery will be monitored through the budget monitoring and any budgetary implications will be reviewed over the fees and charges and budget setting process for 2021/22.

There are currently 79 defibrillators in the community if 60 (76%) were signed up to the scheme this would result in a small surplus of circa £300.

Officer time and expenses will be met from within existing budgets.

Staffing : None from this report

There are no staffing implications to this report.

Equality and Diversity including Human Rights :

There are no equality and diversity implications to this report.

Data Protection Implications :

Data obtained through the delivery of this service including financial information will be processed and held in line with existing council policies and payment processes.

Climate Related Risks and Opportunities:

There are no specific climate related risks or opportunities to this report. The delivery of the service will take into consideration environmental impacts including using digital reporting systems, reducing the need for printed materials and ensuring appropriate safe and clean disposal of used or expired parts.

Section 17 Crime and Disorder Considerations:

There are no Section 17 Crime and Disorder considerations to this report.

Health Implications:

There are no health implications to this report. Health benefits of the delivery of the service have already been indicated in the report prepared for Prosperous Communities Committee to approve the delivery of the service.

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

Not applicable

Risk Assessment :

Not applicable

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

X

No

1. Introduction

- 1.1 The Council has provided community accessible defibrillators across West Lindsey since 2016. Since launching the scheme we have installed over 75 defibrillators.
- 1.2 On 23rd April 2020 an updated Community Defibrillator Scheme was approved to include the provision of a maintenance service provided by the council. This report was approved by Delegate Decision.
- 1.3 The Delegated Decision Notice requested that Full Council be presented with a recommendation to approve the new annual maintenance fee of £100.
- 1.4 This report proposes the introduction of this new fee that will then be reviewed in-line with fees and charges of the council in future years.
- 1.5 The report prepared for Delegated Decision and the Delegated Decision Notice are attached to this report as Appendices.

APPENDIX 1 - Community Defibrillator Scheme - PC Committee Report

APPENDIX 2 - 23 April - Decision notice - defibrillator maintenance service

2. Recommendations

- 2.1 Approve the new fee of £100 per annum for the Community Defibrillator Scheme, for immediate implementation.



**Concurrent Meeting of the
Prosperous Communities
and Corporate Policy and
Resources Committees**

Thursday, 23 April 2020

Subject: Community Defibrillator Scheme

Report by:

Chief Executive

Contact Officer:

Grant White
Enterprising Communities Manager

grant.white@west-lindsey.gov.uk

Purpose / Summary:

To agree changes to the Community Defibrillator Scheme that will introduce a maintenance element service for parishes to join.

RECOMMENDATION(S):

1. Approve Option 1 to establish a defibrillator maintenance service as part of the Community Defibrillator Scheme.
2. Approve the charge of £100 (incl. VAT) to be included in the Fees and Charges schedules from 2020/21.

IMPLICATIONS

Legal:

Service terms and conditions will be put in place to govern how the service is delivered to parishes/customers. Existing agreements for new defibrillator installations will continue to be used.

Financial : FIN/9/21/SL

Option 1 (preferred option) would result in an initial outlay for stock which is anticipated to be recovered through the annual fee of £100 (incl. VAT) per community, to be included in the Fees and Charges schedule from 2020/21.

Prosperous Communities Committee		Communities		
	2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
	£	£	£	
Defibrillator maintenance service (annual charge)	£83.33	£16.67	£100.00	S

Cost recovery will be monitored through monthly budget monitoring and any budgetary implications will be reviewed over the budget setting process for 2021/22.

As highlighted in Appendix A, there are currently 79 defibrillators in the community, if 60 (76%) were to sign up to the scheme this would result in a small surplus of £300.

Officer time and expenses will be met from within existing Communities service budgets.

Staffing :

Not applicable

Equality and Diversity including Human Rights :

Not applicable

Data Protection Implications :

No medical history information is collected as part of this scheme. Contact information for individual parishes is secured in-line with council policies.

Climate Related Risks and Opportunities :

Not applicable

Section 17 Crime and Disorder Considerations :

Not applicable

Health Implications:

The provision of community accessible defibrillator has and will continue to help keep residents in West Lindsey alive following a cardiac arrest. This can only occur when a defibrillator is fully operational and this report proposes a scheme to ensure greater maintenance and reliability.

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

Not applicable

Risk Assessment :

Not applicable

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

X

No

1. Introduction

- 1.1 Automated External Defibrillators (AED's) are portable devices that can be used on someone having a cardiac arrest. They check the heart rhythm and send an electric shock to the heart to try and restore a normal rhythm. They have been in wide use for many years and form part of the standard equipment that paramedics, ambulances and first responders carry. In the event of someone suffering a cardiac arrest, the time it takes to administer aid is critical.
- 1.2 Having access to a nearby defibrillator can greatly reduce the amount of time it takes to administer lifesaving support. They give the best possible chance for someone to survive until medical services arrive.

2. Current Position

- 2.1 The council currently delivers a Community Defibrillator Scheme which was approved by Prosperous Communities Committee on 30 January 2018. It is a 5 year programme consisting of:
 - Total allocation £50,000 over 5 years
 - Total spent: £19,700
 - Total remaining: £30,300
- 2.2 The scheme arranges the installation of devices in key community locations across the district at a heavily subsidised cost.
- 2.3 Since January 2017, the Council, in partnership with LIVES, have installed 79 Defibrillators across the district

3. Challenges

- 3.1 Throughout administering the scheme we have identified numerous challenges, mainly finding suitable locations for installation due to the necessary power source.
- 3.2 As such, there are still a handful of key geographic locations that are awaiting installation which would mean greater coverage across the district. Once these have been installed, we are expecting fewer applications over the next few years.
- 3.3 The second challenge we are now facing is ensuring the devices are regularly checked and maintained. Each organisation that applies for a device commits to checking it weekly, logging any faults and replacing consumable parts when used or expired. Most communities are proactive and consistent in doing so, ensuring the devices are operational.

- 3.4 However, when consumables are used/expired or faults are logged, there can be a delay in replacing them. As such, this can lead to the device not being operational and an asset redundant.
- 3.5 The cost of replacing the defibrillator battery and pads can be up to £200 depending on the device. Indeed, in cases such as Keelby, if the device is activated three times in six months there is some considerable associated costs for the guardians.
- 3.6 During a spot check exercise, 1 out of 10 devices was inactive due to the battery and pads being expired. This would equate to 8 across the network in some of our most remote areas of the district.
- 3.7 In light of the COVID-19 outbreak, the increased demand on the NHS is likely to have an impact in West Lindsey. Response times for Ambulances are likely to increase and the need for deployable devices. This will also add pressure on LIVES, who currently support communities in sourcing replacement consumable parts.

4. Options

4.1 OPTION 1: (PREFERRED OPTION) Offer a package to guardians for a set annual fee

For a set annual fee of £100 (including VAT) per device, each defibrillator guardian would receive:

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Online reporting tool.
- Out of hours contact.
- Annual check.
- Access to First Aid Roadshows around the district.

The focus is still on the community owning the asset and volunteers from the community taking responsibility. As such, the online reporting would allow for an easier identification of communities that require assistance. For example, if the volunteer has moved away from the area or develops a long term health condition.

The annual fee would allow each community, usually a parish council or active community group, to budget or fundraise for the annual charge as they see fit. This will reduce the likelihood of unexpected costs and reliance on fundraising from the same sources.

There would be some risk with a small amount of devices that have been installed in association with small community groups and Parish Meetings, as there is the potential that they could not pay the costs. However, this would be overcome by establishing the group's ability to pay the maintenance fee on signing up.

The annual fee has been determined by the calculations available in Appendix A.

APPENDIX A – Community Defibrillator Proposal Cost Breakdown

Advantages to this option

- All defibrillators on the scheme checked and deployable.
- Cost of replacement consumables covered.
- Built in resilience fund in case of increased usage.
- Cost for organisations that can be budgeted for annually.
- Any surplus reinvested into new installations.

Disadvantages to this option

- Increased expectation of paid for service.
- Holding of a limited amount of stock.

4.2 OPTION 2

Offer a package to defibrillator guardians free of charge

This package would consist of the same elements as option 1, without a charge incurred for the guardian.

Advantages to this option

- All defibrillators in the district checked and deployable.
- WLDC providing more for community groups.

Disadvantages to this option

- No resilience in case of increased usage.
- Definite reduction in new installations regardless of demand.
- Expectation of organisations for WLDC to take control of the asset.
- Reputational risk if the service is withdrawn.

4.3 OPTION 3

No changes made to the Community Defibrillator Scheme

Advantages to this option:

- No financial risk

Disadvantages to this option:

- Possibility of a high number of un-deployable devices as time progresses.
- Limited data on state of defibrillators in the district.
- Reputational risk if a device is called upon but not deployable.

5. Reporting and Monitoring

- 5.1 A new annual Community Defibrillator report will be produced for Prosperous Communities Committee. This report will update on the take up of the scheme, number of guardians and other positive outcomes achieved.

URGENT DELEGATED DECISION

Date: 23 April 2020

Request to the Head of Paid Service to exercise delegated authority as per Responsibility of Functions in Part IV, page 28 of the Constitution.

“to determine any matter within the referred or delegated powers and duties of a committee / sub-committee / board / working which is so urgent that a decision must be made before the next meeting of that committee / sub-committee / board / working group is due to be held.”

Limits on delegation: -

- Before making a decision using this delegated power, The Head of Paid Service shall consult with and take cognisance of the views of the Chairman (or in his absence the VC) of the relevant Committee / Sub-Committee etc; and
- Any decision taken by the Head of Paid Service under this delegated power shall be reported to Members within five working days of the decision taken.

Usual Decision Maker: -

This decision would have been taken by Prosperous Communities Committee along with Corporate Policy and Resources Committee but all Committee Meetings have been suspended due to the COVID-19 situation.

Call-in does not apply.

Background

The background to this decision is as detailed in the report titled Community Defibrillator Scheme is published [here](#).

Reason for Urgency and Rationale for use of urgent Delegated Decision

In light of the current COVID 19 situation, an urgent decision is required in order to agree changes to the Community Defibrillator Scheme that will introduce a maintenance element for parishes to join.

The rationale for the decision is contained with the report

Notes of Consultation Relevant to the Decision

Observations that the three Members involved in the decision-making process made were:

- Subsidies or reductions for smaller community groups could be considered;
- In the future, West Lindsey District Council (WLDC) could look at expanding the service to include the servicing of non-WLDC installed defibrillators;
- It could be part of any final agreement that WLDC carry out maintenance to defibrillators, and next time parishes set a precept WLDC could deduct this fee.

Decision

Approve Option 1 in the report, which would establish a defibrillator maintenance service as part of the Community Defibrillator Scheme (recommendation 1).

The charge of £100 (inc. VAT) (recommendation 2) was supported by the Chairmen of the Corporate Policy and Resources and Prosperous Communities Committees along with the Leader of the Opposition; **however**, this charge could not be implemented until such time that full Council could meet to consider the charge.

Therefore consideration of the charge element be REFERRED to Full Council for a decision at their next meeting.

Financial Detail and Implications

Option 1 would result in an initial outlay for stock which is anticipated to be recovered through the annual fee of £100 (incl. VAT) per community, to be included in the Fees and Charges schedule from 2020/21, subject to agreement at Full Council.

Prosperous Communities Committee		Communities		
	2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
	£	£	£	
Defibrillator maintenance service (annual charge)	£83.33	£16.67	£100.00	S

Cost recovery will be monitored through monthly budget monitoring and any budgetary implications will be reviewed over the budget setting process for 2021/22.

As highlighted in Appendix A of the report, there are currently 79 defibrillators in the community; if 60 (76%) were to sign up to the scheme this would result in a small surplus of £300.

Officer time and expenses will be met from within existing Communities service budgets.



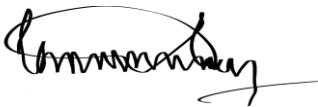
.....
Ian Knowles
Head of Paid Service

As the Chairman of the Corporate Policy and Resources Committee I have been fully consulted on this matter



.....
Leader of the Council

As the Chairman of the Prosperous Communities Committee I have been fully consulted on this matter



.....
Chairman of the Prosperous Communities Committee

As the Leader of the Opposition I have been fully consulted on this matter



.....
Leader of the Opposition.

Date all Members were notified of the decision 29 April 2020.