

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, 29th June, 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 2 March 2020.
(PAGES 4 - 21)
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 22 - 23)
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

7. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

8. MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

No Motions have been submitted for consideration at this meeting.

9. REPORTS FOR DETERMINATION

a. **Review of the Allocation of Seats to Political Groups on Committees and Sub-Committees**

To note the number of Members to be appointed to serve on each Committee in accordance with the provisions of Section 15 of the Local Government Act.

(PAGES 24 - 34)

b. **Appointment of Committees**

In accordance with the provisions of Section 16 of the Local Government and Housing Act 1989, to appoint Members to Committees for the Civic Year, in accordance with the wishes expressed by the Political Groups.

(TO FOLLOW)

c. **Appointments to Vacancies on Sub-Committees, Boards and Other Bodies (Including Outside Bodies)**

(PAGES 35 - 39)

d. **Re-designation of the Section 151 Officer**

(PAGES 40 - 44)

e. **Annual Report from the Governance & Audit Committee 2019/20**

(PAGES 45 - 52)

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

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f. **Climate Strategy**

(PAGES 53 - 81)

g. **Discussion Paper - COVID 19 Impact on West Lindsey District Council's Residents, Services, Performance and Finances to date**

This report serves as an aide for a wider general discussion by Elected Members on the impact of COVID 19 on West Lindsey District Council's Residents, Services, Performance and Finances to date.

Members will also receive verbal information from Derek Ward, Director of Public Health Lincolnshire during the meeting and will be provided an opportunity to ask questions of him.

(PAGES 82 - 86)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Friday, 19 June 2020

Agenda Item 2

West Lindsey District Council - 2 March 2020

WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall on 2 March 2020 at 7.00 pm.

Present: Councillor Steve England (Chairman)
Councillor Mrs Angela Lawrence (Vice-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 Mrs Cordelia McCartney	Councillor Giles McNeill
Councillor John McNeill	Councillor Mrs Jessie Milne
Councillor Roger Patterson	Councillor Mrs Judy Rainsforth
Councillor Tom Regis	Councillor Mrs Diana Rodgers
Councillor Mrs Lesley Rollings	Councillor Jim Snee
Councillor Mrs Mandy Snee	Councillor Robert Waller
Councillor Mrs Anne Welburn	Councillor Mrs Angela White
Councillor Trevor Young	

In Attendance:

Ian Knowles	Chief Executive
Alan Robinson	Monitoring Officer
Tracey Bircumshaw	Strategic Finance and Business Support Manager
Katie Storr	Senior Democratic & Civic Officer

Also in Attendance: Representatives from Sudbrooke Neighbourhood Planning Group/ Parish Council

Also Present: 3 members of the public
1 member of the press

Apologies Councillor Keith Panter
Councillor Lewis Strange
Councillor Jeff Summers

66 CHAIRMAN'S WELCOME

The Chairman welcomed all Members, Officers, and Members of the Public present to the meeting.

Representatives from Sudbrooke Neighbourhood Planning Group, who would later in the meeting present their successful Plan to Council, were also welcomed to the meeting.

The Chairman asked Councillors, Officers and members of the public alike to join him in a minutes silence for the family and friends of those who had lost loved ones; for Andrew Hancock, WLDC's former Chief executive, for friend and colleague Councillor Judy Rainsforth on the sad and untimely loss of her son Richard, and for former long standing Councillor, friend to many and the Chairman's personal mentor Malcolm Parish.

Following the minutes silence the Chairman paid tribute to his former friend and mentor Malcolm Parish. Colleagues from all political persuasions across the Chamber also paid tribute to former Councillor Parish, sharing their memories of and fondest moments with Councillor Parish, who had been a larger than life character and permanent fixture on the benches of West Lindsey for over 30 years. Councillor Diana Rodgers advised she would keep Members abreast of funeral arrangements as they were made and personal condolences should be sent to Mr Parish's home address.

67 MINUTES OF THE PREVIOUS MEETING

- a) Minutes of the Meeting of Full Council held on 20 January 2020

RESOLVED that the Minutes of the Meeting of Full Council held on 20 January 2020 be confirmed and signed as a correct record.

68 MEMBERS' DECLARATIONS OF INTEREST

No declarations were made.

69 MATTERS ARISING

The Monitoring Officer presented the report and advised Members that all actions had been completed within their targets.

The remaining green action relating to referencing Anti-Semitism within the Constitution would be brought forward as part of the Annual Review of the Constitution due for consideration by Council at its meeting in May. Furthermore, a new Equalities Strategy was being developed and was shortly due for consideration by the Prosperous Communities Committee, it was intended to also include reference to Anti-Semitism within that Strategy.

With reference to the action entitled – "sale of fireworks – lobby LCC" the Leader advised that he had now received a response. This was holding in nature and therefore he would further update Council in the event he received further information.

RESOLVED that the Matters Arising be duly noted.

70 ANNOUNCEMENTS

Chairman

The Chairman took the opportunity to bring Members' attention some up and coming events.

Once again WLDC were looking for nominations from Councillors for Parish Council of the Year. The shield, currently held by Great Limber Parish Council, was awarded each year to a Parish Council able to demonstrate a level of excellence and innovation throughout the past year. Councillors were encouraged to make nominations, to celebrate the good work that our town and parishes undertook. The winning council would be invited to a presentation at Full Council in May. Nomination forms were available at the back of the chamber but would also be e-mailed to all Members.

Tomorrow evening would see the launch of the Council's Community Lottery at Hemswell Court, to which all Councillors were welcome to attend. The lottery would provide an opportunity to offer funding from the proceeds to the wonderful community groups who enriched the district by their hard work and dedication.

Since Council's last meeting, the intervening weeks had been rather quiet on the civic front. However, the Chairman had attended several functions, among them: -

- a fund raiser for the air ambulance , commenting on his admiration for their work;
- an invitation from Nettleham Parish Council to perform the turf cutting ceremony of their new play area, partly funded by WLDC;
- the opening of a new kitchen and toilet facility at Wickenby parish church, alongside the Bishop of Lincoln. This had been a long held wish of the church, which again was in part made possible by some of the funding from West Lindsey;
- attending the opening of the superb new development by Lace Housing in Nettleham; and
- welcoming the former England rugby captain Dylan Hartley to Gainsborough Academy to promote "Invest Gainsborough".

The Chairman concluded his announcements by advising Members that he would be hosting a concert on behalf of his charity, Food in School Holidays (fish) at St. Mary's church Welton on 3 April. The Cabra singers and the band of the Gainsborough Salvation Army were freely giving their services. Tickets were priced at £8 and available from the Civic Officer

Leader

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

The Leader was very pleased with the positive comments from the LGA Peer Review team about the openness and honesty of both Officers and colleagues on the benches. He considered this a testament to the culture of transparency held by West Lindsey. The initial feedback had been shared with Members at the Strategic Forum at the end of January and was overall very positive about the strengths of West Lindsey District Council but robust enough to offer suggestions about opportunities that could make the Council even better.

He was eager to see the full report in the coming weeks and remained fully committed to publishing this report in the public domain.

The Leader had attended APSE's Association meeting in Edinburgh. One topic of particular interest was Dr. Peter Kenway's discussion 'Climate Change Emergency: from declaration to reality'. It was very pleasing to see colleagues from both North and South Kesteven district councils.

The Leader had been delighted to attend the opening of 'The Burrows' in Nettleham. Situated off Deepdale Lane in Nettleham, the development consisted of 22 two-bedroom apartments for rent and 14 two-bedroom bungalows for shared ownership. Members also noted, the access road – Frith Close – had been named by Nettleham Parish Council in recognition of the service of former district Councillor Alf Frith who had served 27 years as West Lindsey District Council.

The Chief Executive and Leader had attended the District Council's Network Conference at Chesford Grange, Kenilworth. Attendance by a good number of colleague Leaders from across Greater Lincolnshire had provided an ideal opportunity to discuss some of the shared challenges all faced.

Leaders from across Greater Lincolnshire had gathered at County Hall in Lincoln to consider the emerging landscape of devolution and local government re-organisation; a white paper on that subject was expected to emerge in the summer. As a group the Leaders' had agreed that they wished to be "ahead of the game" and had begun pulling together the information resources necessary so they could protect the ceremonial county of Lincolnshire and ensure that they were on the front-foot to respond to the Government's proposals.

On Tuesday of the previous week, the Leader along with the Chairman had attended the Gainsborough Academy where he'd met pupils and former England Rugby Captain Dylan Hartley who had come at the invitation of the Gelder Group to talk to pupils interested in Rugby.

As at the end of February, the Authority had conducted 33 services at the new Lea Fields crematorium. For those who had not yet had chance to see the facility, the Leader shared with colleagues a video which had been prepared for the website and social media use.

Thursday through to Saturday last week, the Leader had attended the CCA Conference on behalf of APSE, where he had chaired two workshops, one on Local Government Finance and Future Structure and the second on Sustainability and the Local Environment.

The Leader had met with a number of ministers including: -

- The Rt. Hon. Alok Sharma MP – Secretary of State for Business, Enterprise and Industrial Strategy; and discussed with him the Green Finance event attended the previous year and the Greater Lincolnshire Industrial Strategy;
- The Rt. Hon. Robert Jenrick MP – Secretary of State for Housing, Communities and Local Government; with whom he'd discussed devolution, the fair funding settlement and the housing projects currently on stream at the moment in Gainsborough.
- The Prime Minister, the Rt. Hon. Boris Johnson MP and reiterated that RAF Scampton was the best place to keep as the base for the Red Arrows.

The Leader had held 1-2-1 meetings with the majority of the Council's Committee Chairmen about how their committees had been performing over the past year. He hoped to have further such meetings where necessary in the next few weeks.

Since the last meeting of Full Council, the Leader had had numerous meetings with Councillors, Officers, stakeholders and the media. In addition to his duties in the Chamber, he undertook to have further such meetings prior to the next meeting of Council on Monday, 6 April.

Chief Executive

The Chief Executive addressed Council advising of the Council's success in a recent Access Bid, providing up to £5m of funding for Social Enterprise Entrepreneurs. The Council would be working with a local partnership to develop a full proposal over the next twelve months supported by a development grant.

The Environmental and Sustainability Group had met three times since Members had asked for a plan to develop a response to Climate Change. The work was on track to report to Full Council in May 2020, as requested.

It was with pleasure the Chief Executive announced that the first service had been held at the Lea Fields Crematorium on the 3rd February. To-date 33 services had been held.

Members were thanked for their engagement with the recent Peer Challenge. The feedback had been really positive and highly praised the openness and honesty of West Lindsey employees and the self-awareness of the Authority as a whole. The Chief Executive undertook to share with members the full report when it had been finalised.

One of the issues raised by the Peer Challenge was the need for the restructure following the appointment of a Chief Executive. The Chief Executive went on to advise that he had discussed his proposed structure with all employees directly affected and would be providing a general briefing to all staff during the week. Formal consultation would commence in March with implementation of the structure from April.

Concluding his announcements with the Coronavirus, the Chief Executive advised he had issued guidance to all employees regarding the potential for self-isolation following annual leave. The Authority was following the Government guidance on those areas that would require self-isolation on return and those that did not.

That concluded announcements for the meeting.

71 PUBLIC QUESTION TIME

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

72 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

Councillor Jim Snee, Ward Member for the Gainsborough North Ward, submitted the following question to the Chairman of the Prosperous Communities Committee: -

“Throughout the West Lindsey area decaying, derelict, run down Grade 2 Listed buildings are a blot on their immediate environment. They are eyesores, frequently in central locations, which do **no** favours for the local economy. The negative vibes extruding from such buildings (like the former Lea Road School in Gainsborough and the HSBC bank in Market Rasen to name just two) create a level of despondency amongst locals and visitors, causing them to hurry past and move on - taking their patronage elsewhere. The results are areas of decline, which are not conversant with the WLDC and LCC objective of promoting a ‘visitor economy’, as expressed in the Central Lincolnshire Plan and other officially approved documents.

The physical state of these buildings is usually one of decay and disrepair. They become magnets for the adventurous and inquisitive minds of young people, and also act as ‘safe havens’ for the vulnerable of today’s modern society. They are a clear health and safety risk, which can not be tolerated by the Council and residents of the district. It is surely a major blessing that the exceptional winds and rainfall of the recent storms, Ciara and Dennis, did not create significant damage to the buildings, infrastructure or more importantly members of the public.

Despite the obvious negative effect these buildings have on our communities there appears to be **no** district wide policies, development plans or financial grant schemes to address the problems created by them.

What is being done to address this lack of policies, on restoring declining listed buildings, and what progress is envisaged to ensure an acceptable, high standard **for all** communities within the district of West Lindsey?

Councillors and residents need to be aware of these policies to be reassured that WLDC is seriously tackling the declining areas of our community, and is taking every available measure to bring about improvements. Even if they do not fit into the ‘enterprise’, economic affordable model of a balanced budget.

Thank you
Cllr Jim Snee”

The Chairman of the Prosperous Communities Committee, Councillor Owen Bierley, responded as follows: -

Thank you, Cllr Snee, for your most prescient question.

Firstly, the importance and value of listed buildings is fully recognised and their ongoing protection ensured by Section 6 of the National Planning Policy Framework, Paragraphs 184 to 188 and within Section 5 of the Central Lincolnshire Local Plan, especially Policy LP25: The Historic Environment. Neighbourhood Development Plans add further richness and understanding in this area by considering those built assets that, although they may not be listed, are nonetheless important to the

community either individually or in groups.

Section 5.10.5 of the Central Lincolnshire Local Plan states that:

Our positive strategy for the historic environment will be achieved through the implementation of Policy LP25 and through:

- the preparation and maintenance of a list of buildings and other heritage assets of local importance;
- safeguarding heritage assets at risk and taking steps to reduce the number of heritage assets in Central Lincolnshire on the national Heritage at Risk Register and the Lincolnshire Heritage at Risk Register;
- encouraging the sympathetic maintenance and restoration of listed buildings, historic shop fronts and historic parks, gardens and landscapes, based on thorough historical research. Policies LP17 Landscape, Townscape and Views, and LP27 Main Town Centre Uses- Frontages and Advertisements, will also particularly assist in the achievement of this;
- strengthening the distinctive character of Central Lincolnshire's settlements, through the application of high quality design and architecture that responds to this character and the setting of heritage assets.

West Lindsey is fortunate enough to have 25 Conservation Areas and 950 listed buildings within the district and these are all detailed on our website. The breakdown of the listed buildings is:

- 1 - Grade A
- 59 - Grade I (the highest grade)
- 79 - Grade II*
- 809 - Grade II
- 2 - Grade C

<https://www.west-lindsey.gov.uk/my-services/planning-and-building/conservation-and-environment/listed-buildings/>

Although 11 Market Place, Market Rasen (the former HSBC/Midland Bank building) is listed, the former Lea Road School building in Gainsborough is not, despite there being a common misconception to the contrary.

The Gainsborough Townscape Heritage Partnership was recently awarded £1.9 million as part of a major project to restore historic buildings and heritage assets in the town. The town centre project will specifically focus on Lord Street and the Market Place, working with owners to transform and restore 28 historic properties.

This funding, from the National Lottery Heritage Fund, has enabled the Council to appoint a Townscape Heritage Project Officer to support the delivery of the programme and they will commence in post at the end of March. Further capacity in the form of a Townscape Heritage Activity Co-ordinator will be recruited shortly and

they will deliver the approved 'Activity Statement' designed to engage a wide audience of stakeholders and partners in the benefits of Heritage Led Regeneration.

Conservation Areas are designated by the Council as a sign of its positive commitment to preserve and enhance the quality of the environment. Parts of the three market towns of Caistor, Market Rasen and Gainsborough are covered by Conservation Areas. Work is currently ongoing to finalise the recently updated Conservation Area appraisals in Gainsborough covering the Town Centre, the Britannia Works and the Riverside. The programme of works covering Conservation Area appraisals will see the team move on to an appraisal in Market Rasen this year and the development of a resourced plan to continue to work on Conservation Area Appraisals as the need arises.

Members will be aware that our recently adopted Corporate Plan 2019-2023 also includes a specific commitment to this end. This is reflected in the 'Our Place' section of the Executive Business Plan before Members for formal approval this evening and for which I trust they will affirm their support.

Finally, the Leisure, Culture, Events and Tourism Working Group are presently engaged in the production of a new Visitor Economy Strategy for West Lindsey. This document is included in the Forward Plan for consideration by the Prosperous Communities Committee in May.

Thank you again for your question"

Councillor Matt Boles, Ward Member for the Gainsborough North Ward, submitted the following question to the Chairman of the Prosperous Communities Committee: -

"The return of parking to Gainsborough Town Centre has long been supported by local traders, residents, the Town Council, LCC Councillors & Officers and the majority of Gainsborough's WLDC members.

Please could you clarify WLDC's position on the subject, does the authority support the re-introduction of Town Centre parking or is it opposed to the proposal?

Many Thanks
Cllr Matt Boles"

The Chairman of the Prosperous Communities Committee, Councillor Owen Bierley, responded as follows: -

"Thank you for your question Cllr Boles

The facts in response are that Lincolnshire County Council owns the town centre and when similar questions have been posed to them previously they have informed us that this proposal would be both complex and very costly.

This is in part due to having to re-design the town centre area including taking up the current paving to install raised kerbs in all pedestrian routes to comply with legislation regarding pedestrian and vehicular segregation.

Other points to note when considering supporting the possibility of parking in the town centre are;

- Ensuring that vehicles are driven at a safe speed in such a highly pedestrianised area is problematic to control
- Carelessly parked cars can obstruct pedestrian routes and reduce the visibility of other drivers and pedestrians
- Over parking and site congestion will result in dangerous manoeuvres and the blocking of pedestrian routes.
- In the interest of public safety a car park in the centre of the town would also require segregation by barriers due to the nature of the proposed area.

Following the acquisition of the old Lidl store with car park and the increase of spaces in both Bridge Street and Roseway car parks capacity has been added within Gainsborough. Analysis shows that 165 additional car parking spaces have been created, representing an increase of almost 50% since September 2017, which could also be seen to reduce any need for Market Place parking.

With the addition of the cinema planned for 2020/21 this will positively contribute to footfall in the town, especially given the inclusion of the 50 car parking spaces proposed to the rear of the development. This will greatly help add to capacity within the town.

Thank you again for the question.”

Having heard the response, Councillor Boles requested and was granted the opportunity to ask a supplementary question.

Councillor Boles disputed the information he had heard in response, stating that he attended the Gainsborough Transport Strategy Board at which both Officers from the District and County Council attended and he was of the belief the County Council would support such a proposal but it was West Lindsey Officers who were less supportive. He believed it would be conducive for all parties to be sat around one table, including Councillor Bierley and therefore requested that Councillor Bierley be invited to the next such meeting.

In response, Councillor Bierley indicated he was happy to attend such a meeting and would find it useful.

73 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

Councillor Anne Welburn and Councillor Stephen Bunney submitted the following Motion: -

“Council Notes:

1. Dog fouling is not only deeply unpleasant, it is dangerous. Whilst rare, contact with dog excrement can cause toxocariasis – a nasty infection that can lead to dizziness, nausea, asthma and even blindness or seizures
2. Dog fouling is an offence and can result in offenders being issued with a Fixed Penalty Notice of up to £75. If the case goes to court this could cost the owner or person in charge of the animal up to £1,000
3. The law states that being unaware a dog has fouled or not having a suitable

- bag is not a reasonable excuse
4. There are estimated to be more than 8 million dogs producing more than 1,000 tonnes of excrement every day in the UK alone
 5. A Keep Britain Tidy campaign in 2010 had considerable success on the issue of dog fouling. 'There's no such thing as the dog poo fairy' led to massive reductions in dog fouling in participating councils' areas. That some communities saw a decrease of up to 90%, while on average a reduction of 43% was recorded across the 94 participating local authorities

Council Believes:

1. Most dog owners are caring, responsible individuals, however, the small minority of those, who do not clean up after their pets are acting irresponsibly
2. That several councils have had success with the 'Green Dog Walkers' scheme (along the lines of that piloted, developed and trail blazed by Falkirk Council in 2008). They are friendly, non-confrontational projects that bring about the change of community behaviour by the modelling of good behaviour.

Council Resolves to:

1. Request that the Prosperous Communities Committee undertake to:
 - a. Assess the scale of the problem across the District
 - b. Commission work to investigate successful initiatives undertaken by other Councils, including the 'Green Dog Walkers' scheme, assessing them for viability and value for money
 - c. Bring forward and consider proposals to implement suitable initiatives to deal with the problem
 - d. Develop a scheme to educate irresponsible dog owners that not clearing up after their pets is anti-social behaviour that the council does not tolerate.

We so move.

Cllr. Anne Welburn

Cllr. Stephen Bunney”

The motion as submitted was duly seconded.

Numerous Members from across the Chamber spoke in support of the motion, which they considered was a concern for the majority of communities across the District.

A Councillor sought indication of the number of Fixed Penalty Notices (FPNs) the Authority had issued for dog fouling offences in the last three years and Officers undertook to provide the information outside of the meeting.

Another Member advised that the Dogs Trust offered a plethora of advice regarding the matter.

Some parishes had appointed their own wardens, who were fully trained and qualified and could issue FPNs.

Councillor Milne, Chairman of the Regulatory Committee advised that the Council was committed to reducing dog fouling across the District and was in the process of reviewing its district wide PSPO, originally introduced in 2017, with work concluding by

September.

All were in agreement that education was important, but this needed to be supported with enforcement.

Having being moved and seconded, the motion as submitted was **ACCEPTED**.

74 ADOPTION OF THE SADBROOKE NEIGHBOURHOOD PLAN

Members were asked to give consideration to a report to fully 'make' (adopt) the Sudbrooke Neighbourhood Plan (NP) following a successful referendum.

Councillor Bob Waller, as Local Ward Member, introduced the report. He expressed thanks to the Group for their hard work, and to the Officers for the support they had offered. He acknowledged the time, effort and commitment needed to complete a Neighbourhood Plan. He considered it a commendable achievement and had resulted in a plan the Group and village could be proud of. In concluding, he paid tribute to former Councillor Curtis, who had been instrumental in getting the Group started on their way in producing such a worthwhile plan, which he commended to Council.

Representatives from Sudbrooke Neighbourhood Planning Group were in attendance and prior to Members debating the matter, the Chairman invited them to make a short address to Council and present their successful Neighbourhood Plan.

Mr Peter Heath, Chairman of Sudbrooke Parish Council addressed the meeting and made the following statement: -

"It gives me great pleasure to present to the Council the completed Neighbourhood Plan for the Parish of Sudbrooke. The Plan has entailed a great deal of hard work by the Steering group set up to construct it. The Parish Council initially called for volunteers to work on the Plan and were heartened by the response from both the Parish councillors and members of the community. We lost a champion of the village early on when Cllr Stuart Curtis sadly passed away and with him went a font of local knowledge. Our Steering group persevered with the task but suffered from a high drop out rate of members because of the time commitment required and amount of detail that had not been appreciated at first.

The provisions in this plan reflect the opinions of our village residents in looking forward to how we want our village to develop and be viewed by the wider community. With it we look forward to further additions to the village to enhance the quality of life for our residents. It will provide guidance for this council when determining planning applications and hopefully prevent development detrimental to future residents. It has also enabled a review of our village that reflects a history going back to the Domesday Book. The coverage of the natural environment will also benefit the community when assessing environmental changes over the coming decades.

We were greatly assisted and encouraged by Cllr Steve England whose experience and depth of knowledge provided a pathway for the production of the professional

report you see before you. I should also like to mention the support given by Cllr Ian Fleetwood and Mr Luke Brown as a facilitators. I would also like to thank Mrs Barbara Bingham for her dedication and hard work, despite trying personal circumstances, without which I would not be here tonight. I commend this Plan to the Council.”

Councillor Heath then formally presented the Plan to the Chairman.

Members across the floor congratulated the Group on their remarkable achievement.

The Leader, as a member of the Central Lincolnshire Joint Strategic Planning Committee, confirmed to the representatives of Sudbrooke Parish Council, that through the current review of the Local Plan, there was no intention to change the settlement hierarchy of Sudbrooke, acknowledging that this had been a concern for the village.

This news was welcomed and following a round of applause, it was moved, seconded and duly

RESOLVED that the Sudbrooke Neighbourhood Plan be adopted and made.

75 APPROVAL FOR EXEMPTION FROM PROCUREMENT

Members gave consideration to a report which sought approval for procurement exemption in respect of the contract for the support and maintenance of the Cremator at Lea Fields Crematorium.

It was noted that Officers had delegated authority to approve procurement exemptions up to a threshold of £50k. Exemptions required at a higher threshold were delegated to the Corporate Policy and Resources Committee but due to expedience the report had been brought to Council.

In response to comments, it was confirmed that as part of the Council’s financial due diligence, the original business plan identified costs in relation to the purchase and support and maintenance of the crematoria and abatement equipment. The provision of the cremator was included in the overall build contract with Willmott Dixon and was purchased by them directly.

The procurement of ongoing support and maintenance was a task for the District Council as the end user but money had been set aside in the MTFP for such and therefore this was not an additional cost or after thought.

Having being moved and seconded it was: -

RESOLVED that the exemption be approved and Council directly award the contract for support and maintenance of the crematoria and abatement equipment to Facultatieve Technologies Ltd for a 10 year agreement, avoiding the application of the percentage increase that would be applied through the framework route and save the Council up to £10k over the life of the contract.

76 EXECUTIVE BUSINESS PLAN, MEDIUM TERM FINANCIAL STRATEGY AND PLAN 2020/21 - 2024-25

Members gave consideration to a report which presented the Executive Business Plan and the Medium Term Financial Plan (MTFP) 2020/21 – 2024/25. These documents were central to the Council's financial and strategic planning.

The Chief Executive presented the report and in doing so placed on record his thanks to Tracey Bircumshaw and the finance team for their work in preparing the documents presented to Members.

The Executive Business Plan set out the current contextual environment at a national, regional and local level in which the Council operated and identified at a high level the deliverable outcomes over the next three years.

These outcomes were linked to the Members' objectives as set out in the Corporate Plan 2019-2023.

The Medium Term Financial Plan set out how the Council intended to finance the Executive Business Plan and forecast over a five year period the revenue and capital financial position of the Authority. In addition, it attempted to forecast for a ten year horizon the impact of the Council's longer term projects.

The Budget presented to Members for 2020/21 of £14,357m was balanced with a transfer to reserves of £1.2m.

This position had been arrived at due to the one year roll over settlement which was announced in November 2019. However, with the Fairer Funding review, the Business Rate Reset, Business rate retention and the Spending Review to come in 2020, the settlement for future years was very uncertain.

The underlying assumptions for the budget could be found on page 69, section 2.3 and included 2% increase in Council Tax. It was noted this was lower than the maximum the Council could have charged, which would have been an increase of £5 equivalent to an increase of 2.35%.

The Chief Executive confirmed that the MTFP met the requirements of the regulations; the requirement for the local Authority to agree a balanced budget for each financial year, prior to the start of that year; the requirement for the local Authority to establish the level of Council Tax for the coming year on the basis of that budget and, furthermore, met best practice (supported by CIPFA) by setting out the coming year's budget in addition to a 5 year MTFP.

Finally the Chief Executive drew Members' attention to his S151 Officer statement at page 74, section 2.10 on the robustness of estimates, the adequacy of reserves and the affordability of capital investments.

The Leader of the Council made the following speech in response: -

“Thank you, Chairman.

The Executive Business Plan and Medium-Term Financial Plan 2020/21 - 2024/25 are the documents that form the Council’s Budget.

As members who sit on the policy committees will know, the process of drawing together the budget is an almost never-ending task; and I would wish to record my thanks and that of colleagues on the Administration’s benches for all the officers who have played their part in the process. Thank you.

As you might expect, Chairman, the Budget documentation should contain no surprises; these have been through our committee structure over recent months and culminate here at Full Council this evening.

What I am pleased to say is that this budget for £14.357m of revenue spending next year aligns with the Administration’s policy priorities and recognises the good financial position the Council finds itself in.

This budget will support the delivery of the Council’s vision for West Lindsey to be a great place to be where people, businesses and communities can thrive and reach their potential. We can continue to deliver award winning services, improving the experience of our residents and continuing to deliver efficiencies.

Chairman, colleagues may be aware that the referendum threshold, which stood at 3% last year, has been reduced back to 2% this year (or £5, whichever is greater). On that basis if we wanted to increase the Council Tax by the maximum we could, without a referendum, we would be looking at an increase of 2.35%. However, I am pleased to say that the proposal in the paper is for a 2% rise in the district council’s portion of the Council Tax. This is because of the sound management of the Council’s finances by both councillors on these benches and our dedicated team of officers. It is my understanding that West Lindsey is the only authority in the county not to be increasing its share of the council tax by referendum limit.

This budget includes additional resource investing in our priority areas meaning an Environmental Health Officer, and additional CCTV Operator and makes a long-term commitment to supporting our visitor economy with long term funding for the post of a Visitor Economy Officer. We will also be filling a new post of Conservation and Heritage Projects Officer.

West Lindsey is a district that is making real progress. We are delivering on the commitments that we made to local residents in last year’s elections. The Administration’s record is one that has not been about short-term opportunism, or quick fix solutions to the challenges we face; but the dedicated, deliberate and steady long-term approach to policies designed to make the Council’s financial position more resilient – at a time when central government continue to reduce grant funding and consider limiting our ability to find innovative solutions to fund the frontline services that local people expect and rely on from this Council.

The Administration is committed to investing locally to deliver a bright future for everyone across the district. Which is why the tabled paper includes our ambitious

plans for £24,117,619 of capital expenditure next year and a total of £37,767,275 over the five-year period of the medium-term financial plan.

We are investing in our Market towns

Gainsborough

- £40,000 for the Gainsborough Shop Front Improvement Scheme
- £100,000 for the Unlocking Housing, Living over the Shop grant scheme
- £250,000 for improvements at the Trinity Arts Centre
- £332,775 Heritage regeneration in Gainsborough – not just this year but over the next four years a like for like amount each year
- £352,300 for the redevelopment of the 5-7 Market Place, Gainsborough
- £1,010,000 contribution for the improvements to the Corringham road junction scheme
- Funding for the Riverside Gateway project to make progress on that site
- £2,162,000 for the regeneration Gainsborough and the housing scheme on Bowling Green Lane
- £2,350,000 for the new cinema on the old Lindsey Centre site in partnership with Savoy to transform and regenerate Gainsborough's Market Place.

Market Rasen

- £300,000 to develop the Market Rasen 3-year vision,
- And we will complete the new Leisure Centre this summer

Caistor

- We are putting in place a seven-figure sum of funding for the delivery of key improvements to health services in Caistor next year

And in other communities across the district we will be investing money too:

Hemswell

- £150,000 to make improvements to the public realm as part of the Hemswell Masterplan

Glentham

- £4,600,000 for the new central depot at a site near the Caenby Corner roundabout on the A46 in Glentham.

But whilst we are investing substantial sums in the communities of West Lindsey we shall also be investing in our own institution. We will be implementing modern technology which will put the customer at the centre of everything we do by improving accessibility and creating service improvements in addition to cost savings through efficiency. We will invest:

- £19,400 for updated and improved telephony including the contact centre
- £97,000 to refresh and improve storage facilities
- £100,000 to refresh the public sector hub on the ground floor of the Guildhall
- £110,000 to enhance our asset stock
- £220,000 for a new financial management system
- £280,000 in our Customer First programme which is leading the way in which this council delivers effective and efficient services

And we are earmarking £7,000,000 for further commercial property portfolio investments should suitable properties come forward on the market.

Of the more than £24m of capital expenditure next year, over £6m will be financed through grant funding streams, £5½m will be from revenue finance, just over £2m will come from capital receipts and the rest (£10.2m) will come from prudential borrowing.

But, Chairman, as good as the papers tabled in the agenda-pack tonight are, I have wanted for sometime to restore this chamber's function as the place where we debate ideas and engage in topics; not simply nod through and ratify decisions made elsewhere. To that end I am pleased to move the recommendations of the paper as published – but I have a number of amendments that I would like to make.

Firstly, Chairman, you will remember our visit to Nettleham C of E Aided Junior School at the end of last year? The children were very impressive and there is a deep commitment in our young people that we all have a responsibility to tackle the unsustainability of human activity on our shared environment. **So, I propose that we provide the opportunity of educational talks to every primary school in the District, a cost pressure of £6,000, regarding environmental sustainability and recycling – helping our young people to be even better champions and using their influence with their parents and grandparents to improve recycling behaviours at home.**

Chairman, I note that on these benches Members made a commitment to freeze the charge for the green waste service at £35. I am pleased to confirm that that promise is being kept. And let us not forget that we fought so hard to keep the green bin service included within the Council Tax far longer than other colleagues across the county, until it became financially unviable to continue – as austerity cuts from central government continued to squeeze well beyond the original horizon of 2015 – and continue a decade on.

Chairman, West Lindsey District Council should surely be a council that always strives to provide the best possible value for money services? To that end, **I propose that Council increases the number of collections of the Green garden-waste wheelie bin service, for a one-year pilot scheme, with an additional collection at the end of the current cycle and an additional collection at the start of the next cycle. Officers have kindly provided an estimate figure of £76,000 as a cost pressure.**

Many in this chamber will be wondering just exactly how I'm going to pay for these rabbits that I am pulling out of the hat! To balance the budget, **I propose to reduce the transfer to the general fund, identified on page 85 (appendix 1, 3rd table) from £927,500 to £845,500.**

That, Chairman, is two extra collections of green wheelie bins for residents who subscribe for the service, and engaging with our young people to make the next generation drivers for behavioural change in the households of the district – without the need to collect additional Council Tax or charge a higher fee for the service. I trust that our officers will confirm that these proposals will require no changes to the calculations in the paper regarding Council Tax?

I am pleased to commend this budget to the Chamber. and move the additional

recommendations I have set out. This is a budget that will help us to deliver our commitment to build a brighter future for everyone across the district. Chairman, thank you”

The matter was opened for debate and the deputy Leader seconded the additional recommendations the Leader had made through the course of his budget speech.

The Leader of the Opposition questioned whether the budget went far enough, with no mention of monies set aside for the impact of flooding, something the District had experienced recently and would undoubtedly face again in the near future. He was of the view that a resilience fund should be being established for such emergencies.

In response, the Leader re-iterated that it was being proposed that £845,500 be transferred to the general fund balance. Rather than establish a specific resilience fund for flooding, this would give the Authority greater flexibility to tackle such emergencies, whether they be flooding or of another nature. The Authority also needed to bear in mind the future uncertainty regarding future settlements and thereby transferring money to the general balance fund allowed flexibility in uncertainty.

Councillor Bunney took the opportunity to thank the Administration for the money afforded to Market Rasen, more than had been anticipated. The Leader of the Council apologised for his oversight confirming that £200k as opposed to the £300k he had verbally stated had been allocated, offering apologies again.

The amendments proposed and seconded throughout the course of the debate, and shown in bold above, were put to the vote and **CARRIED**

The recommendations, as set out in the report, including the amendments, having being moved and seconded, were then put to the vote. In accordance with required legislation for voting on the Council’s budget, a recorded vote was taken.

Votes were cast as set out below:

For: - Councillors Bierley, Brockway, Coulson, Darcel, Davies, Devine, Ellis, England, Fleetwood, Grimble, Hill, Howitt-Cowan, Lawrence, McCartney, McNeill G, McNeill J, Milne, Patterson, Regis, Rodgers, Waller, Welburn (22)

Against: - Councillors Boles, Cotton, Dobbie, Rollings, Snee, J, Snee M, Young (7)

Abstain: - Councillors Bunney, Clews, Rainsforth, White (4)

With the majority of Councillors voting for the proposals, the motion was declared **CARRIED** and on that basis it was:-

RESOLVED that: -

- a) the external environment and the severity of the financial challenges being faced as detailed in the Financial Strategy be recognised;

- b) the Statement of the Chief Finance Officer on the Robustness of Estimates and Adequacy of Reserves be accepted;
- c) the Medium Term Financial Plan 2020/21 to 2024/25 be approved and the associated Risks be noted (Appendix 2);
- d) the Revenue Budget 2020/21 (Appendix 1) be set; **subject to the amendments approved during the course of the debate and highlighted in bold above;**
- e) the movement to and from Reserves (Executive Summary 1.4) be approved;
- f) the Fees and Charges 2020/21 (Appendix 3) be set;
- g) the Capital Investment Strategy (Appendix 4) be adopted;
- h) the Capital Programme 2020/21 to 2023/24 and Financing (Appendix 5 and 6) be approved;
- i) the Treasury Management Strategy 2020/21 be approved and as such the Treasury Investment Strategy, the detailed Counter Party criteria, the Treasury and Borrowing Prudential Indicators (Appendix 7) be adopted;
- j) the Minimum Revenue Provision (MRP) Policy as contained in the Treasury Management Strategy (Appendix 7) be approved;
- k) a 2% increase in the Council Tax and set a charge of £217.74 Band D Equivalent. (Appendix 8-12) be approved;
- l) the 2020/21 Pay Policy Statement (Appendix 13) be approved; and
- m) the Human Resources Statement 2020/21 (Appendix 14) be accepted.

The meeting concluded at 8.24 pm.

Chairman

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 Bunney's 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

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 . Annual Council currently re-schedule for 7 September</p>	07/09/20	Alan Robinson
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Agenda Item 9a



Council

Monday 29 June 2020

Subject: Review of the Allocation of Seats to Political Groups on Committees and Sub-Committees

Report by:

Monitoring Officer

Contact Officer:

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

Katie Storr
Senior Democratic & Civic Officer
katie.storr@west-lindsey.gov.uk
01427 676594

Purpose / Summary:

This report sets out the details of the political groups on the Council, the number of Members to be appointed to serve on each committee and the allocation to different political groups of seats on the committees.

RECOMMENDATION(S):

- 1) that the details of political groups, as set out in Appendix A, be noted;**
- 2) that the number of Members to be appointed to serve on each Committee be noted; and**
- 3) that the allocation to different political groups of seats on committees, as set out in Appendix B, be noted.**

IMPLICATIONS

Legal:

None directly arising as a result of this report.

Financial : FIN/26/21/TJB

None from this report.

Staffing :

None directly arising as a result of this report.

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities: n/a

Section 17 Crime and Disorder Considerations:

Health Implications:

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

None.

Risk Assessment : n/a

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1. Introduction

- 1.1 In accordance with the provisions of Section 15 of the Local Government and Housing Act 1989, the Council is required to review the allocation to different political groups of seats on committees and sub-committees.
- 1.2 The requirement to review the allocations is as a result of Councillors Mick Devine and Tim Davies (Gainsborough Independents) giving due notice, under regulation 9, that for the purposes of the Local Government (Committees & Political Groups) Regulations 1990 they wished to be treated as Members of the West Lindsey Administration Group, with effect from 1 June 2020.
- 1.3 It should be noted that the requirement to review the allocations is not borne from the passing of Councillor Charles Lewis Strange. However for the purposes of the political balance calculation, as the Council is carrying a vacancy, the total number of Members is based on a compliment of 35 as opposed to the 36 seats.
- 1.4 Existing political groups for the purposes of the Local Government (Committees & Political Groups) Regulations 1990 are as follows:

Group	No.	Leader/Spokesperson	Deputy Leaders
West Lindsey Administration Group	20	Councillor Giles McNeill	Councillor Owen Bierley
Liberal Democrat Group	12	Councillor Trevor Young	Councillor Lesley Rollings
Lincolnshire Independents	2	Councillor Chris Darcel	Councillor Cherie Hill

- 1.5 Councillor Jeff Summers, West Lindsey Independent is not aligned to any Group, and the Council has one vacancy.
- 1.6 The Council has delegated authority to the Head of Paid Service to agree, following consultation with the Group Leaders, the overall allocation of seats to groups resulting from the application of rounding.
- 1.7 Full details of group membership are set out in Appendix A.

2. The Allocations

- 2.1 In accordance with the provisions of section 15 of the Local Government and Housing Act 1989 (Duty to allocate seats to political groups), the Council is required to give effect, so far as reasonably practicable, to the following specified principles:
- (a) that not all the seats on a Committee/Sub-Committee are allocated to the same political group;
 - (b) that the majority of the seats on a Committee/Sub-Committee are allocated to a particular political group where the number of persons belonging to that group is a majority of the authority's membership;
 - (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary Committees which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary Committees of that authority as is borne by the number of **Members of that group** to the membership of the authority;
 - (d) subject to paragraphs (a) to (c) above, that the number of seats on the Committee/Sub-Committee which are allocated to each political group bears the same proportion to the number of all the seats on that Committee/Sub-Committee as is borne by the number of **members of that group** to the membership of the authority.
- 2.2 (b) above applies as there is a group with a majority of seats on the Council.
- 2.3 In order to give effect, so far as is **reasonably practicable**, to the principles specified above and in consultation with group leaders as required by the delegation, it has been determined that the best fit to meet the political balance rules is for the: -
- **Planning Committee, Corporate Policy and Resources Committee Prosperous Communities Committee, and Overview and Scrutiny Committee to comprise 14 Members;**
 - **Licensing Committee and Regulatory Committee to comprise 11 Members;**
 - **Chief officer Employment Committee to comprise 10 Members**
 - **Governance and Audit Committee to comprise 7 Members; and**
- 2.4 **It should be noted that it was requested that the political balance for the Overview and Scrutiny Committee not be applied (as was agreed following the District wide elections in May 2019 (to retain the suspension of political balance a separate vote will be required on the appointment of Committees report). As such 12 Places have been afforded to the Overview and Scrutiny Committee.** The allocations have therefore been calculated on this basis.

- 2.5 As agreed as part of the Annual Review of the Constitution during 2017/2018, the same 11 Members comprise both the Licensing Committee and the Regulatory Committee.
- 2.6 All of the Group Leaders have been consulted on the number of Members appointed to serve on the Committees/Sub-Committees.
- 2.7 Applying group numbers to the seats available on the Committees and Sub-Committees gives the allocation set out in Appendix B, as the most reasonably practical in the circumstances.

Local Government & Housing Act 1989

The Local Government (Committees and Political Groups) Regulations 1990

Political Groups on the District Council – June 2020

West Lindsey Administration Group (20 Councillors)

(Comprising 17 Conservatives, 1 Independent and 2 Gainsborough Independent Councillors)

Conservatives (17)

Councillor Owen Bierley

Councillor Jackie Brockway

Councillor Tracey Coulson

Councillor Jane Ellis

Councillor Steve England

Councillor Ian Fleetwood

Councillor Caralyne Grimble

Councillor Paul Howitt-Cowan

Councillor Angela Lawrence

Councillor Cordelia McCartney

Councillor Giles McNeill

Councillor John McNeill

Councillor Jessie Milne

Councillor Roger Patterson

Councillor Tom Regis

Councillor Robert Waller

Councillor Anne Welburn

Independent Councillor

Councillor Diana Rodgers

Gainsborough Independents

Councillor Timothy Davies

Councillor Mick Devine

Liberal Democrat Group (12 Councillors)

Councillor Matthew Boles

Councillor Stephen Bunney

Councillor Liz Clews

Councillor David Cotton

Councillor David Dobbie

Councillor Keith Panter

Councillor Judy Rainsforth

Councillor Lesley Rollings

Councillor Jim Snee

Councillor Mandy Snee

Councillor Angela White

Councillor Trevor Young

Lincolnshire Independents Group (2 Councillors)

Councillor Chris Darcel

Councillor Cherie Hill

West Lindsey Independent 0 Unaligned to any Group (1 Councillor)

Councillor Jeff Summers

Appendix B

Political Make-up of the Council, on which calculations have been based: -

West Lindsey Administration Group (WLAG)	Lib Dem	Lincs Ind	Ind	Total
20 members	12 Members	2 Members	1 Member	35 Members
57.14%	34.29%	5.71%	2.86%	100%

TABLE 1 – ORDINARY COMMITTEES

	WLAG	Lib Dem	Lincs Ind	Ind Mbr	Total
Prosperous Communities (14)	8	5	1	0	14
Corporate Policy and Resources (14)	8	5	0	1	14
Governance and Audit (7)	4	3	0	0	7
Planning (14)	8	5	1	0	14
Chief Officer Employment (10)	6	3	1	0	10
Total no. of seats (59)	34	21	3	1	59
As a %	57.63	35.59	5.08	1.69	100

NOTES: This would meet the criteria with the WLAG having a majority on each Committee, followed by the Liberal Democrats having the next largest proportion and so on.

TABLE 2

IF POLITICAL BALANCE APPLIED	WLAG	Lib Dem	Lincs Ind	Ind Mbr	Total
Overview and Scrutiny Committee (14)	8	5	1	0	14
Total no of seats as a %	57.14	35.17	7.14	0	100

POLITICAL BALANCE SUSPENDED	WLAG	Lib Dem	Lincs Ind	Ind Mbr	Total
Overview and Scrutiny Committee (12)	6	5	1	0	12
Total no of seats as a %	50	41.67	8.33	0	100

TABLE 3

	WLAG	Lib Dem	Lincs Ind	Ind Mbr	Total
Licensing (11)	6	4	0	1	11
Regulatory (11)	6	4	0	1	11
Total no. of seats (22)	12	8	0	2	22
Total no of seats as a %	54.55	36.36	0	9.09	100

Note the membership of the two committees above has to be identical



Council

Monday 29 June 2020

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

Report by:

Chief Executive

Contact Officer:

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

Purpose / Summary:

This report seeks to appoint to vacancies on sub-committees, boards and other bodies (including outside bodies) arising from the death of Councillor Lewis Strange.

RECOMMENDATION(S):

- 1) **That those persons named at 2.1 of the report be appointed to the current vacancies; and**
- 2) **The Crematorium Working Group be formally closed and its Members thanked for the work they have undertaken in completing a successful project.**

IMPLICATIONS

Legal:

None Arising – such appoints are not such subject to political balance regulations.

Financial : FIN/30/21/TJB

None arising from this report

Staffing :

None arising from this report

Equality and Diversity including Human Rights :

Data Protection Implications :

None arising from this report

Climate Related Risks and Opportunities:

None arising from this report

Section 17 Crime and Disorder Considerations:

None arising from this report

Health Implications:

None arising from this report

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

Risk Assessment :

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1 Introduction

- 1.1 Whilst the re-calculation of political balance does not necessitate the need to re-appoint to the numerous sub-committees, boards and other bodies (including outside), the death of Councillor Lewis Strange has seen a number of vacancies arise on such bodies.
- 1.2 At the time of his death, Councillor Strange held the following position on such bodies: -

Sub Committees

Standards Sub-Committee
Joint Staff Consultative Committee (Reserve Member)

Outside Bodies

Healthwatch Provider Network Meeting (YourVoice@HWL)
Lincolnshire Forum for Agriculture and Horticulture
Wold Community Transport

Working Groups

Crematorium Working Group

- 1.3 Councillor Strange also held the position of Member Champion for Community Transport, Public Rights of Way and Rural Issues.
- 1.4 The Appointment of Member Champions would usually fall within the remit of the relevant Policy Committee. However, Council can undertake any function it has previously delegated to one of its Committees and therefore it is considered opportune to re-appoint to all of the current vacancies (including the Member Champion position) through this one report to Council.

2 Appointments to be made

- 2.1 It is recommended that the following persons be appointed to the current vacancies: -

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
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3. Crematorium Working Group

- 3.1 Whilst Councillor Strange held a position on the above Working Group, no replacement appointment is being sought. The Crematorium facility was completed and opened in January 2020; as such the work of the Group is completed.
- 3.2 It is therefore recommended that rather than seek to re-appoint to the Working Group, the opportunity be taken to formally close the Group and place on record thanks to all its Members for the work they undertook in completing a successful project.

Agenda Item 9d



Council

Monday 29 June 2020

Subject: Re-designation of the Chief Finance Officer / Section 151 Officer

Report by:

Chief Executive

Contact Officer:

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

Purpose / Summary:

This report considers the appointment to the statutory position of Chief Finance Officer under the provisions of the Local Government Act 1972.

RECOMMENDATION(S):

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

IMPLICATIONS

Legal:

Under the Local Government Act 1972 every Local Authority must appoint a Chief Finance Officer. That person is responsible for ensuring the Council's finances are managed within the financial framework established by the Council. They have a personal responsibility to report concerns regarding financial probity to the Council.

Financial : fin/40/21

None arising from this report

Staffing :

Section 113 of the Local Government Finance Act 1988 requires the person to be a member of a specified accounting body

HR have confirmed the Officer proposed to be designated S151 Officer meets this criteria.

As set out within the report

Equality and Diversity including Human Rights :

n/a

Data Protection Implications :

None arising from this report

Climate Related Risks and Opportunities:

None arising from this report

Section 17 Crime and Disorder Considerations:

None arising from this report

Health Implications:

None arising from this report

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

Risk Assessment :

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1 Introduction

- 1.1 The Council is required to appoint three statutory officers, namely the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer. This latter position is known as the Section 151 Officer.
- 1.2 Section 151 of the Local Government Act 1972 requires the Council to make arrangements for the proper administration of their financial affairs and to secure that one of their officers has responsibility for the administration of those affairs. Section 113 of the Local Government Finance Act 1988 requires the person to be a member of a specified accounting body.
- 1.3 Section 114 of the Local Government Finance Act 1988 defines the role further by placing personal duties and requirements upon the post-holder in respect of actual or anticipated financial misconduct, mirroring the function of the Monitoring Officer in respect of law and maladministration.

2 Proposal

- 2.1 The role of the Chief Finance Officer has been undertaken by Ian Knowles since May 2014.
- 2.2 Since that time there have been a number of re-organisations of senior managers, the latest being during 2019 on the announcement that the Executive Director of Operations intended to retire with effect from October 2019.
- 2.3 The Chief Officer Employment Committee met on several occasions during 19/20 to consider the future senior management structure of the Council, and ultimately resolved to return to a Chief Executive Model.
- 2.4 On 16 December 2019 the Chief Officer Employment Committee appointed Ian Knowles as Chief Executive of West Lindsey and as such Mr Knowles now holds two of the three Statutory Officer posts.
- 2.5 Best practice and robust governance arrangements would suggest it is more appropriate these statutory obligations be divided across individuals, where possible.
- 2.6 Furthermore, the move to a single Chief Executive model has necessitated the need to review the level of senior management which sits directly below the Chief Executive. The proposed structure is a matter for the Head of Paid Service to determine and is currently out for consultation. It is hoped the structure can be finalised by 1 July and re-designation of the S151 Officer does form part of the current consultation proposals but only Council can make appointments to these statutory posts.

- 2.7 In order that a structure can be implemented in its entirety on 1 July or as soon as possible thereafter, it is considered appropriate that the re-designation of this statutory position be made in advance of that date.



Full Council

Monday 29th June 2020

Subject: Annual Report from the Governance & Audit Committee 2019/20

Report by:

Councillor John McNeill
Chair of Governance & Audit Committee

Contact Officer:

Corporate Governance & Policy Manager &
Deputy Monitoring Officer

Purpose / Summary:

To report on the work undertaken by the
Committee during 2019/20

RECOMMENDATION(S):

- 1. Members note and support the work undertaken by the Governance & Audit Committee during 2019/20.**

IMPLICATIONS

Legal: None

Financial: FIN/186/20/TJB

None from this report

Staffing: None

Equality and Diversity including Human Rights: None

Data Protection Implications: None

Climate Related Risks and Opportunities: None

Section 17 Crime and Disorder Considerations: None

Health Implications: None

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

None.

Risk Assessment:

1 Introduction

- 1.1 Guidance provided by the Chartered Institute of Public Finance & Accountancy (CIPFA), advises that audit committees ought to present an annual report to Council, highlighting its work and demonstrating compliance with its terms of reference.
- 1.2 This report provides Council with an oversight of the Committee's activity during 2019/20.

2. Terms of Reference of the Governance & Audit Committee

- 2.1 The terms of reference of the Committee set out its areas of responsibility as being:

(a) Corporate Governance

(b) Accounts and Audit

(c) Regulatory Framework (Assurance Framework)

(d) Ethics and Standards

- 2.2 More comprehensive and specific detail is provided in Appendix One.
- 2.3 A range of activity has been undertaken during the past year to fulfil the Committee's terms of reference and to seek assurance that governance arrangements at the Council are operating effectively. An outline of the main activities undertaken by the Committee in support of each of the four main areas of responsibility are set out in turn below.

3. Corporate Governance

- Undertook a full review of the Council's Constitution; including financial and contract procedure rules
- Charged the Remuneration Panel with reviewing the Council's Member Allowance Scheme for 2020/21
- Approved the Annual Governance Statement and Action Plan for 2018/19
- Monitored progress and signed off as complete, the Annual Governance Statement Action Plan for 2017/18
- Reviewed and approved the Council's Risk Strategy (2019-2023)
- Completed bi-annual reviews and scrutiny of the Council's Strategic Risk Register
- Approved the Council's Combined Assurance Report for 2019/20 – completed one Committee meeting earlier than previously

4. Accounts and Audit

- Approved the annual audit plan for 2019/20 and monitored delivery; with particular focus on any overdue audit actions. At the time of the most recent monitoring, no overdue actions were reported
- Ensured follow-up audits were conducted where original findings of 'limited assurance' were reported

- Received and approved the Head of Internal Audit's Annual Report for 2018/19, which reported that the Council's governance arrangements relating to governance, risk, internal control and financial control, were performing well
- Received and approved the External Audit's Annual Report for 2018/19
- Approved and signed off the Council's Statement of Accounts for 2018/19
- Received and scrutinised the Council's Draft Treasury Management Strategy; Minimum Revenue Provision and Investment Strategy
- Approved External Audit's Strategy Memorandum (Plan) for 2019/20
- Requested and received an update from the Housing and Enforcement Manager on progress against recommendations made in the 2017 audit into planning enforcement

5. Regulatory Framework (Assurance Framework)

- Reviewed and approved the Council's annual fraud report and assessment of the controls in place
- Received the Council's annual 'Voice of the Customer' report and sought assurance that the processes and procedures used to gain insight into customer experience are robust and adequate
- Approved the Council's Risk Strategy (2019-2023) and undertook bi-annual reviews of the Council's strategic risk register
- Received a report regarding the complaint referrals to the Local Government Ombudsman (LGO) for 2018/19 and sought confirmation that learning from the report's findings is fed into how the Council works as an organisation
- Reviewed the costs incurred by the Council through the employment of consultant and agency employees

6. Ethics and Standards

- Oversaw development of and approved the Member Induction Training Plan and the Member Development Programme and received the Member Development Annual Report
- Maintained oversight of a trial of e-learning packages for Members
- Maintained oversight of the Council's Standards Board and reviewed the number, nature and outcome of complaints received during the civic years 2016/2017 – 2018/2019

7. Training

- 7.1 To be as effective as possible, over the last year, Members of the Committee partook in the Member Induction Programme and have also received specific training on Risk Management, Treasury Management (which was made available for all Members) and the Statement of Accounts.
- 7.2 The on-going requirement of the training needs of the Committee is monitored.

8. Independent Members Page 48

8.1 The Committee contains three Independent Members. These individuals bring experience in the areas of risk management, corporate governance, commercial and financial matters. They make a valuable contribution to the workings of the Committee.

8.2 During the last year, the Committee re-appointed one Independent Member to the Committee following a recruitment exercise.

9. Attendees at the Committee

9.1 The Committee has a number of regular attendees including the Head of Internal Audit and senior auditors; the Director and Engagement Lead and the Senior Manager of the Council's External Auditors; service managers, the Monitoring Officer, the Deputy S151 Officer, other senior Council managers.

9.2 The Head of Internal Audit also meets with the Chair of the Committee at least annually to discuss the workings of the Committee and more generally, the effectiveness of the Council's governance arrangements.

9.3 Contact with such individuals provides the Committee with the opportunity to seek further assurances where required, obtain insight into developments in governance and audit related matters and for Committee members to develop their knowledge in this area.

10. Recommendation

10.1 Members are asked to note and support the work the Governance & Audit Committee undertook during 2019/20.

1. Monitoring the operation of the Council's Constitution and keeping its terms under review, including all procedure rules.
2. Considering and making recommendations on any proposal to make changes to the Constitution prior to its consideration by the Council.
3. To inform the work of the Remuneration Panel in advance of them making submissions to Council.
4. To keep under review the terms of reference of member level bodies and delegations of Council functions to committees and formally appointed bodies and officers.
5. Agreeing and updating regularly the Council's Local Code of Governance.
6. Monitoring its operation and compliance with it, and using it as a benchmark against performance for the Annual Governance Statement.
7. Following a decision of Council to undertake a community governance review to agree the terms of reference for and conduct such a review, making recommendations to Council who will determine the outcome of such reviews.
8. Exercising functions relating to elections and parishes set out in Part D of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (or any replacement or amendment of it).
9. Reviewing the adequacy of the Council's corporate governance arrangements (including matters such as internal control and risk management) and approving the Annual Governance Statement.
10. To approve the financial and contract procedure rules between Annual Councils.

Accounts and Audit

1. Considering the Council's arrangement relating to accounts including;
 - (i) the approval of the statement of accounts and any material amendments of the accounts recommended by the auditors;
 - (ii) to keep under review the Council's financial and management accounts and financial information as it sees fit.
2. Considering the Council's arrangements relating to the external audit requirements including the receipt of the external audit reports so as to;
 - (i) inform the operation of the Council's current or future audit arrangements;
 - (ii) provide a basis for gaining the necessary assurance regarding governance prior to the approval of the Council's accounts.
3. Considering the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
4. Considering the Council's arrangements relating to internal audit

requirements including:

- (i) considering the Annual Internal Audit report, reviewing and making recommendations on issues contained therein;
- (ii) monitoring the management and performance of internal audit;
- (iii) agreeing and reviewing the nature and scope of the Annual Audit Plan.

5. Considering summaries of specific internal audit reports of significance or as requested.

6. Considering reports from internal audit on agreed recommendations not implemented within a reasonable timescale.

7. Considering specific reports as agreed with the external auditor.

8. Recommending to the Council the appointment of the Council's external auditor.

9. Scrutinising the draft Treasury Management Strategy.

Regulatory Framework (Assurance Framework)

1. Reviewing any issues referred to it by the Head of Paid Service, an Executive Director, the Chief Finance Officer or any Council body.

2. Monitoring the effective development and operation of risk management and corporate governance in the Council.

3. Monitoring Council policies on confidential reporting code, anti-fraud and anti-corruption policy and Council's complaint process.

4. Approving payments or providing other benefits in cases of maladministration as required and making recommendations arising from any review of a report of the Local Government Ombudsman.

Ethics and Standards

1. Promote and maintain high standards of conduct by Councillors and co-opted members.

Note:

Any Member wishing to serve or substitute on this Committee must have undertaken such training as deemed appropriate by the Monitoring Officer, and as a minimum, within the previous two years of the date of the meeting, and in particular members must receive training prior to approval of the Annual Statement of Accounts.

Nominations be sought to form a pool of trained substitutes in order to ensure that decisions are made by fully trained members.

The Leader of the Council, Leader of the Opposition, the Chairman of the Overview and Scrutiny Committee Page 51 Chairman of the Standards Sub-

Committee may be required to attend this committee but may not be appointed to it.

The committee will include at least one Independent Member and the normal term of office shall be four years.



Full Council

Monday 29th June 2020

Subject: Update position on work to develop an Environment, Climate & Sustainability Strategy for the Council

Report by:

Cllr Tracey Coulson; Member Champion for Environment and Climate Change

Contact Officer:

Corporate Governance and Policy Manager & Deputy Monitoring Officer

Purpose / Summary:

To provide an initial scoping document to allow an "interim" update in progressing the Council resolution to consider environmental and other implications associated with climate change and report back with a strategy development plan within the requested timeframe.

RECOMMENDATION(S):

- 1. Members support and endorse the work to date the Working Group has undertaken in this subject matter**
- 2. Support the recommendation made by the Prosperous Communities Committee to approve the suggested approach to developing the strategy.**

IMPLICATIONS

Legal: The UK Climate Change Act of 2008 was the first piece of legislation to legally mandate a nation to reduce greenhouse gas (GHG) emissions - in this case by 80% of 1990 levels by 2050. Many countries have subsequently introduced their own equivalent legislation and in 2015, the Paris Agreement was signed by 197 countries with the aim of limiting “the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels”. The 2018 Special report of the Intergovernmental Panel on Climate Change (IPCC) on the impact of a 1.5°C rise in global temperatures above pre-industrial levels further highlighted the urgency with which GHG emissions must be reduced to avoid the worst impacts of climate change. In May of 2019, the UK Government declared a non-legally binding Climate Change Emergency declaration and the Committee on Climate Change recommended a new emissions target for the UK: net-zero greenhouse gases by 2050. This was made a statutory target in June through the Climate Change Act (2050 Target Amendment) Order 2019.

Financial: FIN/185/20/TJB

An initial sum of £25k is requested to support the development of the Strategy. This money will be used for any consultancy/research input required and will be met from the corporate management budget 2020/21.

Any future funding requirement for initiatives identified to support the Strategy will be subject of future reports.

Staffing: There may be a requirement for external expertise to provide technical input and capacity as the strategy develops

Equality and Diversity including Human Rights: None

NB: Please explain how you have considered the policy’s impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications: None

Climate Related Risks and Opportunities: Will be considered within the context of strategy development

Section 17 Crime and Disorder Considerations: None

Health Implications: None

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

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment: None

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

Executive Summary

If the main body of your report is longer than 4 sides of A4 then you are required to complete an executive summary. Please summarise the entire content of the report, its purpose and the decisions you require on one side of A4.

1.0 BACKGROUND

- 1.1 At the November 2019 meeting of Full Council, a cross party motion recognising that the impacts of climate change are a cause of serious environmental issues both locally and around the world, was put forward and accepted.
- 1.2 Members noted the research and conclusions of the 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018, but also that policies to reduce environmental damage caused by human activity can also have associated health, wellbeing and economic benefits.
- 1.3 As a result, Members resolved to:
 - Make the Council's activities net-zero carbon by 2050, in line with the UK Government's target
 - Ask the Prosperous Communities Committee to develop a new strategy on sustainability, climate change, and the environment for the Council, with an initial outline being presented to the next Annual Council, looking toward achieving the above target.
- 1.4 As part of the development of this strategy, the Council asked that a number of points should be given specific consideration:
 1. Achieving 100% clean energy across the Council's full range of functions by 2040 (see Appendix A for current work and low carbon interventions being delivered and achieved to date);
 2. How to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2050, working to ensure that the Central Lincolnshire Local Plan review embraces this approach;
 3. How to support and work with all other relevant agencies towards making the entire area net zero carbon within the same timescale;
 4. Suggestions for budget actions and a measured baseline;
 5. How the Prosperous Communities Committee can consider the impact of climate change and the environment when reviewing Council policies and strategies;
 6. Any available research (that is expected to be forthcoming) from APSE relevant to this work;
 7. Report on the level of investment in the fossil fuel industry that our pensions plan has;

8. Ensure that all reports in preparation for the 2021/22 budget cycle and investment strategy will take into account the actions the Council will take to address this agenda;
 9. Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise.
- 1.5 The effect of these resolutions is to seek consideration from Prosperous Communities Committee on the detailed reporting and action plan for referral back to Full Council.
- 1.6 This report is the formal interim update on the progression of this.

2.0 WORKING GROUP

- 2.1 The Prosperous Communities Committee, at the meeting held on 03/12/19, established an Environment and Sustainability Working Group to progress this activity.
- 2.2 The Working Group meets formally and reports findings and recommendations directly to the Prosperous Communities Committee. The Working Group considers and reviews all of the individual points referred to in the November meeting of the Council in developing the strategy and action plan.
- 2.3 The Group will provide on-going updates to Members via the Member bulletin. This interim report to Council provides a summary update of the work to date. Final draft recommendations will be reported to the Prosperous Communities Committee in Spring 2021, which will then make recommendations to the Annual Council meeting.
- 2.4 The Working Group comprises of six Elected Members including the Member Champion for Environment and Climate Change; Councillor Tracey Coulson. Formal Terms of Reference and membership of the group have been agreed by the Prosperous Communities Committee and these are appended to the report (Appendix B).
- 2.5 The inaugural meeting took place on 9th January 2020 and there have been a number of meetings to date (both face to face and virtual) with further meetings scheduled to the end of the year.

3.0 WORK TO DATE:-

- 3.1 As a result of the meeting of the Working Group a number of tasks have been undertaken:

- Reviewed previous and ongoing WLDC carbon reduction activity and the Carbon Management Plan
- Collated all WLDC environmental and climate change activity (Waste management, renewable energy generation, Homes Energy Conservation Act, Private Sector Enforcement, etc.)
- Taken on research from organisations such as APSE and the Local Government Association good practice advice for Councillors
- Reviewed other council approaches and best practice publications
- Collated a list of external consultees with expertise and insight and invited them to feed information into the working group and strategy
- Agreed on the scope of the work and an intent to define what is required for WLDC to become carbon net neutral
- Developed an engagement/communication plan for leading/ championing others within the district
- Reviewed potential for renewable energy generation within the district
- Begun to explore carbon offsetting potential/opportunities
- Reviewed the “Ashden” Local Authority Climate Change Toolkit and used it to help define priority projects (see Appendix C for more information)
- Begun collating a list of “quick-wins” to include in the final action plan
- Attended events and conferences where appropriate to help progress this work
- Conducted a legislative and policy review including considering relevant proposals contained in the Environment Bill published 15 October 2019
- Begun to draft a suggested and costed action plan and implementation timetable for consideration at Full Council
- Drafted a framework to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2050
- Updated Members on progress via the Members’ Bulletin
- Made enquiries about the options available for relevant training and awareness opportunities for Members and officers
- Drafted five sections of the Strategy
- Refreshed the Council’s web pages and associated information relating to climate, environment and sustainability
- Produced a communications release and an accompanying survey to be held through July 2020 to obtain suggestions on possible actions the Council could undertake

3.2 Additionally, work has been undertaken to provide initial responses to the nine points raised by Council (see 1.4 above.) In some instances

significant levels of detail have been provided. All content is set out in Appendix D.

4.0 INTERIM FINDINGS

- 4.1 Councils are well placed to drive and influence action on climate change through the services they deliver, their regulatory and strategic function and their roles as community leaders, major employers, large-scale procurers and social/commercial landlords.
- 4.2 Action on climate change can deliver many local benefits, including lower energy bills, economic regeneration and creation of local jobs, reductions in fuel poverty and improved air quality. Furthermore, increasing resilience to climate change risks can result in avoided costs from flood damage to buildings, infrastructure and services, enhanced green spaces and improved health.
- 4.3 However, making a commitment to deliver a zero carbon and 100% clean energy target is multifaceted and Members will want to be well sighted on the policy, process, financial and other considerations such as a timetable in making environmental commitments.
- 4.4 The Working Group is making good progress and is well placed to report formally and meet the timetable established at Full Council. Between now and the report being presented at Full Council, the focus of the Working Group activity will be to finalise a series of recommendations to be considered. Whilst it is currently premature to provide specific detail, the following areas are likely to form the basis of potential future recommendations:-
 - A carbon reduction programme which is aspirational and deliverable in the soonest possible time range
 - All Council policies and practices to consider environmental impacts
 - Specific training for Members and officers in the subject matter
 - Lobby for additional resources and support to deliver the carbon neutral agenda
 - A commitment and action plan to show geographical and community leadership
 - Recognise and acknowledge the excellent achievements of the Council
 - Council buildings and asset audits and action plans
 - Recommendations for the Council's procurement practices
 - Communications/Engagement plan

5. COMPARATIVE ANALYSIS

- 5.1 Benchmarking or comparative analysis among local authorities is considered to be of little meaningful use due to the high number of variables between one Authority or geographical area, to another. Additionally, determining an appropriate source(s) and set(s) of data is also problematic as there are many competing research bodies producing reports and statistical analysis
- 5.2 However, for interest the following information obtained from the [Office for National Statistics](#) has been obtained. It tracks by local authority region, carbon dioxide emissions per capita between 2005 – 2017.
- 5.3 The following table is a data extract pertaining to Lincolnshire Authorities. It shows the per capita emissions during the period 2005 – 2017 for each authority and the overall % reduction.

LA	Per capita emissions (t) 2005	Per capita emissions (t) 2017	% Change
Boston	8.0	4.6	-42.5
East Lindsey	7.7	5.2	-32.5
City of Lincoln	6.2	3.5	-43.5
North Kesteven	8.2	5.2	-36.5
South Holland	8.7	5.4	-39.0
South Kesteven	9.1	6.2	-42.8
West Lindsey	8.4	5.7	-32.0

- 5.4 Reductions are recorded across all Lincolnshire Authorities. However, Members should be minded to not draw any inferences as to whether any authority is 'out performing' any other due to the difficulty in accurately comparing 'like for like'.

6. STRATEGY DEVELOPMENT

- 6.1 The Working Group have considered how best to formulate and develop an Environment & Sustainability Strategy for the Council. Having taken account of the guidance and research currently available, it is proposed that the Council's strategy be based around the ten topic areas outlined by Ashden. This provides a robust framework around which the strategy will be built.

- 6.2 The Working Group have diarised monthly meetings over the next 12 months and have determined to dedicate each meeting to a specific topic area. This will enable the Council's current position/thinking against each topic to be reviewed, with future desired outcomes identified. Actions required to achieve such outcomes will then be drawn up to form the Strategy's Action Plan.
- 6.3 It is considered that this work will result in the development of an Environment & Sustainability Strategy for the Council by May 2021.
- 6.4 At the meeting of the Prosperous Communities Committee on 17th March 2020, Members reviewed the work completed so far and supported the recommendation to use the Ashden framework as a basis to formulate the strategy.

7. RESOURCE REQUIREMENTS

- 7.1 It is anticipated that consultancy support, research and officer/Member attendance at relevant seminars will be required to support this work. Consequently there is a requirement for resources to be allocated and used for such purposes.
- 7.2 To support this work an initial sum of £25k has been set aside. This money will be used for any consultancy/research input required and will be met from the corporate management budget 2020/21.
- 7.3 Any future funding requirement for initiatives identified to support the Strategy will be subject of future reports.

8. RECOMMENDATIONS

- 8.1 Council is asked to:
- a. Support and endorse the work to date the Working Group has undertaken in this subject matter.
 - b. Support the recommendation made by the Prosperous Communities Committee to approve the suggested approach to developing the strategy.

Appendix A: Overview on the Council's achievements to date and actions already implemented to deliver carbon emission reduction.

1. Waste Operations & Recycling

As members of the Lincolnshire Waste Partnership (LWP), West Lindsey officers helped develop Lincolnshire's Joint Municipal Waste Management Strategy (JMWMS) which was adopted by all Lincolnshire Districts and LCC earlier this year.

Strategic Vision (see beginning of JMWMS Chapter 1) – Protecting the environment is at the heart of the LWP's vision: To seek the best environmental option to provide innovative, customer friendly waste management solutions that give value for money to Lincolnshire.

Strategic Objectives (see JMWMS Section 1.4) – All 10 objectives are aimed at helping the LWP to protect the environment, for example:

- To explore new opportunities of promoting waste minimisation and of using all waste as a resource in accordance with the waste hierarchy
- To contribute to the UK recycling targets of 50% by 2020 and 55% by 2025
- To find the most appropriate ways to measure our environmental performance, and set appropriate targets
- To seek to reduce our carbon footprint

Matters that are specific to West Lindsey include:

- Plans will shortly be submitted for a new depot which will reduce our carbon footprint by improving round efficiencies and decreasing mileage. Two energy inefficient depots will be replaced with one more efficient building
- All lorries are now Euro 6 emission standard (the highest available) with collection round reviews and driver behaviour training designed to reduce fuel usage and emissions
- Recycling communications delivered to all households, talks delivered to community groups/schools etc to encourage behaviour change.

2. Procurement

Procurement embraces throughout its procurement processes the themes contained within the Social Value Act 2012, where applicable. Amongst its many themes is protecting and improving our environment; a key outcome of this theme is that 'climate impacts' are reduced. A suppliers approach to local supply chains, transportation, use of energy, use of and commitment to renewable energy sources are all factors taken account of during evaluation.

Procurement Lincolnshire has appointed a Social Value Champion and he is in the process of drawing up guidance for all officers, which will include various topics including climate change impact, for use by the districts in the New Year.

Procurement training for staff has recently been held and included key environmental considerations to take into account when undertaking procurement exercises.

3. Key targets from the Greenhouse Gas (GHG) Emissions Report (2018/2019).

This is in respect to Building & Street Lighting, Transport Fleet & Business Mileage.

A new Carbon Measurement Plan 2016 to 2021 was approved in July 2016 by Prosperous Communities Committee and Corporate Policy and Resources Committee: the plan includes a new five year target to reduce our CO₂e emissions by a further 17% so the total planned reduction will be 35% from our baseline year of 2008/9.

This year, we have seen our CO₂e emissions decrease by 126.41t to 1,346.59t. This represents good progress towards WLDC achieving its target emissions level of 1,323t of CO₂e by 2021. There is a remainder of 23.59t to reach the targeted goal.

4. Local Authorities on limited resources and finances to implement carbon reduction programmes.

Whilst it is fully recognised that austerity and budget cuts have hindered the ability of local authorities to act on Climate Change interventions, there is still a lot they can reasonably do or contribute to within their particular constraints.

Strategically, the Council is currently working with the GLLEP and other participating authorities in developing a Local Industrial Strategy that will aim to address issues affecting low productivity and socio-economic inequalities whilst setting clear defined priorities on how local geographical areas (and their communities) can exploit their strengths and opportunities in order to realise their potential.

This is being achieved by using a Place based approach informed by robust economic evidence and analysis from each of Greater Lincolnshire's economic areas, which takes into account their spatial and geographical characteristics, economic profile, performance and demographics. The **Climate change agenda**, alongside the impact of the Fourth Industrial Revolution, globalisation and demographic changes, is very much embedded in the way the LIS is intending to future proof our economy and improve the living standards of the GL communities.

The Council is a key partner and collaborates already in a number of initiatives with other stakeholders and Local Authorities in driving forward the green

agenda. It has been involved in contributing towards the production of a Utilities Study led by LCC which looked at barriers for future housing and employment growth in relation to utilities and infrastructure provision.

This was also looked at from the perspective of emerging trends and expectations in greater energy efficiency solutions and sustainability that would relieve pressure and capacity on current infrastructure and utilities suppliers. The above studies set the baseline for further work which has now led to the production of a wide GLLEP Energy Strategy. It is recommended that any Council Energy/Green Strategy be aligned where possible to the overarching strands and key drivers of this Strategy.

Future on Rural Mobility and Sustainable Transport – implications for West Lindsey. As a member of the Rural Services Network the Council is fully engaged in any debates and aspects of rurality and sustainability. In addition to the above, the Growth Team is also exploring the opportunity to develop a more localised Rural Pathfinder Project with associated Strategy and Toolkit that would help assess current economic, societal and environmental challenges/barriers on mobility in rural places and provide technical and non-technical options that would make those places more resilient.

Refresh of the Council's Economic Growth Strategy (2014-2034). The Review will involve increased adaptability of this Strategy to the environmental challenges and climate change pressures with a vision "to put development of a low carbon economy at the heart of the Council's local economic plan" (stronger emphasis on skills and training in low carbon and renewable energy industries and business investment in green technologies).

The Strategy will reflect both the methodology and the emerging priorities set out by the LIS with a West Lindsey "Places" Approach. The Strategy will champion and promote the transition from a traditional linear economy (make, use, dispose) to a more circular economy (a system which is designed to re-use, repair and recycle as many of its products (including waste products) as possible).

West Lindsey Corporate Plan and supporting Strategies – Local authorities are well placed to positively influence action and behavioural shifts on climate change through the delivery of their services.

The Net Zero target should not be perceived as a legally binding obligation set by Central Government. Its underlying concepts are already enrooted in the vision, values and mission of the Council's Corporate Plan. Ultimately the ambition is to improve the quality of life for all of us. It impacts and affects health and wellbeing, social equality/cohesion, economic growth and regeneration, resilience of places and their communities. Any emerging WL Service Strategy or Policy Plan should be fully integrated with those principles and careful scrutiny (depending on resources) should be given to the merit of developing carbon reduction pathways (prior to progressing those Strategies) and carbon audits to identify any climate change impact.

Central Lincolnshire Local Plan – the Local Plan review is using the opportunity to balance our growth targets with the climate change agenda and is striving to ensure we deliver sustainable and inclusive growth. Member steering groups to direct this work are in place.

Development of Specific Projects – Gainsborough Open Space and Green Infrastructure Strategy to support preservation of local Natural Capital Resources.

Appendix B: Environment and Sustainability Working Group Terms of Reference - Approved by Prosperous Communities Committee 3/12/19

1 Background

The Council notes that the impacts of climate change are a cause of serious environmental issues both locally and around the world. The 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018

- (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and
- (b) Confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector

Policies to reduce environmental damage caused by human activity can also have associated health, wellbeing and economic benefits. Council, at its meeting, passed a resolution to make the Council's activities net-zero carbon by 2050, in line with the UK Government's target.

2 Purpose of the Working Group

To develop a new strategy on sustainability, climate change, and the environment for the Council

Such a strategy will also consider:

- Achieving 100% clean energy across the Council's full range of functions by 2040;
- How to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2050, working to ensure that the Central Lincolnshire Local Plan review embraces this approach;
- How to support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale;
- Suggestions for budget actions and a measured baseline;
- How the Prosperous Communities Committee can consider the impact of climate change and the environment when reviewing Council policies and strategies;
- Any available research (that is expected to be forthcoming) from APSE relevant to this work
- Report on the level of investment in the fossil fuel industry that our pensions plan has.
- Ensure that all reports in preparation for the 2021/22 budget cycle and investment strategy will take into account the actions the council will take to address this agenda;

- Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise

3 Membership of the Group and Chairmanship and Appointments

- 3.1 The Working Group shall comprise six Members including the Member Champion for Environment and Climate Change, Councillor Tracey Coulson.
- 3.2 The remaining five Members will be made up from serving Members of either the Prosperous Communities Committee or the Overview and Scrutiny Committee.
- 3.3 Membership will comprise cross party representation.
- 3.4 The Working Group shall be chaired by the Member Champion for Environment and Climate Change, Councillor Tracey Coulson
- 3.5 For continuity purposes the Membership of the Group shall remain in place until Annual Council 2023. Re-appointments will be made each Election Cycle, until such time as the Group's work has concluded. *

* Members who are designated to serve on the Working Group should give this work priority. Should any Member find that they are unable to maintain commitment, the Chair will liaise with the respective Committee Chairmen to identify alternative representation. Change in representation by this means will be reported to the Prosperous Communities Committee.

- 3.6 Other elected Members may attend the Working Group, but their level of contribution will be at the discretion of the Chairman.
- 3.7 The working group may commission the services of experts, residents, and partners as it considers necessary. Such attendees will not be voting Members of the Working Group but will be present on an information sharing/gathering basis.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 4 members.
- 4.2 The Working Group shall determine its own meeting frequency dependent upon need. Meetings will be called with at least 7 days' notice.
- 4.3 Members may be required to engage with partners and gather information between meetings.

5 Reporting Lines and Accountability

- 5.1 The Working Group is directly responsible to the Prosperous Communities Committee.
- 5.2 The Working Group has no direct decision making powers and will make recommendations to the Prosperous Communities Committee.

6 Resources

- 6.1 The Working Group does not have a supporting budget. Budgets will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers will support the Working Group and provide advice, information, guidance and logistical support.
- 6.3 Administrative support will be provided by Democratic Services and notes from each meeting will be retained.

7 Milestones

- 7.1 Full Council have requested an initial outline of the Strategy be presented to Annual Council in May 2020.
- 7.2 The draft Strategy will be considered by Prosperous Communities Committee at its March Meeting
- 7.3 The Group will be required to report at least every 9 months on any progress (if it has not recommendations within that period)
- 7.4 Additional Milestones will be identified, once an Action Plan has been agreed (again by the Prosperous Communities Committee)

Appendix C: Climate Change Toolkit Available for Councils

Ashden (a sustainable energy and environmental charity) and Friends of the Earth have developed an evidence-based toolkit and 50-point Action Plan* of the most effective steps Councils can take on climate change. This easy to use check list highlights the co-benefits for each action, whether it be better health and wellbeing, growth in low carbon economy, reduction in poverty and inequality and resilience. This approach ensures that any action on climate change by the public sector is fully embedded and valued in their policy and decision-making process and not treated as an issue to be tackled in isolation. Cumulative impact for each action is measured in terms of carbon savings, affordability and co-benefits realisation.

Actions will be more or less relevant depending on the different needs, geography and demographics of the local area so it is down to each Local Authority to select which are more viable (both financially and resourcefully). Also, it will very much depend on the type of Local Authority and tier of Government and the functions they are responsible for.

In terms of District Councils, areas for review and consideration would include: Building Regulations; Council Tax and business rates; Economic Development; Environmental Health; Housing; Parking; Development Management, Local Plans (and Neighbourhood Plans); Sports and Leisure Centres, Parks, Playing Fields and Green Spaces; Waste Collection and Recycling.

Joint actions can be considered with partnering Authorities including County Councils once a draft strategy with associated action plan is in place and priority areas identified.

It is suggested that the working group uses the 50-point Plan as a starting point to initiate discussions with the purpose of developing a Strategy which is in line with the areas for consideration as outlined in the West Lindsey Climate Change Resolution.

The Action Plan is categorised into 10 main topic areas, each having a set of proposed interventions:

Decision Making – ensure that climate change and sustainability are well integrated in the Council's policy and decision making process

Raising Money – ensure we have sufficient resources to meet our net zero carbon targets

Protect the Most Vulnerable – ensure we have robust plans in place to support and protect the most vulnerable communities from the effects of climate change (i.e extreme heat or flooding)

Buildings – contribute towards the reduction of greenhouse gas emissions, particularly in encouraging energy efficiency in privately-owned homes and on new residential developments

Transport – consider all available options and initiatives that would help reduce carbon emissions and promote the transition to greener and more sustainable transport solutions

Power – support the growth and use of renewable energy

Waste – to become a zero waste area where all waste is minimised, recycled and reused as part of a circular economy approach

Influencing Others – to work collaboratively with other relevant organisations and partners in achieving our zero carbon goals

Land Use – influence decisions on how to use land more effectively to mitigate climate change impact and nature loss

Campaigning and Lobbying – lobby national government in order to secure more regulatory powers, finance and resources to deliver our Strategy targets.

**the 50-point Action Plan is available to members for circulation if they wish to look at the document*

Appendix D: Response to Points Raised in Council Resolution

Environment and Sustainability Working Group

Make the Council's activities net-zero carbon by 2050, in line with the UK Government's target

- to ask the Prosperous Communities Committee to Develop a new strategy on sustainability, climate change, and the environment for the Council, with an initial outline being present to the next Annual Council, looking toward achieving the above target.

Such a strategy will also consider:

o Achieving 100% clean energy across the Council's full range of functions by 2040:

The Council's main energy usages are identified in the Carbon Management Plan. WLDC do not have a large balance of assets when compared to other Councils and many of the buildings that we do have are new and energy efficient already and have been the subject of a renewable energy assessment.

Following this work and the projects that have resulted, solar panels have been fitted and there is an ongoing contribution to reserves each year of £17k from the use of these panels on Guildhall, Leisure Centre, MR Festival Hall and Trinity Arts Centre. We'll need to understand their energy contribution and the contribution of energy that comes from other renewable sources through our new green energy tariff.

There is a feeling that 'low hanging fruit' may have been picked already in this area, but work will now need to be revisited and should include the new Crematorium, MR Leisure Centre and proposed Central Depot. Assessments could also be carried out on WLDC's investment properties to ascertain their suitability for renewables. WLDC previously investigated the development of a large scale Civic solar farm in the district as a commercial investment. This work should be revisited and other commercial clean energy projects should be investigated.

Outside of WLDC's buildings the big carbon usage and emissions is in fuel for the fleet, in particular the waste collection vehicles. There are emerging technical innovations that significantly reduce carbon emissions, but these are currently expensive and have severe service limitations. The technology limitations are such that the current replacement fleet procurement is based on diesel fuel vehicles. However, the life replacement period (circa 7 years) means that electric and biofuel options for the waste collection vehicles are likely to have been advanced to allow alternative consideration as part of the next round of fleet replacement. This is not the case for other fleet vehicles such as vans and the pool cars for which there may be opportunities to switch

away from diesel and petrol to electric or other lower carbon emission vehicles as they become due for replacement. The current civic vehicle is a hybrid car for example. Such action would also support the council's drive to be leaders on the green agenda and demonstrate in a potentially highly visible way the council's commitment in terms of both carbon reduction and air quality.

o How to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2050, working to ensure that the Central Lincolnshire Local Plan review embraces this approach:

Current Position – Climate Change and the opportunities the Local Plan Review presents in relation to responding to this emerging political and social issue is subject to robust scrutiny at present. Two of the partners in Central Lincolnshire have declared a Climate Emergency, which provides focus and impetus to explore all opportunities to 'combat Climate Change.'

After a recent Central Lincolnshire Joint Strategic Planning Committee (CLJSPC) a workshop style event was held to understand the political will around this issue and to also try and capture high level options and opportunities which may be supported as part of Local Plan policy going forward.

Given the nature of the topic, the discussion and points captured were extremely wide ranging. Heads of Planning (HoPs) have since committed to some further scoping and refinement of the topic area, based on the question: "To what degree should the emerging LP embed climate change issues into its strategic approach, how could it do so, and what resource is required?"

There is a requirement in existing Planning Policy for Local Plans to have policies to support and encourage development which provides measures to combat carbon emissions. As such, the current Central Lincolnshire Local Plan (CLLP) does already contain these requirements, however they do not go as far as to give decision makers a clear ability to refuse a development on climate grounds or place a mandatory burden on the developer to provide additional measures as part of a development.

Therefore, next steps are to scope options and assess the skills, resource and cost of these options, both in terms of cost to the Council(s) and cost to the developer. What needs to be clear is how additional obligations may affect the delivery of growth and the provision of more traditional infrastructure such as roads, schools etc.

Equally there is quite a lot of activity in Central Government around this issue too, which means guidance, regulations and legal changes could impact on how planning policies respond to climate change outside of Corporate Priorities. For example, there has recently been a publication by government of a new consultation on extending the building regulations to deliver higher energy efficiency adaptation standards in buildings.

The brief is broad and the opportunities endless, therefore it is important that the CLLP establishes planning policy requirements that fit into wider corporate initiatives across the three District Councils. The Local Planning Authority cannot work alone and needs to link up to a wider approach and complement the activities of the wider Council(s) priorities for combatting and adapting to climate change.

Heads of Planning are currently considering three questions:

1. What, genuinely, is the political will to do something more than 'do minimum' (current CLLP approach) in respect of climate change mitigation and adaptation? And if there is the will, do politicians prefer some aspect over another (e.g. is it energy efficiency; renewable energy generation; embodied energy of construction; adaptation; or...)?
2. What resource and commitments are being made corporately in each Council, such as declaring a Climate Emergency/proposing a Climate Change Motion, and the actions proposed as a consequence and how could such resource help with the CLLP?
3. Depending on the above, what additional resource, if any, is available for the CLLP? How it is then spent depends on the choice made as to what is of most interest. It could require greater officer time and/or consultants?

There will be a paper going to Central Lincolnshire Steering Group (CLSG) and then CLJSPC in relation to budget setting for funding the CLLP Team for the next three years from 2020/21 and HoPS have proposed some of the resource implications are explored as a part of that. It is likely that the budget will require more than the £98,500 currently paid in by each Local Authority within the partnership where Climate Change mitigation/adaptation becomes a priority.

In summary the possibilities to impact Climate Change within the CLLP are significant and professionally there is support too. However, any measures need to be supported/led corporately and jointly by the respective Local Authorities and acknowledgement of the resource implications and specialist skill sets needs to be properly realised, as well as the potential impact on growth.

The timeline for adoption of the revised CLLP is September 2021. However, significant focus on climate related matters within it is likely to extend this deadline. There would be possible implications on five-year land supply and potential speculative development.

One possibility is to seek representation of officer/Members involved specifically in climate related work onto the CLLP working group. WLDC's HoP can investigate this further on behalf of WLDC.

At a meeting in January of the CLJSPC on Climate Change, consideration was given to the prioritisation of a number of climate related options (with a further number of sub-options detailed). Once preferred options have been determined they could be hard-wired into the review of the CLLP as key

considerations, to ensure that the outputs of the review are as climate friendly and support sustainability as is possible.

On a wider note, planning policy favours sustainability in terms of fewer vehicles, better drainage, ecological benefits and permeable surfaces. Renewable energy sources such as solar panels and heat sources are governed by permitted development. However, many funding streams (feed in tariffs) have gone or have reduced in value.

o How to support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale:

This work would be best suited once the Council has identified its own response to the issue and is in a position to consult and communicate this. The intention would be to obtain consensus among all relevant agencies on a collaborative approach. We would also have to identify who the key relevant agencies are.

o Suggestions for budget actions and a measured baseline:

A Carbon Measurement Plan 2016 to 2021 was approved in July 2016 by Prosperous Communities Committee and Corporate Policy and Resources Committee: the plan included a new five-year target to reduce our CO₂e emissions by a further 17% so the total planned reduction will be 35% from our baseline year of 2008/9. Progress is monitored and calculated internally, with the results externally audited and validated.

This year, we have seen our CO₂e emissions decrease by 126.41t to 1,346.59t. This represents good progress towards WLDC achieving its target emissions level of 1,323t of CO₂e by 2021. There is a remainder of 23.59t to reach the targeted goal for 2021 and this current position can be seen to represent the baseline. However, the plan will need to be redrawn and actions identified to meet the ambition of zero net CO₂ emissions by 2050.

Whilst significant carbon emission reductions will be necessary, carbon offsetting will be a critical element of achieving net-zero carbon. Net-zero carbon means balancing carbon dioxide emissions with the removal/sequestering of carbon dioxide from the atmosphere, to make up for carbon dioxide emissions elsewhere. Reaching net-zero carbon therefore relies on a combination of reducing carbon emissions and carbon offsetting.

Financial implications

As part of the Carbon Management Plan it was agreed that a pot of £200k be set aside from Invest to Save reserves; £170,727.68 has been spent on carbon projects to date and the remaining £29,272 was earmarked for carbon projects at Trinity Arts Centre.

The 'carbon management pot' (RE68) showed year-end balance in 2018/19 of £61,600. However, the carbon management fund was always intended to be self-sustaining, with identified projects repaying for their outlay in energy saving costs or income from the Governments Feed in tariff Scheme – a guaranteed 20 year payment subsidy, designed to incentivise the take up of

renewable energy technologies. There is an ongoing contribution to reserves each year of around £17k from the use of solar panels on The Guildhall, Leisure Centre, MR Festival Hall and Trinity Arts Centre and as such, the forecast balance of (RE68) for year end 2019/20 has increased to £78,600.

Due to the departure of key staff members, new projects are no longer being developed under the carbon management plan and the carbon management pot has now been amalgamated into the Maintenance of Assets reserve (RE01)

All projects identified and carried out as part of the Carbon Management Plan to date have been delivered within the existing revenue budget combined with associated external grant funding received and continue to provide savings and income to WLDC. It should also be said that energy savings that the projects have delivered have not yet been properly quantified and the financial benefits that they have delivered to the authority are likely to be far greater than outlined above.

Although the future activities and recommendations outlined within the final report will involve use of budgets and resources from both across the Council and with partner organisations, it is likely that not all activity necessary for successful delivery of the programme can be contained within existing budgets. On-going work of this group will be to identify priority projects and identify costs for all work to be undertaken. Where there is an additional cost impact of this work, it will be included within a future Committee Report for consideration as appropriate. Resurrection of the carbon management invest to save fund is one avenue officers will investigate.

o How the Prosperous Communities Committee can consider the impact of climate change and the environment when reviewing Council policies and Strategies:

There are a range of systems and processes that can be implemented in a more consistent way as part of the policy development process to review and assess the impact of climate change and wider sustainability issues. Gov.uk provides detailed guidance on how to take account of wider environmental impacts in policy appraisal. The same approach can be adopted for strategy development.

A possible recommendation could be that all Council reports, policies and practices incorporate climate change mitigation and environmental impacts as key considerations. Currently, WLDC's standard reporting format does mandate clear consideration of implications in areas relating to climate matters (along with other aspects such as financial consequence, legislation and statutory obligation as well as staffing and equality and diversity.) However, reporting and identifying climate related considerations is not systematic and therefore needs to be strengthened.

If Climate Change and net-zero are to be fully considered in a systemic way, adopting a recommendation of this type can help ensure that proper environmental considerations are reflected in EVERY council policy and report and that the necessary investment is included in the required budgetary

provision. The climate implications should also set out the positive health, financial, economic and other co-benefits of the environmental implications as originally requested in the November 2019 Council motion.

o Any available research (that is expected to be forthcoming) from APSE relevant to this work:

Most of the research from this organisation comes from “APSE Energy.” The publications page is [here](#) and the ‘Energy across the Authority’ publication has a number of examples in it.

Some of the publications are open for all to read, others are available only to APSE Energy members, or can be purchased/downloaded at a cost. Membership costs £2200 per annum or £550 per quarter. Email extract from Head of APSE Energy below;

“We are finding a lot of councils coming to us and saying they need to get an action plan in place (most with a climate emergency declaration) to firstly measure emissions and then monitor them, reduce energy use, be energy efficient and generate energy if they can. We are suggesting they do a couple of things but that depends on capacity in house – if they are in a situation similar to yours it is about getting the message out which means holding one or a series of sessions – alternatives are:

- External presentation to management team/Cabinet – the fact that it is external helps get the point over and makes them realise the role of the co-ordinating officer is about co-ordinating rather than doing it all
- Facilitated workshops for senior/service managers, other councillors and partners
- Training for those expected to contribute ideas for an action plan
- Producing a communications strategy.

In terms of actions there are many things to be considered from validating energy bills, to improving new build standards through planning documents to looking at how your main suppliers are addressing the climate change agenda.”

Notes below collated from conversation with Phil Brennan, Head of APSE Energy and from the APSE website:

Information on APSE and APSE Energy membership

APSE is a local government, not-for-profit membership organisation which is owned by its members (all of whom are councils). In other words, they don’t have any separate legal identity from their members and “work entirely on behalf of the membership.” WLDC are currently members of APSE (but not APSE Energy) meaning all the officers and councillors can take advantage of the benefits of membership. APSE started off by focusing on frontline services such as refuse and cleansing, leisure services, environmental health, fleet management, housing, building maintenance, street lighting, highways, etc. but over time have moved into all areas of local authority service provision. This is relevant for the sustainability/climate change/energy agenda because only by acting across the whole authority will any targets be met or progress

made. APSE have been around for 30 years and have 250 councils as members. They also work with those councils who are not members, but they pay per service rather than as members and so may pay more.

APSE Energy Is part of the wider APSE family with the specific aim of getting local authorities back into a position of influence in the local energy market. This could be via generating energy such as through solar PV, low carbon vehicles, energy efficiency in domestic properties, installing biomass boilers or ground source heat pumps, or addressing fuel poverty by delivering a local cheaper tariff for local residents. A paper is in WLDC files and available which outlines the vision (the municipalisation of energy), aims and services of APSE Energy. APSE understand that we won't achieve this vision overnight nor are they expecting it to go on across the UK simultaneously but their view is that there are enough existing and potential schemes to make an impact on a rapidly changing market and they are looking to support and promote local authorities to do more. Every local authority has assets and most understand they can be used for energy purposes, as well as saving money or generating income. The general idea is to keep their members up to date with what is happening across the energy sector and because membership is through the Council, all members and officers have membership (rather than it being an individual that is the member) so the attendees can be energy managers, financial officers, asset managers, housing officers, leisure managers or anyone with responsibilities around the energy agenda.

APSE Energy has over 100 councils as members (see <http://www.apse.org.uk/apse/index.cfm/local-authority-energy-collaboration/join-apse-energy/apse-energy-member-authorities/>) and on this site APSE also list a number of benefits to joining:

“We run about 15 events a year covering different topics, some are repeated in different locations and are often hosted at member councils. Examples include workshops on solar farms, electric vehicles and charging, geothermal energy, Merton Rule/planning, hydro, energy procurement, housing matters, district heating, solar car ports and more. We get entry to a number of exhibitions and seminars for free for APSE Energy members in addition to the quarterly advisory groups we run in Manchester and Scotland and twice yearly in Wales and the south of England which are also free. We provide a platform for those councils who want to talk about projects they have and so promote them across the sector – or indeed for anyone to raise questions/problems and get input from others. Equally, we can respond to requests to look at specific issues which members are having problems with and get speakers along to talk about them.”

The **Big Energy Summit** is a 2-day event held annually in Warwickshire and is free for two reps for APSE Energy members. This takes place in March. All delegate fees, all accommodation and all meals are free of charge. Other events are available too which one rep from members can attend without charge.

APSE also provide **briefings, technical notes and newsletters** related to relevant issues. These help to keep members aware of changes. “We find a number of councils have little or no dedicated resource in the area of energy

yet it is a fundamental issue for councils themselves and for their residents and area. We can help provide that resource. We also produce regular research publications of between 30 and 50 pages which go to our members and are excellent reference materials highlighting practical issues and case studies.” See list [here](#). Recent titles include ESCos, climate emergencies, the Merton rule, local authorities investing in electricity and ECO; all written from a local authority perspective.

APSE also run a **consultancy** which has undertaken a large number of projects from a couple of days advice about setting up an ESCo through to a number of weeks looking at mapping and identifying opportunities for renewables projects, providing an options appraisal report and meetings with councillors and officers to ensure buy-in to a renewable energy strategy, help with the early stages on heat networks or production of a business case for investment in a renewables scheme. APSE have provided advice on electric vehicles and charging and have access to industry expertise on low emission vehicles within our consultancy. As a not for profit local government association they bill themselves as being cheaper than most of the other consultancies and use people who have experience of local government as well as being experts in the industry. “Having local government experience, they are fully aware of the political context and the officer-member relationship in local authorities.”

Climate Emergency Declarations: Although WLDC have opted not to go down this route yet, they are increasingly common now with 270 out of 410 authorities having declared. They differ in terms of local circumstances but raise similar problems to those we are likely to experience at WLDC – capacity, producing a plan, access data, setting targets and more. APSE are undertaking work on the data and analysis elements of this agenda and are helping a number of councils to write plans and strategies; to get senior managers and councillors on board and to identify priorities. APSE views this as a long-term exercise and something needing full participation from across the local authority, rather than being a strategy that sits on the shelf. APSE have produced a 40 page document as guidance on this topic also.

APSE also provide **training** sessions for councillors or officers about climate change in general, or specific elements of the energy agenda in order to spread the message around the council, engage with different services, boost the profile of the agenda and support officers to create a plan of action.

APSE see themselves as having an **advocacy** role and so speak at many seminars and related events to promote the role of local authorities as organisations tackling fuel poverty, investing in energy infrastructure or energy efficiency, influencing the energy supply in the locality and addressing carbon reduction and gaining community/economic benefits. They are in regular contact with government departments and OFGEM which gives us a further chance to push concerns that local authorities have as well as promoting what the sector is doing. “Being an advocate for local authorities is something we do across all APSE services, so it is more of the same really but with a focus on energy of course.”

There is also a **solar PV framework** that APSE have access to through Nottingham City Council, as well as access via Peterborough City Council for EPC. "Members can take advantage of these and can save considerable costs in procurement."

APSE are about to launch an **energy price comparison** exercise which enables comparison of prices paid by local authorities for gas and electricity broken down into different categories. "Savings of only 1 or 2% can lead to significant savings but we have found there is no way for councils to compare prices. We are piloting with five authorities; have about another 20 who have shown interest and it will be open and free for APSE Energy members in the new year."

APSE puts forward the pitch that part of being in membership is also about being within a movement to look at alternatives to the big six energy companies, to address energy security and cost issues as well as promoting the local authority as a local leader in this agenda and recognising it has a role to play in place shaping in general. Income generation is often the key to finalising schemes and there are many examples of those who have undertaken schemes and are benefitting financially as a result. APSE is seen as a trusted brand which is part of, but slightly independent from, local government so we are in quite a unique position. The most recent IPCC report has highlighted the need for action to alleviate the worst excesses of climate change and they are promoting the role that local authorities are taking in their localities.

Further advice is available from a number of other bodies; however there are costs aligned to drawing on this. At this stage it is premature to advance any further discussion until the level, type and point at which advice is required is fully established. A clear prioritisation of actions would assist in determining the degree of further information/research required.

o Report on the level of investment in the fossil fuel industry that our pensions plan has:

As at December 2019, pension funds held in holdings classified as "Oil, Gas and Consumable Fuels" amounted to £20.7m (0.83%) of the total fund value of approximately £2.5bn.

o Ensure that all reports in preparation for the 2021/22 budget cycle and investment strategy will take into account the actions the council will take to address this agenda:

Reducing the organisation's carbon footprint and becoming net-zero carbon is a substantial undertaking which will have profound implications for the Council and its services. It will involve service redesign, procurement changes and the consideration of the environment practices of partners. It will affect all aspects of the Council's operation, fuel/energy use, buildings, supply chain and contractors. The Council will need to commit to embracing relevant technologies and consider the impact on existing strategies and plans.

There will be significant financial implications to deliver net-zero carbon that will need to be properly assessed and understood, although there will also

be Invest to Save opportunities which will provide longer-term savings. At this stage, there is no way to accurately calculate the full financial costs. For this reason, the strategy and net zero declaration may wish to set an aspiration to embed environmental considerations and carbon reduction into **ALL** of the Council's activities from this point.

If this is adopted, all reports will consider environmental aspects at their heart, while also mandating the investment required and carbon reduction co-benefits. The costs of change will inform the decision-making process.

o Call on the UK Government to provide the powers, resources and help with funding to make this possible and ask local MPs to do likewise:

One of the recommendations of the report would be to lobby the UK Government and request them to provide financial support to Councils to achieve/improve upon their carbon reduction commitments.

In recent years local Councils across the country have experienced unprecedented reductions in their available resources. This is set against a background of growing demand and expectations. Councils cannot achieve their ambition alone. Whilst not all activity will require financial investment there is a need to accelerate action related to cultural change as well as providing sufficient financial resources to make the necessary changes.

Officers and members of this group will need to form linkages with other local and national campaigning organisations to increase the leverage of their efforts and be well sighted of forthcoming changes in policy legislation and any opportunities that may be forthcoming.

Agenda Item 9g



Council

Monday 29 June 2020

Subject: Discussion Paper - COVID 19 Impact on West Lindsey District Council's Residents, Services, Performance and Finances to date

Report by:

Chief Executive

Contact Officer:

Alan Robinson
Monitoring Officer
01426 676509
alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

This report serves as an aide for a wider general discussion by Elected Members on the impact of COVID 19 on West Lindsey District Council's Residents, Services, Performance and Finances to date.

Members will also receive verbal information from Derek Ward, Director of Public Health Lincolnshire during the meeting.

RECOMMENDATION(S):

- (1) That Members discuss the impact of COVID 19 on West Lindsey District Council's Residents, Services, Performance and Finances to date and be provided an opportunity to question senior managers of the Authority for assurance purposes; and**
- (2) That Members determine whether they would wish to hold a further informal workshop on the ongoing impact of COVID-19 towards the end of July 2020.**

IMPLICATIONS

Legal:

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

Financial : FIN/39/21/TJB

The Council has received £1.001m in funding from the Government to support the financial pressure of Covid-19, this falls short of our current early estimates and assumptions by some £2m. The impacts are still evolving and are likely to have a longer term impact.

The additional costs and income losses in relation to our Covid-19 response are being monitored regularly and a Revised Budget 2020/21 and a Mid Year Review of the Medium Term Financial Plan will be presented to the November Corporate Policy and Resources Committee.

We have received £0.084m to support the safe recovery of our high streets.

We have re-designated £100k to a Covid-19 Community Grant Fund to support local community initiatives.

In addition we have received Government funding to support our economy through the following grant allocations and which we are administering;

Council Tax Hardship Fund - £0.793m

Business Rates Support Grant - £18.664m

Discretionary Business Support Grant - £0.927

Expanded Retail reliefs £6.025m

Staffing :

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1 Introduction

- 1.1 Whilst it has not been necessary for Full Council to meet to take any urgent decisions needed to manage the initial COVID-19 emergency, it is important the Elected Member core are provided the opportunity to come together, as community representatives, to understand how COVID-19 has impacted the District to date, and how the Council plans to move into recovery phases over the coming weeks and months.
- 1.2 This report serves as an aide for a wider general discussion by Elected Members on the impact of COVID 19 on West Lindsey District Council's Residents, Services, Performance and Finances to date.
- 1.3 Senior Managers from across the organisation will be present on the evening to answer any questions and to provide further updated information as requested
- 1.4 Members will also receive a verbal presentation from Mr Derek Ward, Director of Public Health for Lincolnshire and will be provided an opportunity to ask questions of him.

2 Impact on Council Services and Performance

- 2.1 The Impact on Council Services and Performances has been summarised to Members in the most recent Progress and Delivery Report (Appendix B relates)

<https://democracy.west-lindsey.gov.uk/documents/s19195/Appendix%201%20Progress%20and%20Delivery%20Report%20-%20Period%204%20201920.pdf>

- 2.2 Further verbal updates will be provided if requested throughout the debate

3 Impact on Council Finances

- 3.1 The Impact on Council Finances has been summarised to Members in the most recent Budget and Treasury Monitoring Outturn Report.

<https://democracy.west-lindsey.gov.uk/documents/s19546/Appendix%203%20Covid-19%20Update.pdf>

- 2.2 Further verbal updates will be provided if requested throughout the debate.

4 Interim Decision Making and use of Urgent Delegated

- 4.1 The Constitution has been fairly well placed, having already provided sufficient delegated powers to Officers to manage emergency situations.
- 4.2 These delegated powers do require the Head of Paid Service to consult with the relevant Committee Chairman prior to making a decision.
- 4.3 Since the start of lockdown, the Head of Paid Service has extended this Consultation to include both the Leader of the Council and the Leader of the Opposition.
- 4.4 All Members have been notified of the decisions within 5 working days of them being made, and for those decisions which were already in the forward plan for April and early May (but were subject to meeting cancellations and could not wait until later in the year) Members received a copy of the reports 5 working days in advance of the meeting and were invited to make comment.
- 4.5 With virtual meetings being permitted from April 2020, the Committee timetable has been re-established to some degree and therefore the use of such delegated power may reduce. It is likely, however, that there will still be a need for some decisions to be taken more urgently than a committee can be convened (5 working days notice). The extended consultation will be applied to all such decisions.
- 4.6 The urgent decisions taken to date can be viewed at <https://www.west-lindsey.gov.uk/my-council/decision-making-and-council-meetings/officer-decisions/> (under the urgent committee decisions tab)

5 Recovery

- 5.1 The Authority has established a number of internal recovery groups. Alan Robinson is leading the Council's Recovery Plan.
- 5.2 The Authority is also involved in a number of County Wide Groups.
- 5.3 Further information in respect of recovery will be provided if requested throughout the debate.