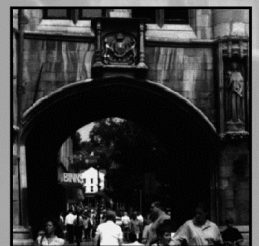


CITY OF  
*Lincoln*  
COUNCIL

---

# Council Summons

---



---

For the meeting to be held on  
**Tuesday, 22 January 2019**

---

Council Summons

This page is intentionally blank.

## CITY OF LINCOLN COUNCIL

Sir/Madam,

You are hereby summoned to attend the meeting of the COUNCIL of the City of Lincoln to be held at The Guildhall on Tuesday, 22 January 2019 at 6.30 pm.



Chief Executive and Town Clerk

Angela Andrews

### A G E N D A

<b>SECTION A</b>	<b>Page(s)</b>
1. Confirmation of Minutes - 4 December 2018	<b>5 - 14</b>
2. Declarations of Interest	
Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
3. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon	
4. Receive Any Questions under Council Procedure Rule 12 from Members and Provide Answers thereon	
5. Receive Reports under Council Procedure Rule 2 (vi) from Members	
(a) Report by Councillor Rosie Kirk - Portfolio Holder for Reducing Inequality	<b>15 - 28</b>
(b) Report by Councillor Geoff Ellis - Chair of the Audit Committee	<b>29 - 40</b>
(c) Report by Councillor Chris Burke - Chair of the Policy Scrutiny Committee	<b>41 - 44</b>

6. To Consider the Following Recommendations of the Executive and Committees of the Council	
(a) Localised Council Tax Support Scheme 2019/20	<b>45 - 82</b>
(b) Annual Scrutiny Report 2017/18	<b>83 - 98</b>
7. Decisions Taken Under Special Urgency Measures	<b>99 - 100</b>
8. Annual Timetable of Meetings 2019/20	<b>101 - 110</b>

**Present:** Councillor Keith Weaver (*in the Chair*),  
Councillor Biff Bean, Councillor Bill Bilton, Councillor Alan Briggs, Councillor Kathleen Brothwell, Councillor Bob Bushell, Councillor Thomas Dyer, Councillor Geoff Ellis, Councillor Jim Hanrahan, Councillor Gary Hewson, Councillor Ronald Hills, Councillor Jackie Kirk, Councillor Rosanne Kirk, Councillor Helena Mair, Councillor Adrianna McNulty, Councillor Laura McWilliams, Councillor Ric Metcalfe, Councillor Neil Murray, Councillor Donald Nannestad, Councillor Lucinda Preston, Councillor Christopher Reid, Councillor Fay Smith, Councillor Hilton Spratt, Councillor Edmund Strengiel, Councillor Ralph Toofany, Councillor Pat Vaughan and Councillor Loraine Woolley

**Apologies for Absence:** Councillor Yvonne Bodger, Councillor Chris Burke, Councillor Sue Burke, Councillor Gill Clayton-Hewson, Councillor Andy Kerry and Councillor Naomi Twedde

**30. Confirmation of Minutes - 25 September 2018**

RESOLVED that the minutes of the meeting held on 25 September 2018 be confirmed.

**31. Declarations of Interest**

Councillor Ronald Hills declared a Disclosable Pecuniary Interest with regard to the agenda item titled 'Councillor Neil Murray - Portfolio Holder for Economic Growth'. His address was within the proposed area of development associated with the Western Growth Corridor.

**32. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon**

No questions had been received.

**33. Receive Any Questions under Council Procedure Rule 12 from Members and Provide Answers thereon**

No questions had been received.

**34. Receive Reports under Council Procedure Rule 2 (vi) from Members**

**(a) Councillor Neil Murray - Portfolio Holder for Economic Growth**

Further to his declaration of a Disclosable Pecuniary Interest, Councillor Ronald Hills left the meeting room during the consideration of this item.

Councillor Neil Murray, Portfolio Holder for Economic Growth, provided Council with an update on the work of his portfolio.

Councillor Murray reported that economic growth remained at the heart of the Council's 2020 vision for Lincoln, stating that the Council recognised the importance of the Council playing a full role in the economic life of the city itself and its wider area. Lincoln was a thriving city with a great future and its economy was diverse, not over reliant on one economic sector. However, Councillor Murray made the point that not everyone in the city was sharing the benefits of growth and that there was much more to do to eradicate poverty in Lincoln.

It was noted that the portfolio was broad, with updates on the following key projects or service areas included as part of the report:

- Western Growth Corridor;
- Parking and Transport;
- Heritage;
- Planning Policy;
- Higher Education;
- Tourism;
- Supporting Lincoln Businesses;
- Park Ward Regeneration.

Councillor Eddie Strenziel was unsure in what form or format the proposed Western Growth Corridor consultation would take and therefore sought further clarity. Referring to the 118 market properties referred to in the report in relation to the Western Growth Corridor, Councillor Strenziel made the point that this was the start of 3,200 properties that were intended to be built as part of the scheme. He was not concerned with the 118 properties referenced in the report as, in his opinion, this would not place much of a strain on the existing infrastructure. However, the inclusion of additional properties over and above that figure would cause significant problems if the necessary infrastructure was not in place. Councillor Strenziel understood that the slip road originally planned for Skellingthorpe Road was not now being included in the proposed scheme and was concerned about consequential additional traffic on that road.

Councillor Murray confirmed that an email would be sent to all members of the Council to provide clarity around the consultation process. The reason that development was proposed in this area was due to the substantial money the government was putting towards infrastructure to support the provision of decent homes for people to live. He confirmed that a quarter of these homes would be social housing.

Councillor Bob Bushell said that it was good to see the city thriving, but made the point that not everyone was sharing the benefits of this in view of the fact that Lincoln was still a low wage area. All 324 local authorities had been assessed on this basis and Lincoln was the 259<sup>th</sup> lowest average wage earner compared to all other authorities in the country. He was therefore very pleased to see that the City Council had introduced the Social Responsibility Charter. In respect of working families, statistics showed that in the years 2014 to 2017 the number of people in poverty from working families had increased by over one million and that over 3 million children in the United Kingdom were now in poverty. Councillor Bushell also confirmed via information received from Citizens' Advice that the number of people from Lincoln in absolute poverty was increasing and that this was disproportionate in respect of children, women and people with physical health problems. A review led by the United Nations had also confirmed that, in the United Kingdom, 14 million people were in poverty, with 1.5 million desolate.

Councillor Bushell called this a disgrace, a social calamity and an economic disaster.

Councillor Murray agreed with Councillor Bushell's comments. There was lots going on in Lincoln with some fantastic development driven by the University of Lincoln and he agreed that this was not benefitting everyone in the city, but added that there was work taking place seeking to address this.

Councillor Rosie Kirk reported that she was a member of the Local Government Association and understood that the Government had been holding confidential meetings regarding the Brexit proposals without including representatives of local government. She asked what preparations had been made locally regarding the impact of Brexit, particularly in view of local government not having been represented or involved in key meetings.

Councillor Murray agreed that it was alarming for local government not to be included in these discussions. However, he was not surprised given that local authorities had lost 50% of their revenue as a result of the government's austerity measures.

Councillor Lucinda Preston agreed with the sentiments expressed by Councillor Bushell, particularly the United Nations review, stating that it was unjust and contrary to the values of the United Kingdom.

Councillor Murray thanked Councillor Preston for highlighting this point and was personally ashamed of the results of the United Nations review particularly given that the United Kingdom was one of the richest nations in the world. He added that austerity was a choice which had put a lot of people in the country into poverty.

Councillor Hilton Spratt agreed with the first two paragraphs of the Portfolio Holder's report but disagreed with his reference to a hopeless national government, stating that members should be looking at the successes of the country over the last few years. He cited the following as examples:

- reducing the national deficit;
- creating 2.5 million new jobs;
- implementing the lowest level of inflation in a generation;
- maintaining the lowest level of interest rates for the longest sustained period;
- maintaining mortgage rates at the lowest they had ever been, resulting in more people able to get onto the property ladder;
- maintaining a higher minimum wage.

Councillor Spratt queried a national policy based on borrowing £1 billion a year which he felt would lead to increased interest rates ultimately resulting in home owners and business owners suffering, adding that such a policy would ultimately bankrupt the country.

Councillor Murray made no apology for the political nature of his report and responded by saying that there were no successes to speak of in relation to the current government, which he said was a government in crisis. He cited the prison service, local government and railways as examples where privatisation had failed to make services cheaper and better.

Councillor Gary Hewson acknowledged that Lincoln's average wage showed a decrease over the last couple of years, which he felt was due to more people working in low paid jobs in the minimum wage scale. He therefore asked what the Council could do to encourage employers to pay the living wage as a minimum. Councillor Hewson also asked the Portfolio Holder what benefits he expected to see for the area as a result of the Park Ward scheme.

Councillor Murray confirmed that average wages in Lincoln had decreased, with the average being £21,285 in 2010 and £18,292 this year. Lots of people worked in public services, had temporary contracts and were on minimum wage and were struggling as a consequence. In respect of Park Ward, this was arguably the most deprived area in the city and a range of projects would be put in place in the ward to drive this important project forward.

Councillor Biff Bean, in respect of borrowing, claimed that over the last eight years the national debt had risen from £850 billion to almost £2 trillion. Councillor Bean also made the point that the Council relied on income from car parks as an important source of revenue. Understanding that this was a potential policy of the opposition, he queried how a policy of offering free car parking would impact this revenue income stream.

Councillor Murray reflected on the opposition's proposal to offer free car parking, which he hoped would be submitted as an alternative budget.

Councillor Tom Dyer, in relation to the national government, said that day to say spending was down and that the government was running a budget surplus, claiming that the country's current economic climate was as a result of the previous government. Responding to Councillor Bean, Councillor Dyer confirmed that his group's policy would be to introduce one hour of free car parking to encourage people to come into the city centre, which would cost approximately £130,000 a year. He reported that the removal of the Council's middle management would cover the cost of this deficit. Councillor Dyer highlighted that Lincoln had two growing universities and that the city was on the up. In respect of the Christmas Market, he hoped that the Council supported the event as much as possible and was concerned that the top floor of the Central Car Park was still not open. He therefore asked the Portfolio Holder when the top floor of the car park would be completed and operational. Councillor Dyer also welcomed investment into housing infrastructure but in respect of transport infrastructure associated with the Western Growth Corridor asked for reassurances regarding any detrimental impact to the area in that respect. He highlighted the recent announcement that the cap associated with borrowing against the Housing Revenue Account had been removed, saying that this was a positive step forward, and asked the Portfolio Holder what steps were being taken by the Council to utilise the lifting of this cap. In respect of the Social Responsibility Charter, it was reported to the Performance Scrutiny Committee that 30 local business had originally signed up to the Charter whereas this was now down to 16 businesses resulting in hundreds of people in the city now earning below the living wage. He therefore claimed that this was a failing policy.

Councillor Murray reflected on Councillor Dyer's proposal to remove the Council's middle management, stating that these managers were really important in delivering services and support to the front line. He agreed with the sentiment that Lincoln was on the up but that this did not currently benefit everyone and that those who were struggling needed to be supported. In respect of the Central Car Park, the Council's contractor's sub-contractor had unexpectedly gone into



administration which was why there had been delays in finishing and opening the top floor of the car park. The Contractor was in the process of appointing another sub-contractor to complete the works, however, this would rely upon dry weather conditions. Regarding the Western Growth Corridor and concerns with infrastructure, this would be properly consulted upon as part of the statutory consultation requirements associated with the planning process, so reassurance was given that this element of the proposed development would be carried out properly. The Western Growth Corridor scheme sought to provide much needed good quality housing for people to buy or rent in Lincoln. Councillor Murray confirmed that he was currently in discussions with the Strategic Director of Housing and Investment regarding the lifting of the cap associated with borrowing against the Housing Revenue Account, the options available and how these could be taken forward. He added that it was a shame this cap had not been removed sooner. In respect of the Social Responsibility Charter, Councillor Murray was of the opinion that all members could do more to encourage employers paying the living wage, but added that the national government needed to improve things for everyone.

**(b) Councillor Gary Hewson - Chair of the Performance Scrutiny Committee**

Councillor Gary Hewson, Chair of the Performance Scrutiny Committee, provided an update report on the work of the Committee. The following key items of business considered by the Committee over the last year were noted:

- Portfolio under scrutiny sessions – each Portfolio Holder was required to attend the Committee throughout the year, provide an update on their portfolio and answer questions regarding their portfolio's performance;
- changes to the Strategic Plan Implementation Team reporting arrangements;
- Vision 2020 reporting arrangements;
- Christmas Market outturn report 2016;
- Human Resources corporate performance statistics;
- Lincoln Transport Hub;
- Housing Benefits overpayments;
- Christmas Market 2017;
- Homelessness;
- Central Market review.

Councillor Hewson reported that the Committee would continue to challenge issues and acknowledge successes as it always had done. The current system of monitoring performance measures was having to be replaced and officers were already working on developing a new system which should be in place by quarter one in 2019/20.

The work of the Housing Scrutiny Sub-Committee was also noted, with the introduction of Universal Credit posing a number of challenges particularly in relation to rent arrears and an expected rise in loss of monies to the Housing Revenue Account. The Sub-Committee intended to look at Tenancy Agreements and the level of day to day repairs at forthcoming meetings.

Councillor Hewson highlighted a number of regional and national awards that the Council had achieved, together with being shortlisted for three Local Government Chronicle Awards. He said that members and officers should be proud of what the Council had achieved.

In closing Councillor Hewson thanked Rob Baxter, Financial Services Manager, and James Wilkinson, Strategic Development Project Manager, who would both shortly be leaving the authority, for their valuable contributions to the Performance Scrutiny Committee over the last year.

Councillor Eddie Strengiel was disappointed that the introduction of the Homelessness Reduction Act 2017 appeared to come across as negative in the report, whereas it was a positive piece of legislation involving new duties to help people which should be applauded. He questioned whether the new requirements caused a bigger problem or actually helped those who were potentially homeless. Councillor Strengiel also reflected on problems in the high street associated with rough sleeping, drug taking and antisocial behaviour in view of the fact that Lincoln was a tourist city and relied upon attracting people to visit. He originally applauded the introduction of the new Intervention Team which he thought would address some of these problems although in his personal experience nothing seemed to have really changed.

Councillor Hewson reported that, due to the changes in the requirements, more people were presenting themselves as homeless to the Council and the Council had a care of duty to those individuals. The majority of the issues Councillor Strengiel had referred to were policing matters and the Council was limited as to its powers that could be enforced. Councillor Hewson thought that the introduction of the Intervention Team would improve things on the high street and be very effective.

Councillor Thomas Dyer thanked Councillor Hewson for his chairmanship of the Performance Scrutiny Committee, adding that he had not been afraid to hold Executive members to account and that this was an important part of the democratic process.

Councillor Ronald Hills reiterated Councillor Dyer's sentiments and said that the Performance Scrutiny Committee was an important Committee which had always worked very well. He congratulated Councillor Hewson for chairing the Committee in an even handed and magnanimous manner.

Councillor Hewson thanked members for their kind words and added his own thanks to all members of the Committee for their valuable contributions.

**(c) Councillor Adrianna McNulty - Chair of the Ethics and Engagement Committee**

Councillor Adrianna McNulty, Chair of the Ethics and Engagement Committee, presented a report on the work of the Committee. Since September 2017 the Committee had considered a variety of reports, including the following items:

- a review of the Consultation Strategy;
- guidance on casework for Members;
- provision of mobile devices to Members;
- Member development, member succession and proposed training;
- Member induction;
- timescales associated with production and publication of minutes;
- National Democracy Week;
- polling district and polling place review;
- Code of Conduct – review of local and national cases;
- Social Media Guidance and Policy.

Councillor McNulty reported that she had been keen to promote the engagement aspect of the Committee's terms of reference since being elected as Chair. She was therefore very proud to have the opportunity to commemorate the 100<sup>th</sup> anniversary of women's right to vote and the Suffragette's through an informal event hosted by the Committee at the Guildhall. This had provided Members with a valuable opportunity to both remember and celebrate this important anniversary but also enable the Committee to engage with a range of different community groups from across the city.

Councillor McNulty thanked officers, members of the Ethics and Engagement Committee and the Council's Independent Person for their support since being elected as Chair of the Committee in May 2018.

Councillor Christopher Reid made reference to management of the Council's social media accounts following a concern he had raised at the previous meeting of the Committee in respect of the Council's engagement with its customers and responses to online 'trolls'.

Councillor McNulty confirmed that this matter was in hand.

**35. Motion under Council Procedure Rule 14 - To Adopt Parental Leave for Elected Members**

Councillor Lucinda Preston proposed a motion seeking the adoption of parental leave for elected members which she said would encourage more people to become councillors, increasing diversity and ensuring that the Council was more reflective of the city as a whole.

Councillor Laura McWilliams seconded the motion.

Councillor Strengeiel supported the motion but questioned paragraph 3.1 of the proposed policy whereby members entitled to a Special Responsibility Allowance would continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave. He was of the opinion that the Special Responsibility Allowance should only be paid to the councillor undertaking the role for which the Special Responsibility Allowance was paid and that the member taking such leave should only retain their basic allowance.

Councillor Ron Hills questioned the date referred to in the policy from which a councillor ceased being a councillor should they not be re-elected following an election and thought that this depended on the date of the Council's Annual General Meeting and Mayor Making. It was noted that the date of the Annual General Meeting and Mayor Making did not have any influence on the date in respect of this issue.

Councillor Preston, in respect of Councillor Strengeiel's comments regarding the Special Responsibility Allowance, disagreed with his suggestion and said that this aspect of the policy reflected parental leave principles of someone who was employed, undertaking a certain role at a certain rate of pay and not being disadvantaged as a result of taking parental leave.

It was proposed, seconded and RESOLVED

(1) That the Council notes:

- that analysis of the 2018 local election results by the Fawcett Society found that only 34% of Councillors in England were women, up 1% since 2017;
- of the seats that were up for election in 2018, 28% went to women, up just 3% from 2014 when these seats were last contested;
- as of summer 2017, only 4% of Councils in England and Wales had parental leave policies, according to research by the Fawcett Society;
- that the role of a Councillor should be open to all, regardless of their background, and that introducing a parental leave policy was a step towards encouraging a wider range of people to become Councillors who may want to start a family to remain as Councillors;
- that parental leave must apply to parents regardless of their gender and that it should also cover adoption leave to support these parents who chose to adopt;
- the objective of the policy was to ensure that insofar as possible Members were able to take appropriate leave at the time of birth or adoption, that both parents were able to take leave and that reasonable and adequate arrangements were in place to provide cover for Portfolio Holders and others in receipt of Special Responsibility Allowances during any period of leave taken;
- the policy set out Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

(2) That the Council approves:

- the adoption of the Parental Leave Policy, as outlined in the Notice of Motion, giving all Councillors an entitlement to parental leave after giving birth or adopting;
- that appropriate support was in place for Councillors with children and other caring commitments;
- the Policy to include provision for leave periods, basic allowances, special responsibility allowances, resignation from office and elections, as set out in the Notice of Motion.

**36. To Consider the Following Recommendations of the Executive and Committees of the Council**

**(a) Gambling Act 2005 Triennial Review of Statement of Licensing Review**

It was moved, seconded and RESOLVED that the City of Lincoln Gambling Act Statement of Policy be approved.

**(b) Amendments to Representatives on Outside Bodies**

It was moved, seconded and RESOLVED that the amended membership of outside bodies be approved.

(c) **Appointment of Strategic Director**

It was moved, seconded and RESOLVED that the appointment of Daren Turner as the Council's Director of Housing and Investment be noted.

This page is intentionally blank.

**COUNCIL**

**22 JANUARY 2019**

**REPORT UNDER RULE 2(VI) OF THE COUNCIL PROCEDURE RULES**

**Report by Councillor Rosanne Kirk, Portfolio Holder for Reducing Inequality**

**Introduction**

Over the past year my portfolio has changed significantly to incorporate a number of key service areas and projects, which together help the council to reduce inequality across the city.

The areas covered by my new portfolio responsibilities include Anti-Poverty, Corporate Social Responsibility, Social Value Policy, Community Cohesion Strategy, Community Strategies and Policies, Modern Day Slavery, Asylum Seekers and Refugees, Lincoln Community Lottery, Universal Credit, Welfare and Benefits Advice, Housing Benefit/Council Tax Support, Welfare Reform, Crime and Disorder, Equality and Diversity, Financial Inclusion, Skills and Training (including Adult Learning and The Network), Young People, Prevent, Public Protection and Domestic Violence.

In the following pages I have summarised the progress made across my portfolio over the past year.

Although there has been some key challenges, I continue to be proud of what has been achieved. These achievements include our shared Revenues and Benefits service with North Kesteven District Council winning a prestigious national award in mid-October for 'Excellence in Partnership Working', the success of World Hello Day 2018 at continuing to support resident integration in the city, the launch of the Lincoln Community Lottery and the launch of the Lincoln Social Responsibility Charter to name just a few.

**Key Achievements for 'Let's Reduce Inequality'**

In early 2017 we launched Vision 2020, which is the council's three year strategic plan to 2020. A key facet to that plan is the priority Let's Reduce Inequality. Below I have highlighted the key achievements under this priority over the past year.

- We have a Universal Credit Support Team, which assisted 448 Lincoln residents with digital support, and 235 residents with budgeting support between 1<sup>st</sup> April and 31<sup>st</sup> August this year
- Community Leadership Scrutiny Committee undertook a review of Inclusive Growth to identify how the economy can provide high quality employment opportunities. The committee's recommendations have been to Executive and a work-plan will now be developed
- Our Social Value Policy has been adopted which embeds the council's commitment to social, environmental and economical sustainability through procurement processes
- The Lincoln Community Lottery was launched on 11<sup>th</sup> August, generating revenue to support local voluntary community organisations in the city and in nearby villages

- The Lincoln Social Responsibility Charter was also launched this year, which encourages organisations in the city to go the extra mile to support their employees and also communities in the city

### **Anti-Poverty Strategy**

The council continues to lead the Lincoln Against Poverty Steering Group, which helps to steer and manage the Lincoln Against Poverty Strategy and Action Plan. I continue to be the chair of this group which meets biannually. Over 120 actions have been delivered to date as part of this strategy. The current 2018/19 plan includes 20 actions to be delivered by both the council and local partners. Of these actions, four have been completed, 14 are on target and two have not yet been started. The actions which have been completed so far include the development of a useful contacts sheet showing details of a range of support agencies across the city, raising awareness of money management amongst young people, ASIST and SafeTALK suicide awareness training for front line staff and the renewal of Lincoln's status as a Fairtrade City. Two key actions within the plan this year include roll out of the Lincoln Social Responsibility Charter and the ongoing promotion of the Lincoln Living Wage Campaign. I have provided further details on each of these actions below.

In addition to the above, the council continues to manage the Lincoln Against Poverty website ([www.lincolnagainstpoverty.co.uk](http://www.lincolnagainstpoverty.co.uk)) together with the Lincoln Against Poverty Twitter page (@lincolnvpoverty). Both communication tools have proven to be successful at raising awareness of poverty related news stories and events across the city over the past year to both residents and service providers. To date we have 600 followers of the Lincoln Against Poverty Twitter account, with posts to this page regularly being retweeted wider amongst residents and support services.

### **Corporate Social Responsibility**

#### **Lincoln Living Wage Campaign**

The Lincoln Living Wage Campaign is now in its fourth year. We have continued to actively promote the campaign to Lincoln businesses over the past twelve months. The real Living Wage rate for 2018/19, which is set annually by the Living Wage Foundation, is £8.75 per hour/£16,835 per annum, with this rate being introduced from 1<sup>st</sup> April 2018. Currently 17 organisations are registered as Living Wage Employers in the city. Of the 967 employees within these organisations, 95 received a pay rise as a direct result of the campaign.

During Living Wage Week 2018 the Living Wage Foundation announced the new real Living Wage rate for 2019/20 as being £9.00 per hour/£17,316 per annum.

The Lincoln Living Wage and Social Responsibility Forum, which is formed of representatives from Living Wage Employers across the city, continues to meet twice a year to identify new ways of raising awareness of the importance of paying the real Living Wage. I continue to support this group. Looking ahead this campaign will be supported by the new Lincoln Social Responsibility Charter.



## **Lincoln Social Responsibility Charter**

With the assistance of key partners from across the city, the council has been working over the past year to develop the Lincoln Social Responsibility Charter. The aim of the charter is to give recognition to those businesses which undertake a range of activities, above the statutory minimum, which benefit both their employees and the local community. A soft launch of the charter was undertaken at the Lincoln Growth Conference in March 2018, which resulted in an encouraging number of businesses expressing an interest in signing up. The formal launch of the charter took place during late September/early October 2018. This involved issuing a press release, direct contact to over 150 businesses and a social media campaign. To date 24 organisations have signed up to the charter. Signees include City of Lincoln Council, Development Plus, JW Ruddocks & Sons Ltd, Voluntary Centre Services, St Barnabas Hospice, Specialist Education Support Network, Wise Software (UK) Ltd, Epix Media Ltd, Optima, Lincoln Minster School, Linwave Technology Ltd, Saul Fairholm Chartered Accountants, Beneficial Trust & Will Co Ltd, Lincolnshire Credit Union, Ringrose Law, University of Lincoln, Lincolnshire Action Trust, LEAP, IEMA, LAGAT College, Selenity, St Marks Shopping Centre, Streets Heaver Computer Systems Ltd and Acts Trust. Work will continue to raise awareness of the charter and encourage further sign up over the next year. We are unaware of any similar initiative being launched and managed by local authorities across England.

## **Social Value Policy**

The council has had in place for the last year a formal Social Value Policy, although it should be acknowledged that Social Value has always been included within procurement, where it was relevant and proportionate to do so. The policy details the important role Social Value can play in enabling sustainable development through the council's procurement activity. The policy identifies a number of key topics with social, economic and environmental impacts and details specific policy commitments. It is an evolving area where suppliers and officers alike are still developing best practice and therefore the policy will continue to be informed by best practice. The council is proposing the following as the Social Value position for the council:

“A process by which benefits can be made that will improve the quality of life & life chances of City of Lincoln residents and enhance our Civic pride in the City”

Since the formal adoption of the policy there has been no procurement exercises where it has been relevant and proportionate to include Social Value. However, the council has through its DHS contracts allocated a number of social value uplifts from its contractors during the past year.

## **Community Cohesion Strategy**

The council has continued to support a number of Community Cohesion events in the city. The largest event supported by the council during November 2018 was World Hello Day. This annual event brings residents from different backgrounds and ethnicities together to say 'hello' and learn about different cultures. The 2018 event was supported by 13 organisations, which encouraged their employees and service users to say 'hello' to those they wouldn't normally. Key events which took place for World Hello Day 2018 included a Queens Park Hub Coffee Morning, a World Hello

Day Peace Walk and a coffee morning at the Meet 'N' Eat Café in Birchwood which I attended. For the first time Neighbourhood Boards were actively involved in World Hello day which helped to take events into communities and to involve more local residents. Following World Hello Day 2018 the council produced and shared an informative information leaflet which summarised all the key events which took place for the 2018 event.

Over the past twelve months the council has also continued to support the Community Cohesion Steering Group. This group meets biannually to discuss community cohesion related issues in the city. In July the group met with the Lincoln Against Poverty Steering Group to receive a joint update on the new homelessness intervention project, with updates being provided from council representatives, Lincolnshire Police and P3. This meeting proved to be particularly effective at communicating our plans to key partners who regularly work with and support homeless people in the city. A second update session is planned for March 2019, which will be at the mid-point stage in the project. Both steering groups will be provided with interim updates as the project progresses.

The latest meeting of the Community Cohesion Steering Group took place on 5th December 2018 at the Lincoln Central Mosque and Cultural Centre, which I attended. During this productive meeting the steering group received a tour of the mosque, together with further discussed the new Community Cohesion Framework which is currently being jointly developed by the steering group.

### **Community Strategies and Policies**

Since my previous report to Performance Scrutiny Committee in 2017, Neighbourhood Revitalisation (Sincil Bank) has now moved under the responsibility of the Portfolio Holder for Economic Growth, however I retain responsibility for Community Strategies and Policies.

Following the review of Neighbourhood Working, in November 2017 Urban Challenge and a consortium of charitable organisations were appointed to provide support to the new Neighbourhood Boards for a twelve month period.

The new Neighbourhood Boards are as follows:

- Abbey Forum
- Birchwood Neighbourhood Board
- Bracebridge and Manse Neighbourhood Board
- Ermine Community Action Group
- Moorland & Boutham Community Forum
- Sincil Bank Community Group
- St Giles & Nettleham Field Neighbourhood Board

During the final quarter of the contract, which expired in November 2018, further support was provided to develop the structure of each of the boards. Further training has also been provided on the following areas:

- Code of conduct
- Principles of good governance

- Problem solving

Following discussions between Urban Challenge, Neighbourhood Board members and the City of Lincoln Council, it has been identified that the most appropriate way forward is to provide support to the boards at a citywide level through the development of the 'Lincoln Neighbourhoods Together Network'. The individual boards have developed to a point that less intensive support is required at an individual board level, however more strategic support is required to ensure the boards continue to receive the support required for them to continue to grow and develop. A bid has been submitted to the Big Lottery Fund to secure resources to enable the development of the network as:

- A forum to share ideas and best practice
- A place to help and support each other
- A central resource of information and resources
- A forum for shared training and skills development opportunities
- A mechanism for holding individual board budgets through a central bank account
- A means of communication and accountability across the Neighbourhood Boards
- A channel to enable specific support to individual boards as required
- A more formal link to the City of Lincoln Council
- A central place for raising funding
- A means of providing insurance for events
- A central forum for dealing with larger citywide issues such as homelessness, drug misuse, traffic and highways issues
- A forum for problem solving/resolve shared issues
- An opportunity to facilitate buddying/mentoring for new Chairs and Secretaries
- A more formal structure – with appointed reps from each individual board
- A means of support to implement effective performance management processes to ensure the boards can evidence the impact and the success of their work.

Urban Challenge received notification in November 2018 that stage one of the application to the Big Lottery Fund had been successful. The final application was submitted in early January 2019.

### **Asylum Seekers and Refugees**

We have not received any asylum seekers or refugees into the city so far. Council officers have been monitoring the situation regarding Syrian refugees and an officer group has looked at the Vulnerable Persons Resettlement Scheme with a view to offering accommodation. However, without confirmed support from Lincolnshire County Council in relation to Education and Social Care, we have been unable to move forward to pledge an offer of accommodation to date.

In recent weeks this situation has progressed and we have received confirmation that Lincolnshire County Council is now willing to offer support to a limited number of families as part of the scheme. The council is working with colleagues from across the county to progress this forward.

## **Lincoln Community Lottery**

In August 2018 the council launched the new Lincoln Community Lottery. The lottery aims to raise vital funding for good causes in and around the city. To date over 700 people have purchased tickets for the lottery, supporting 67 good causes in and around the city. Good causes supported so far include local charities, sports clubs, schools and scout groups. For every £1 ticket sold, 60 pence goes directly to support local good causes signed up to benefit from the lottery. Supporters of the lottery have the option of selecting the good cause they would like to support when purchasing their tickets, or alternatively supporting the Lincoln Community Lottery Community Fund.

A panel has been formed to consider where the funds raised within the Lincoln Community Lottery Community Fund pot will be allocated. I have taken on the role as chair for this panel, which is also supported by Cllr Donald Nannestad, Cllr Geoff Ellis and council officers. In addition to deciding upon where this fund is allocated, this panel has also been formed to make decisions on any applications to join the lottery which do not fully meet the approved criteria. It is currently estimated that the lottery could raise as much as £41k for good causes in its first year. Work will continue to promote the lottery to local good causes and potential supporters in the city over the coming year. As part of the development of the lottery the council has become a member of the Lotteries Council and has made a contribution to the Gamble Aware charity.

## **Universal Credit**

Universal Credit (UC) Full Service was introduced into Lincoln Jobcentre from 7<sup>th</sup> March this year, bringing in a whole host of new UC customers. Our UC Support Team provides an invaluable service to customers – particularly around Assisted Digital Support (ADS) and Personal Budgeting Support (PBS). Between 1<sup>st</sup> April and 31<sup>st</sup> August this year, our UC Support Team assisted 446 Lincoln residents with digital support and 235 with personal budgeting support – far outweighing Department for Work and Pensions' (DWP) forecasts. In addition to this, the team has achieved a number of positive outcomes for residents, including foodbank vouchers, provided in a holistic, efficient and customer-focussed manner. Our shared Revenues and Benefits service with North Kesteven District Council won a prestigious national award in mid-October, for 'Excellence in Partnership Working' – a key part of which, relating to the work undertaken with DWP and a 'flagship' model of UC Support (as quoted by local DWP colleagues).

## **Welfare and Benefits Advice**

The Welfare Team in Lincoln dealt with 4,382 customers in 2017/2018.

Additional benefits claimed by customers who sought the advice and assistance of the Welfare Team in 2017/18 totalled a weekly value of £34,076.12. Over the full year these additional benefits amounted to £1,771,958.24. In addition to these benefits, in many cases customers had backdated awards or lump-sum payments. In 2017/18 the total value of back-dated and lump sum payments amounted to £199,532.02.

A crucial service also offered by the team is the FCA regulated debt advice, which is the Money Advice caseworker support. 60% of the team are trained in debt casework

and they offer a full service, starting with the preparation of the Standard Financial Statement (SFS). Customers' income and expenditure levels are explored to establish whether there are options to claim additional benefits or increase income in some other way.

In 2017-2018 the team received 123 referrals for Money Advice, of these 73 individuals were advised and assisted with their debts. The total debt managed was £399,104.41 for 73 City of Lincoln residents.

### **Housing Benefit/Council Tax Support**

Although Universal Credit Full Service was rolled out for new claims in Lincoln Jobcentre Plus from March 2018, our Benefits Team still has significant Housing Benefit and Council Tax Support caseloads to administer – 7,063 and 8,784 respectively. The impact of Universal Credit on claims processing has been significant, with almost 9,000 additional Universal Credit related documents being received by the team between April and August 2018, which has impacted on average processing times and outstanding work levels. However, a plan is in place to address these matters.

### **Discretionary Rate Relief Policy**

A 'Business Rates Growth Policy' was approved by Executive on 23<sup>rd</sup> July 2018, which aims to provide relief to new or growing businesses, subject to certain criteria, location in a strategic employment site, etc. Officers are currently in the process of implementing this policy.

### **Welfare Reform**

As well as Universal Credit, our Benefits Team continues to administer a whole range of other welfare reforms – such as Localised Council Tax Support, Spare Room Subsidy ('bedroom tax'), Benefits Cap and Discretionary Housing Payments. Despite these challenges the team continues to perform well and provides vital support and advice to our customers.

### **Equality and Diversity**

#### **Employer Perspective**

The council is proud to remain accredited with the Disability Confident Scheme, building on the 22 years the council held the Two Ticks disability symbol. The council has continued to promote this status to residents throughout the past year via the council's website and recruitment process.

New council employees continue to be required to complete Equality and Diversity training as part of their induction, and also periodically after. Throughout the year the council has also continued to actively promote Equality and Diversity training and events via the dedicated Equality and Diversity notice boards and via the council's intranet 'City People' and 'In Brief' newsletters.

The latest data provided by the council's ITrent system in December 2018 shows the council's workforce stood at 664 staff members, of which 314 were males and 350 were females. 32 members of the workforce declared a disability and 21 were from a black and ethnic minority group. The largest age group was 50 to 59 years of age, with 181 staff members in this age group.

The council also continues to provide a successful apprenticeship scheme. During 2017/18, 84 applications were made to join the council's scheme. Of those successful at gaining a place on the scheme, 19 were aged under 24 and eight had a learning difficulty or disability.

### **Service User Perspective**

The council has implemented an Equality Analysis Toolkit which assists in assessing the impact on equality of proposed changes to policies, procedures and services. This helps to ensure there is a minimal risk of discrimination when delivering our services to our residents. During 2017/18 equality analyses were undertaken on ten policies and projects as listed below.

- Redevelopment of Birchwood Leisure Centre and renegotiation of the Active Nation management fee
- Neighbourhood Working Review 2017
- Council Tax Support Scheme 2018-19
- Amendment to the Housing Assistance Policy – Re-introduction of Minor Works Grants
- Council Tax Support Scheme 2018-19
- Lincoln Community Lottery
- Choice Based Lettings Allocation Policy
- Lincoln Social Responsibility Charter
- Private Housing Health Assistance Policy 2018-22
- Empty Homes Strategy 2017-22

In addition, the following equality analyses have been undertaken on the following three policies and projects in 2018/19 so far;

- City Centre Intervention – Outreach and Enforcement
- Local Letting Plan – New Build Properties
- Scheme for Mandatory Licensing of Homes in Multiple Occupation 2018
- Council Tax Support Scheme 2019/20
- Joint Protocol Document – Dealing with unauthorised encampments within Lincolnshire

To help ensure Equality and Diversity remains at the heart of the council, the Equality and Diversity Group continues to meet twice yearly to discuss Equality and Diversity both in the workplace and amongst our residents. I continue to be the vice-chair of this group.

### **Financial Inclusion**

Officers continue to be proactively involved in the Lincolnshire Financial Inclusion Partnership (FIP), with the Head of Shared Revenues and Benefits being part of the

FIP Steering Group, which aims to ensure that everyone has the capability and opportunity to access appropriate financial services and products needed to participate fully in society. FIP delivered a conference themed around 'Financial Wellbeing for Working People' which was well attended, with the Leader of our Council being one of the speakers at this event.

### **Skills and Training (including Adult Learning and The Network)**

Officers continue to be involved in a number of projects and initiatives relating to providing skills and training to help increase residents' employment prospects if out of work, as well as developing and progressing if already in employment. Working closely with a range of partners, including Lincoln College, The Network and Jobcentre Plus, a range of initiatives are in place which have resulted in successful outcomes as a result of funded training, development opportunities, as well as a range of advice for those in the NEET group.

### **Controlling Migration Fund Bid**

An application has been submitted by the council to the Controlling Migration Fund. Key activities in this project should the funding be received include:

- Developing a Neighbourhood Boards Events Programme
- Developing welcome packs
- Tackling Rogue Landlords
- Steps Programme (project gives people an opportunity to explore possibilities, make informed choices & set a realistic action plan)
- Assisting low income households
- Volunteering support programme
- 

It is expected that the results of the bid will be known in early January 2019.

### **Young People**

City of Lincoln Council, with the support of the Children and Young People Advocate for Lincoln (Cllr Helena Mair), has continued to work with the School of Political Sciences at the University of Lincoln and other key partners in the city to progress the new Children of Lincoln project over the past year. The aspiration of the group is for the city to gain recognition by UNICEF as a Child Friendly City alongside a number of other cities in the UK. Following the launch event for the project, which took place on 4<sup>th</sup> November 2017 as part of a university led ESRC Festival of Social Science Family Fun Day, the group has been working to develop a framework for the project to help steer and progress this forward. To support this project, in May 2018 myself, the Children and Young People Advocate, and officers from the council and University of Lincoln visited Leeds to find out more about their leading Child Friendly Leeds project. This enabled us to gain some great new contacts and ideas, which will help to progress our own Children of Lincoln project over the coming months.

As part of our partnership working with the National Citizens Service, the council has also supported a number of workshops, each containing approximately 200 young adults over the summer holidays. This has involved a council officer working with them to think about issues in their local communities, and social action projects that they

could develop and lead on to make real change in their neighbourhoods. Additionally, on 2nd November 2018, the Chief Executive, Leader, Director for Housing and Investment, and myself, undertook a Question Time and Dragons Den event with approximately 50 students from Lincoln College. This provided NCS participants with the opportunity to ask questions about the council and their local communities, and present social action projects that could be delivered in Lincoln over the coming months

## **Public Protection**

### **Anti-Social Behaviour**

The PPASB team received in excess of 3,000 service requests in the 12 months to September 2018. Over 93% of service requests received were responded to within the target time of approximately three days. Over 60 Legal Notices have been served across the team (excluding littering) and 575 fixed penalty notices have been served for littering. Service satisfaction over the previous 12 months averaged at 81.4%.

### **Noise Nuisance**

Between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018 the council had 584 reports of noise nuisance into the PPASB team. Of these 584 complaints, 71 were about commercial premises and 513 about domestic noise.

The council specifically sees an increase in noise complaints during Fresher's Week. In response to this officers of the PPASB team worked a total of six nights over a two week period during September between 10pm and 4am in a bid to educate those who are noisy and to reduce future noise complaints about this demographic.

### **CCTV**

During late summer/early autumn last year the new high definition cameras were coming on line, as part of the overall CCTV upgrade. The upgrade from the old analogue system to the new IP (Internet Protocol) network system has provided a significant improvement to the operational effectiveness of CCTV throughout the city centre. Over the past year council staff have been getting used to the new system and developing the operational processes. This has resulted in the council being able to continue to improve the capabilities of CCTV and associated technology.

The new system has provided significant improvement to the quality of the images recorded, which enables operators to determine what has occurred and who was involved. This is providing dividends in such areas as searches for high risk missing people and individuals threatening suicide or suffering from mental health issues. Statistics on reactive reviews of incidents provide another example of the massive improvements achieved through improved image quality and increased city centre camera coverage, with an increase in positive review outcomes from around a low 2% when looking at analogue data, to a figure close to 60% through the new system.



## **Prevent**

The council continues to support Prevent, which is a supportive framework to assist people at risk of radicalisation. All council staff have received Prevent training, either face to face or online, and are fully aware of the council's procedures to make referrals for people they are concerned about. The council is continuing, as part of a wider partnership across Lincolnshire, to look at new ways to raise the profile of Prevent in the community.

## **Domestic Violence**

Within Lincolnshire Domestic Violence/Abuse prevention is led at a county level, and is a core priority of the Safer Lincolnshire Partnership.

City of Lincoln Council continues to contribute to delivering a range of actions as part of this partnership. These include but are not exclusive to;

- Target hardening - this is delivered by the council's housing services and can include additional security or the installation of panic alarms
- Domestic Abuse, Stalking and Harassment (DASH) Risk Assessments - these can be offered and completed by trained staff for those who wish to disclose domestic violence. A high risk score will be referred to the West Lincolnshire Multi Agency Risk Assessment Conference (MARAC) and an Independent Domestic Violence Advisor (IDVA) will be allocated to the victim
- Communications and publicity of how to report concerns or where to seek help if you are a victim of/or know a victim of Domestic Abuse
- City of Lincoln Council has a Domestic Abuse Policy covering our obligations to safeguard victims but also our obligations to employees who suffer Domestic Abuse
- All Staff receive training on Domestic Violence
  - The council remains compliant with the Domestic Abuse Charter, and continues to attend the Domestic Abuse Core Priority Group
  - To help increase staff knowledge and awareness of domestic abuse, the PPASB team continue to support staff across the authority in identifying victims of domestic abuse and providing access to DASH assessments
  - A quilt that has been produced by women who have been subject to domestic abuse has been displayed in City Hall in early 2018

All new starters at the council must complete Domestic Violence Awareness Training.

The Housing Appeals Panel have also recently received training.

## **Crime and Disorder**

### **Lincolnshire Safer Communities & Hate Crime**

Representatives from the council continue to attend the Safer Communities Lincolnshire Hate Crime Delivery Group. As part of our membership to this group, the council actively promoted Hate Crime Awareness Week between 16<sup>th</sup> and 20<sup>th</sup> October. The council is also supporting a countywide Hate Crime survey, led by Lincolnshire County Council. In addition to raising awareness of Hate Crime, the

council also continues to raise awareness of Hate Crime, which is becoming an increasing issue. Information posters and flyers on this type of crime were also distributed during Hate Crime Awareness Week. Raising Awareness of this type of crime is being co-ordinated by Safer Communities Lincolnshire.

I also continue to sit on the Safer Lincolnshire Partnership Overview & Scrutiny Board, together with the Lincolnshire Police and Crime Panel.

### **Modern Day Slavery**

Modern Day Slavery is a broad term that can include forced labour, debt bondage or bonded labour, human trafficking, descent-based slavery, child slavery and forced and early marriage.

City of Lincoln Council continues to have a key role in helping to prevent Modern Day Slavery in our community. Actions undertaken by the council during the last year include:-

- Ensuring staff have a clear understanding of Modern Day Slavery and know how to recognise and report signs
- Communicating and promoting materials highlighting Modern Day Slavery as an issue within Lincolnshire
- Ensuring our procurement procedures are in line with the Modern Day Slavery Charter
- A Charter Against Modern Slavery was adopted by the council in September 2018, showing our ongoing commitment towards tackling Modern Slavery

The council will continue to help prevent Modern Day Slavery to both staff and residents over the coming year.

### **Protecting Vulnerable People**

It has been agreed that the safeguarding agenda will be relaunched under the new heading of 'Protecting Vulnerable People'. This will now encompass Safeguarding, Prevent, Domestic Violence/Abuse, Modern Day Slavery, Hate Crime and Suicide Risk. The aim of this change is to ensure that the Council has a more holistic approach to the protection of vulnerable people and to prevent duplication across the authority. The Protecting Vulnerable People Board has already started reviewing the processes that are being used and their work over the next few months will see them reviewing their Terms of Reference, working with the other districts to develop a county wide Safeguarding Policy, the production of a new training programme that incorporates all aspects of Protecting Vulnerable People and a new promotional plan will feature monthly topics and also support local and national projects and initiatives.

An all member briefing is planned in the near future and I will provide an annual update to Policy Scrutiny Committee.

## **Programmes in Place in Lincoln to Tackle Rough Sleeping, Addiction and ASB**

There are currently four key projects being undertaken in the city to tackle rough sleeping, addiction and ASB. I have provided an overview of each of these projects below.

### **Action Lincs**

The purpose of this project is to help long term rough sleepers across Lincolnshire who have multiple complex problems.

The project is funded by the Social Impact Bond and was launched in September 2017.

The project will run until March 2021.

The project will support 120 clients across Lincolnshire with extremely complex needs.

This project is not open to new referrals.

### **P3 Street Outreach Team**

This team helps rough sleepers in Lincoln, with the aim of providing support and a route away from homelessness.

The team was commissioned by Lincolnshire County Council and is being co-ordinated by P3, working with district councils, Lincolnshire County Council, Police, multiple faith and community groups and other voluntary services.

### **Lincoln Rough Sleeping Project**

The Lincoln Rough Sleeping project has been commissioned in response to the rise in rough sleeping in the city. The team consists of:

- 1 Rough Sleeping Coordinator
- 2 Housing Solutions Officers (Rough Sleeping)
- 1 Street Outreach Worker
- 1 Addiction Outreach Worker
- 1 Mental Health Outreach Worker

The purpose of the project is to engage with rough sleepers with a view to producing a personal plan for each individual, which will help them to leave the streets into suitable, sustainable accommodation, together with starting the pathway to addressing any complex needs they may have.

In addition to the workers listed above, the council has received funding for 15 units of supported accommodation at The Cornerhouse, and to extend the opening hours of the Day Centre operated by YMCA.

The project is currently in its infancy and has funding until March 2019, with a further provisional allocation of funding until March 2020.

## **Lincoln Intervention Team**

The Lincoln Intervention Team has been commissioned in response to the continued rise in on street ASB associated with homelessness, substance misuse and begging particularly in the city centre. The team consists of:

- 1 ASB Outreach Worker
- 1 Addiction Outreach Worker
- 1 Mental Health Outreach Worker
- 1 Outreach Co-ordinator

The purpose of the team is to holistically tackle the on street ASB with a combination of enforcement to deal with the immediate symptomatic ASB whilst offering support to try and identify and address the deeper rooted psychosocial aspects of the cause.

The team is currently in its infancy and has funding until October 2019.

**Cllr Rosanne Kirk**  
**Portfolio Holder for Reducing Inequality**

**COUNCIL**

**22 JANUARY 2019**

**REPORT UNDER RULE 2(VI) OF THE COUNCIL PROCEDURE RULES**

**Report by Councillor Geoff Ellis, Chair of the Audit Committee**

Mr Mayor, Members of the Council

**Introduction**

This report summarises the work of the Audit Committee to date in the year ending April 2019 and is to confirm that the Committee's function is consistent with best practice as well as demonstrating the positive impact of its work.

There are 6 meetings of the Committee during the period up to April 2019.

**Purpose of the Audit Committee**

The Audit Committee, as a key part of the Council's corporate governance arrangements, oversees and assesses the Council's risk management, control and governance arrangements and advises the Council on their adequacy and effectiveness.

It also has responsibility for reviewing the statutory financial reporting process through approval of the Statement of Accounts and receiving key reports from the External Auditor.

Specifically it provides:

- Oversight and challenge to the Statement of Accounts
- Oversight and review of the Annual Governance Statement
- A review of the Internal Audit Strategy and Audit Plan
- A review of Internal Audit progress reports and recommendations including appropriate follow up actions for outstanding Audit recommendations
- An examination of the External Audit Plan
- Consideration of External Audit reports, including the "report to those charged with governance", the "Annual Audit letter" and "certification of grant claims and returns report"
- Review of Counter Fraud arrangements and associated monitoring reports
- Annual review of the Council's Treasury Management Policy/Strategy
- Annual review of risk management arrangements
- Oversight of Information Governance including data protection

**Membership and Independence**

The Audit Committee comprises seven Councillors and (since 2013) one Independent Member. The current Independent member, Jane Nellist is from the University of Lincoln. Jane has good knowledge of public sector finance and business accountancy and was appointed from April 2016. Having one or more Independent Members is

seen as best practice, as their experience and expertise assists the Audit Committee to more effectively discharge its role. The Audit Committee and the Officers have found the Independent member's contribution to be particularly useful and I would like to offer my thanks for the Independent Members continued support.

As Chairman of the Committee, I confirm I am free from Executive functions, and have not had my independence impaired during my time to date as Chair.

### ***Membership during 2018-19***

The membership for 2018/19 has remained fairly constant and is similar to 2017/18. I took over as Chair from May 2018, Councillor Sue Burke became Vice-Chair and Councillor Laura McWilliams also joined the Committee.

The full list of Councillors are:

Councillor Geoff Ellis (Chair)  
Councillor Sue Burke Vice-Chair  
Councillor Thomas Dyer  
Councillor Jim Hanrahan  
Councillor Gary Hewson  
Councillor Ronald Hills  
Councillor Laura McWilliams  
Jane Nellist (Independent Member)

### **Relationships**

I am happy to report that there continues to be a sound working relationship between officers and Members of the Committee.

Internal Audit functional responsibility rests with Jaclyn Gibson (Chief Finance Officer) on behalf of the Chief Executive whilst the Audit manager has a direct reporting line to all levels of the Authority both at officer and member level.

I am satisfied through discussions with External Audit representatives and Internal Audit that relationships between Internal and External audit have been satisfactory and are effective.

Mazars are the new External Auditor with effect from September 2018.

The external auditor takes consideration of and uses the work of our internal auditors in connection with their integrated audit of the Council's financial statements and other work. External and internal auditors collaborate to minimise duplication of effort and work in tandem to help management and the Audit Committee ensure that the Council's financial reports and other information are accurate and that its system of internal control is effective. Internal audit have also audited elements of the housing benefit subsidy claim on behalf of the external auditor, which also provides a saving on the audit fee.

## **Audit Committee - Review and Terms of Reference**

CIPFA (Chartered Institute of Public Finance and Accountancy) guidance on Audit Committees, which sets out various requirements, has been incorporated into the terms of reference of the Audit Committee. The Audit Committee terms of reference were updated in July 2018.

Two of the main changes were:

- a) To support the review of External Audit the Audit Committee will consider any issues raised by PSAA (Public Sector Audit Appointments) in its annual report. This summarises results from quality reviews and was received by the Audit Committee in December 2018 which showed the Council's new External Auditors (Mazars) had received the highest assurance rating.
- b) To review the governance and assurance arrangements for significant partnerships or collaborations. It was agreed that an annual report on partnership governance arrangements would be provided to the Audit Committee.

Other improvements and changes were agreed:

- In terms of any external audit control recommendations - to ensure that they are tracked and regularly reported back to Audit Committee it was felt that they should be included with the internal audit recommendation follow up system.
- CIPFA core knowledge and skills training will be disseminated
- Implementation of audit recommendations. Members have already taken the initiative to undertake greater scrutiny of overdue recommendations with officers commencing December 2018.
- Public Interest Entity Requirements (PIE) linked to the Council's Treasury Stock. During 2018 it was communicated by the External Auditor that PIE accounting requirements meant that the Audit Committee should have the following: "At least one member of the audit committee must have competence in accounting and auditing The Chief Financial Officer agreed to raise the matter again with the new External Auditors.
- It was felt that a specific annual report on value for money arrangements would be useful for the Committee to receive as this is part of their terms of reference.

## **Audit Committee Training**

Committee Members have received (or plan to receive) relevant training during the year, including:

- Training linked to understanding the Council's financial statements
- Treasury management
- Corporate governance

- Counter fraud arrangements
- Risk management.
- Internal audit and Audit Committee arrangements/effectiveness

CIPFA (Chartered Institute of Public Finance in Accountancy) have produced updated information on Audit Committee core knowledge and skills – the former is dealt with mainly through the range of reports received by Committee. It was agreed by the Audit Committee that training would be developed and offered to cover these areas

The Audit Committee highlighted the fact that for any new members the committee very quickly get into detail on complex reports such as the statement of accounts so any training needs to be delivered in a timely manner.

Officers are reviewing training options available both internally and externally.

### **Information governance**

A considerable volume of work has now taken place across the Council, to meet the requirements of the General Data Protection Regulations (in force from April 2018) and the new Data Protection Act 2018 (DPA).

In July 2018 the Audit Committee reviewed a range of Information Governance policies before Council approval. The Council needs to have policies to enable the Council to be compliant with the new legal framework and the information governance team needed to roll out the policies in order to increase awareness of the GDPR to officers' and councillors.

Therefore members of the public can be confident that the organisation are aware of their responsibilities of the new legal framework.

*The following policies were considered:*

- Appendix A The General Data Protection Regulation and Data Protection Policy*
- Appendix B The General Data Protection and Data Protection Policy Summary Sheet*
- Appendix C Information Governance Policy*
- Appendix D Legal Responsibilities Policy*
- Appendix E Information Sharing Policy*
- Appendix F Data Quality Policy*
- Appendix G Data Protection Breach Management Policy*
- Appendix H Freedom of Information Policy & Environmental Information Regulations Policy*
- Appendix I Records Management Policy*
- Appendix J Retention and Disposal Policy*

As part of GDPR/Data Protection a Senior Information Risk Officer (SIRO) is required, as well as the Data Protection Officer (DPO). The Director of Housing and Investment currently undertakes this role. The SIRO is a champion for good information governance practices. The SIRO works closely with the DPO and IT where required in respect of Information Governance and Cyber Security and oversees signing off risk



in Data Protection Impact Assessments (DPIA's) related to this and new technologies where required.

The Committee regularly reviews the Annual Governance Statement (AGS) status for the Information Governance section which is now amber, and all the ongoing work being undertaken for the implementation of the GDPR will be reviewed again in due course to see whether the Council might improve this status. There is still work to be done around training, data protection impact assessments, contract clauses, asset register and data retention.

It is essential that DP training is renewed every two years. All new staff receive training on induction. Training for new members was delivered May 18 and all Member training in October 18. A follow up session for non-attendees was also being offered to members.

The Audit Committee has considered three reports on information governance as well as three Annual Governance statement update reports.

The Audit Committee recognises this is a significant area and presents a number of risks which are being adequately addressed.

## **Internal Audit and the Audit Committee**

### **Independence**

To comply with best practice, I can confirm that the Audit Committee is suitably independent and that the Committee's terms of reference are consistent with (CIPFA) best practice guidance. Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the City Council's operations.

Operationally it sits under the Chief Executive and has freedom to report to any level within the organisation.

### **Audit Plan, progress reports and the annual internal audit report**

The Audit Committee approves the Annual Internal Audit Plan and the Internal Audit Strategy.

The work of internal audit is reviewed at each meeting. This review includes a summary of audit reports as well as performance against the plan and other measures. It is pleasing to note that the majority of audits achieve a high level of assurance, reflecting that in most areas risks are being effectively managed and the control environment is sound. Those audits which require a greater degree of improvement are classed as having limited or no assurance. There were just two areas which received a Limited Assurance during 2018/19.

An annual report by the Audit Manager is presented to the Audit Committee following the end of the financial year, which also helps to support the Annual Governance Statement.

The 2017-18 annual internal audit report to the July 2018 meeting gave a substantial (green) assurance across areas of governance, risk and control.

## **Counter Fraud**

The Committee also reviews counter-fraud arrangements, receiving a 6 monthly update report, and it has in the past received a presentation on the Lincolnshire Fraud Partnership – this is a partnership of Lincolnshire Councils who successfully bid for and received government funding to tackle fraud locally. The partnership continues until at least March 2019 under current arrangements.

The Committee considers relevant corporate counter fraud policies and any updates, as well as information on fraud risk and fraud training. It has recently reviewed the counter fraud strategy, anti-money laundering policy and counter fraud risk register.

Recent work on Council Tax single person discount identified several hundred incorrect discounts which were recently removed therefore increasing Council Tax revenue. Tenancy fraud (such as unauthorised sub-letting) is also a current project and results are expected in the New Year.

The Council continues to be involved with the National Fraud Initiative which involves national data matching using a range of Council data sources. Matches are received and reviewed by officers. The last review found 1 fraud and 40 errors, recovering around £26,000

The cyber fraud threat is an ongoing risk to the Council and the Committee has received reports on anti-malware and IT Disaster recovery in the past. Internal Audit is also reviewing with IT the recent cyber security stocktake results from the Local Government Association self-assessment.

Staff and Members have recently been sent a training course on counter fraud, developed through the Lincolnshire Counter Fraud Partnership, and all Members will receive an offer of further training taking place in March 2019. The Council's main fraud strategies can be found on the Councils' website.

## **Audit Recommendations and Agreed Action**

Another important part of the Committee's role is helping to ensure that audit recommendations are implemented. The Committee ensures that officers are acting on recommendations from both internal and external audit with updates being received at each meeting.

The Audit Committee have recently asked for more information on older outstanding recommendations and managers have attended to provide more detailed information. This approach will continue and appears to have had a positive effect.

Audit recommendations are integrated into the Council's performance management system and are regularly reviewed by Managers, Directorate Management teams and CMT as well as Portfolio holders. The number of high priority recommendations outstanding is low.

## **Assurance Lincolnshire Partnership**

The Council's Internal Audit Team is part of the wider Assurance Lincolnshire Partnership which includes the City of Lincoln Council, Lincolnshire County Council, East Lindsey District Council and more recently Nottinghamshire County Council. Assurance Lincolnshire provides internal audit services to several District Councils in Lincolnshire and one in Nottinghamshire. There are also other income generation opportunities that are currently being explored.

The partnership is making good progress and yielding positive benefits for the internal audit service in Lincoln. As part of the partnership arrangements the Council contracts directly with Boston Borough Council providing its internal audit service. The current contract runs until 31st March 2020.

## **Audit standards**

The City of Lincoln Council and the wider Assurance Lincolnshire Partnership comply with internal audit standards and passed their external quality assessment review (EQA) in September 2016, which must be undertaken within a 5 year period.

## **Audit Committee work programme**

The Committee receives reports mainly from the Audit Manager, the Chief Finance Officer and the External Auditor covering a wide range of topics.

A selection of what we have covered/reviewed this year includes:

- Annual Governance Statement (review of AGS and update reports on significant issues)
- Information Governance updates and policies
- Statement of Accounts (review)
- Treasury Management Policy and Strategy (consultation prior to approval by Council)
- Annual Internal Audit Report
- Internal Audit Strategy and Plan
- Internal audit progress reports
- Counter Fraud Reports
- Risk Management Annual Report
- Report to those Charged with Governance
- Annual Audit Letter (External Audit)

The resourcing for the audit plan remains at a satisfactory level enabling appropriate coverage across key financial and corporate systems, with sufficient resources to respond to emerging risks.

The Audit Committee received its fourth "Combined Assurance" report in April 2018. Working with management, Internal Audit records first, second and third line assurances for all the key areas of Council business. The aim is to give Senior Management and the Audit Committee an insight on assurances across all critical

activities, key risks and projects. Assurances are drawn from the “three lines of defence” including management, corporate business assurance functions such as performance management and internal audit plus other third parties. The report also feeds into the Audit Manager’s annual internal audit opinion, internal audit plan and annual governance statement. The next report will be presented to the Audit Committee in April 2019.

## **External Audit Arrangements, Reports and Conclusions**

The external auditor’s primary role is to express an opinion on whether management has given a true and fair view of the information in its financial statements. The auditor expresses this assurance in an auditor’s report.

External auditors also examine and express an opinion on grant claims and returns made by the Council, to ensure that accurate figures are reported to Central Government, and that claims for grant funding are made in accordance with relevant rules.

Currently, External Audit assess whether the Council has appropriate arrangements to deliver value for money and this is also reported annually.

The Council’s external audit is provided for 2017-18 by a private sector accountancy firm, KPMG.

Through Public Sector Audit Appointments (the organisational route agreed by Council to procure new external auditors), Mazars will be the Council’s new external auditors taking over in September 2018, to audit the 2018-19 accounts.

The Audit Committee has a role to comment on the scope and depth of external audit work, through considering plans and reports to ensure the work gives value for money.

The Committee considers the reports of External Audit and inspection agencies, including the External Auditor’s “Annual Audit Letter”, relevant reports, and the report to “Those Charged with Governance”.

The Committee has considered the 2017/18 Annual Governance Report and Annual Audit letter from the External Auditor and on behalf of the Committee, I am pleased to report that the 2017/18 final accounts were presented by the Council for audit by the required statutory date and were free from material error, and the External Auditor issued an unqualified opinion on the Council’s 2017/18 financial statements in July 2018

The Auditor also confirmed that the Council had put in place adequate arrangements for securing economy, efficiency and effectiveness in its use of resources and gave an unqualified value for money conclusion. As part of this conclusion the external auditor also reviewed two specific value for money audit risks - Financial resilience – as a result of reductions in central government funding, and other pressures and - Major projects as the Authority continues to have a number of major projects in progress which are relatively high risk.

Furthermore, the Auditor did not identify any significant weaknesses in the council's internal control arrangements.

## **Regulatory Framework**

### **Risk management**

The Committee has a role (through its terms of reference) in overseeing risk management strategies and also receives an annual report. I am pleased to report that risk management arrangements are working well and risk management is used effectively to help manage our most significant strategic, operational and project risks.

### **Financial statements**

The Committee reviews the authority's financial and assurance statements, including the Statement of Accounts and the Annual Governance Statement, ensuring the latter properly reflects the risk environment and any actions required to improve it and then to recommend its adoption.

### **Annual Governance statement and Code of Corporate Governance**

The Annual Governance Statement is a statutory statement and provides an overview of key governance arrangements within the Authority, including any significant control issues arising during the year. This is signed by the Leader of the Council and Chief Executive and is presented to Council in September each year. The Audit Committee monitors all "significant issues" arising from the Statement approximately each quarter. This is currently Information Governance, which has an Amber rating but as previously discussed is making good progress.

The Committee reviewed the Council's original Code of Corporate Governance in 2016/17 reviewed and an updated version in 2017/18. The Audit Committee subsequently asked for more detail around some sections to better gain an understanding of how the Code had been developed.

City of Lincoln Council must ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, and used economically, efficiently and effectively. It also has a duty under the Local Government Act 1999 to secure continuous improvement in the way our functions are exercised, having regard to economy, efficiency and effectiveness. In discharging this overall responsibility, the council must put in place proper governance arrangements for our affairs.

The Council's Code of corporate Governance is about how we ensure that we are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

The Code of Corporate Governance sets out the documentation, systems and processes by which the authority transparently controls its activities. It enables us to monitor the achievement of our strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The code is based on a set of seven core principles:

Core Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

Core Principle B: Ensuring openness and comprehensive stakeholder engagement

Core Principle C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

Core Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes

Core Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it

Core Principle F: Managing risks and performance through robust internal control and strong public financial management

Core Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability

The Committee considers whether there are any concerns arising from the financial statements or from the audit (including the external audit report to those charged with governance on issues arising from the audit of the accounts) that need to be brought to the attention of the Council. There are no such issues arising to date during 2017/18.

### **Treasury Management**

It is also worth noting the Committee's role in relation to Treasury Management. Guidance has meant that the Audit Committee has an increased role in assessing the robustness of Treasury Management policy. Training is provided to the Committee by the Council's Treasury Management consultants.

The Committee reviews the Strategy and considers the adoption of Treasury Management indicators prior to Council approval.

### **The Council's Constitution**

The Committee has a role in reviewing certain aspects of the Council's Constitution, in particular contract procedure rules and financial procedure rules when changes occur.

The Audit Committee reviewed an update for the Financial Procedure rules update in March 2018

### **Effective Challenge**

The Committee provides effective challenge across the full range of Council services and provides independent assurance on the risk management and governance framework and associated internal control environment to the Council and the public.

The Committee has received a variety of reports from both Internal and External Audit during the year. It has scrutinised and challenged the findings of audit reports on risk and control issues, sought clarification and in some cases required detailed explanations and action plans to address significant issues.

## **Impact of the Audit Committee's Work**

By completing the work programme and providing challenge where required, the Audit Committee has:

- increased public confidence in the Council's governance arrangements;
- reinforced the importance and independence of internal and external audit and other review processes that reported to the Audit Committee;
- assisted in the co-ordination of assurance with internal audit and, in so doing, made management more accountable;
- provided additional assurance through a process of independent and objective review; and raised awareness of the need for internal control and
- helped ensure the timely implementation of audit recommendations.

## **Conclusions**

This annual report has summarised the work of the Audit Committee over the last twelve months and has demonstrated the breadth and impact of the Committee's work.

I confirm therefore that the City Council's Audit Committee and Audit function is consistent with best practice

In conclusion I would like to express my appreciation and thanks to Sue Burke Vice-Chair, Jane Nellist, the Independent member and to all those elected members who have served on the Committee, and to Jaclyn Gibson, Rob Baxter, John Scott and the Internal Audit team, Becky Scott, Sally Brooks and all those officers that have provided reports, training and guidance to the Committee.

**Councillor Geoff Ellis**  
**Chair of Audit Committee**

This page is intentionally blank.



**COUNCIL**

**22 JANUARY 2019**

**REPORT UNDER RULE 2(VI) OF THE COUNCIL PROCEDURE RULES**

**Report by Councillor Chris Burke MBA, Chair of Policy Scrutiny Committee**

**Introduction**

This year's Policy Scrutiny Committee's membership consists of the following Councillors: Laura McWilliams, Andy Kerry, Ralph Toofany, Pat Vaughan, Christopher Reid, Bob Bushell, and Bill Bilton.

Substitute member(s): Councillors Gary Hewson and Kathleen Brothwell.

The vice-chair of the committee is Councillor Bill Bilton.

Officers attending include: Steve Bird, Heather Grover, Claire Burroughs, Joanne Crookes, Yvonne Fox and Martin Walmsley

The committee has been, since May, scrutinising and discussing major themes and making recommendations, among them:

- The City of Lincoln Council Fairtrade Policy and Fairtrade Audit.
- That the adoption of the Modern Slavery Statement and Charter Against Modern Slavery be supported.
- That the City of Lincoln new scheme for Mandatory Licensing of Homes in Multiple Occupation be supported and the enforcement of high standards be maintained including appropriate fines and controls on Rogue Landlords.
- A Commemorative Plaque Scheme for Lincoln proposed to recognise outstanding contributors to our City and be monitored to ensure women are recognised as much as men.
- Proposals to introduce a Public Space Protection Order to allow St Peters Passage Lincoln to be gated
- The work of the Protecting Vulnerable People Group
- The Joint Protocol on Unauthorised Encampments in Lincolnshire

The committee is also due to consider the Health and Environment Enforcement Policy and the Housing Strategy this municipal year.

As the range of subjects discussed above clearly shows this has been a hard working committee and I would like to thank members, officers and external contributors for their excellent standards of commitment to the Scrutiny process. The Committee had a number of recently elected councillors who stepped up to the plate very quickly and effectively showing a passion for fairness and the just treatment of our residents, particularly our more vulnerable ones.

The Committee highlighted that the proposed new scheme of Mandatory Licensing of Homes in Multiple Occupation not only implemented the recent legislative changes but also made best use of the Council's discretionary powers to set good standards of amenities and room sizes and use licence conditions to uphold good property management practices. This reflected the Council's Vision 2020 priorities to

improve the standard of private sector housing in the city and tackle rogue landlords. This approach was typical of our treatment regarding all of the matters before us.

I have also provided regular updates on the work of the Health Scrutiny Committee (HSC) held on 13 June, 11 July and 12 September 2018, which I attended on behalf of the City Council. The subjects and organisations scrutinised were:

- Children and Young Persons Service.
- Lincolnshire Sustainability and Transformation Partnership Update
- Non-Emergency Patient Transport Service for NHS Lincolnshire CCG's Thames Ambulance Service Limited.
- The 2017 Annual Report of the Director of Public Health for
- Lincolnshire
- Children and Young Persons at Lincolnshire NHS Trust – Risk to
- Safety of the Services
- Review of Clinical Commissioning Group – Arrangements to Support
- Lincolnshire Sustainability and Transformation Partnership
- Future Model of Service Provision of Specialist Health Services to People with a Learning Disability
- Children and Young Persons at ULHT update
- United Lincolnshire Hospitals NHS Trust – Update on Care Quality
- Commission Inspection
- East Midlands Ambulance Service NHS Trust Update
- Non-Emergency Patient Transport for Lincolnshire – Thames
- Ambulance Service Limited
- Renal Dialysis Services in Lincolnshire
- Lincolnshire Sustainability and Transportation Partnership – Acute
- Service Review Consultation Plan

It is worth noting that I supported the Health Scrutiny Committee in calling for the Non-Emergency Patient Transport for Lincolnshire service provided by Thames Ambulance Service to be made accountable. The HSC had serious concerns about how this service is being run and despite an improvement plan being put in place, we have no confidence that improvements will be made to deliver the service that our residents deserve.

As well as a vote of no confidence in the service, the committee also unanimously voted to request monthly updates on the performance of the non-emergency transport system in Lincolnshire.

## **Work Programme**

The following items are programmed to be scrutinised for 2019. These include:

- Review of Mutual Exchange Policy
- Waste Strategy Public Consultation Survey
- Business Rates Growth Policy
- Fair Trade Policy
- Review of Fraud and Sanction Policy

- People Strategy Post Implementation Review
- Customer Experience Strategy Progress Report

I encourage Members of the Committee to identify future items from the new Executive Work Programme and elsewhere for inclusion in the work programme for 2019/20.

### **Summary**

In my experience from 2014 until now this Scrutiny Committee has tackled issues from Article 4 (Houses in Multiple Occupation) to Rogue Landlords, looked at our approach to vulnerable people in a range of situations including our reflections on homelessness. This vital work continues to look at the need to radically update or introduce policy to meet the needs of a vibrant City experiencing constant changes and challenge. Policy Scrutiny, performing its effective role, ensures that the Executive receives an informed and well considered guide to its decision making function.

**Councillor Chris Burke MBA**  
**Chair of Policy Scrutiny Committee**

This page is intentionally blank.

**SUBJECT: LOCALISED COUNCIL TAX SUPPORT SCHEME 2019/20**

**DIRECTORATE: CHIEF EXECUTIVE**

**REPORT AUTHOR: CLAIRE MOSES, REVENUES AND BENEFITS MANAGER**

## **1. Purpose of Report**

- 1.1 For Council to review consultation responses and consider the City of Lincoln Council's proposed Localised Council Tax Support Scheme (CTS) for 2019/20.

## **2. Executive Summary**

- 2.1 The Government abolished Council Tax Benefit (CTB) from 1<sup>st</sup> April 2013 which was a 100% funded scheme and replaced it with a local Council Tax Support (CTS) discount scheme with a cash-limited fixed grant.
- 2.2 City of Lincoln must approve a local Council Tax Support scheme for 2019-20 by 31 January 2019. Council Tax Support schemes cannot be changed mid-financial year. The Council carries the risk if caseloads and expenditure increases more than expected.
- 2.3 The consultation process for the draft CTS Scheme in respect of 2019/20 began on 1 November 2018 with major preceptors, stakeholders and public consultation and ended on 14 December 2018.
- 2.4 There were nine options which were included within the consultation. The options include changes to the Council Tax Support Scheme, to technical changes within the Council Tax billing process. These options are included in paragraph 5.3 of the report.
- 2.5 It is also recommended that the Council's CTS Hardship Fund is maintained at a cost of £20,000 to respond to the demand for further support with Council Tax costs.

## **3. Background**

- 3.1 The Council Tax Benefit system was abolished on 31<sup>st</sup> March 2013 and replaced by the Council Tax Support Scheme. This scheme can be determined locally by the Billing Authority having had due consultation with precepting authorities, key stakeholders and residents. As at 30 November 2018, there were 8,641 residents claiming Council Tax Support in the Lincoln District. 3,016 are pensioners who are protected under the legislation and receive Council Tax Support as prescribed by the Government (broadly similar to the level of Council Tax Benefit). It is the 5,625 working age claimants where a local scheme can be determined which can change the level of support provided.

#### 4. Reviewing the Council Tax Support scheme

- 4.1 Every Billing Authority must consider whether it will revise its Council Tax Support scheme by 31<sup>st</sup> January every year and allow for a period of consultation with its major preceptors and other stakeholders before it is approved by full Council as required by the Local Government Finance Act 2012. A CTS scheme cannot be changed mid-financial year.
- 4.2 The proposed CTS scheme must go through certain steps to comply with the provisions stated in the Local Government Finance Act 2012 before it can be adopted by this Council as a Billing Authority:-

*Before making a scheme, the authority must (in the following order):-*

- (a) consult any major precepting authority which has power to issue a precept to it,*
- (b) publish a draft scheme in such manner as it thinks fit, and*
- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme*

- 4.3 Throughout 2018/19, claimant caseload has continued to reduce. It was expected to reduce due to national work incentives being rolled out through the Jobcentre Plus, implementation of Universal Credit Full Service in March 2018, as levels of employment remain at record highs and as a result of our previous policy changes.

Caseload has decreased from 8,853 in April 2018 to 8,641 at 30 November 2018 and as such the current cost of the scheme for 2018/19 is lower than the predicted cost outlined in the Taxbase calculation which was undertaken in December 2017.

In terms of future caseload we are forecasting the caseload to reduce further as a result of national work incentives being rolled out through the Jobcentre Plus, continued implementation of Universal Credit and the recovery of the economy and impact on income levels. In addition there a number of initiatives and reviews being undertaken across the whole caseload which is reducing/removing entitlement (this includes Verification of Earnings and Pensions, National real time data from HMRC, earnings, and self-employed reviews) which contribute to a reduction in caseload. However, it should be noted that as the Brexit negotiations continue to progress there is a potential negative impact on the economy. This has the potential to impact on the claimant caseload although it is unlikely to do so in the initial years. Officers have stated the use of Universal Credit income for some customers, will also result in a reduced CTS award, and potentially a nil award.

Officers have modelled a 1% caseload decrease, which is shown in **Appendix 1**.

4.4 The table below show the caseload changes from 1 April 2013

**Table 1:**

	Total Caseload	Pension Caseload	Working Age caseload
Apr-13	11018	4077	6941
Jul-13	10947	4036	6911
Oct-13	10829	3996	6833
Jan-14	10765	3935	6830
Apr-14	10603	3889	6714
Jul-14	10378	3827	6551
Oct-14	10171	3781	6390
Jan-15	10124	3724	6400
Apr-15	10108	3679	6429
Jul-15	10048	3644	6404
Apr-16	9581	3463	6118
Jul-16	9500	3417	6083
Apr-17	9194	3275	5919
Jun-17	9160	3243	5917
Apr-18	8853	3115	5738
Jul-18	8744	3066	5678
Oct-18	8669	3021	5648
Nov-18	8641	3016	5625

## 5. Support Scheme for 2019-20

5.1 In August 2018, in order to inform the proposed changes for the consultation process, various scenarios were modelled taking into account a number of different changes to the current scheme, such as current Council Tax and caseload levels, and an increase in Council Tax and decrease in caseload. These scenarios have since been remodeled based on the caseload as at 30 November 2018 (as this date is used to calculate the Council Tax Base for 2019/20). Based on the current core elements of the existing scheme, a caseload reduction of 1% has been modelled, along with an increase in Council Tax.

5.2 However, as a billing authority the Council can decide whether or not to amend core elements of its scheme each year. Officers have therefore considered a number of potential options that will have a direct budgetary impact on the amount of Council Tax Support paid. Options 1 to 5 have been modelled and are as follows and shown in **Appendix 1**. In developing the modelling for each of the Council Tax Support Scheme options a number of assumptions have been made, as follows:

- Uprating Freeze for Social Security benefits, including Housing Benefit for 4 years

- As the Council and major preceptors are likely to set differing levels of Council Tax increases it creates a variety of modelling scenarios. An overall increase on all elements of 4% has therefore been assumed. The final cost of the scheme will though be increased by the level of Council Tax increases applied.
- 1% reduction in caseload for 2019/20.
- Collection Rate of 98.75%. The current Council Tax base is calculated on this collection rate which takes into account in year collection and collection of arrears. For 2019/20 it is proposed that the collection rate, based on current collection, is maintained at 98.75%. Although the proposed changes will require some taxpayers who have not previously paid Council Tax to now be liable for an element of their Council Tax, the number of customers affected and the value of those impacts are not considered to have a significant impact on the overall collection rate. Modelling therefore assumes a collection rate of 98.75%.

### 5.3 The options considered are as follows:

- **Option 1: No change to the current scheme:** With 4% Council Tax increase and 1% caseload decrease;
- **Option 2: Reducing maximum savings limit:** The current maximum savings limit (the savings limit over which one is no longer eligible for Support) is £10,000. **Officers have modelled a reduction in savings limit of £9,000, £8,000, £7,000 and £6,000. These are shown in Appendix 1.**
- **Option 3: Increasing minimum entitlement:** The current minimum entitlement amount is £2. This means, any customer with a Council Tax Support award of less than £2 will not be entitled. **Officers have modelled an increase in minimum entitlement limit of £2.50, £3.00, £3.50 and £4.00. These are shown in Appendix 1.**
- **Option 4: Removal of family premium:** The family premium is an additional amount which can be added to a households applicable amount – essentially increasing the amount of Council Tax Support which can be awarded. From 1 May 2016, the Government made a number of changes to benefits and tax credits for people with children, and this was one of those changes. For Council Tax Support, it was for the Local Authority to decide whether the premium would be removed. **Officers have modelled the removal of this premium. This is shown in Appendix 1.**
- **Option 5: Universal Credit Changes:** Universal Credit (UC) awards are reviewed on a monthly basis, in line with changes to the customer's circumstances during each month – such as changes to wages. The DWP issue billing authorities with details of the new UC award and billing authorities are then required to re-assess the Council Tax Support. Since 1 April 2018, there have been 10,789 documents from the DWP – all of which have required an assessment decision. In turn, the monthly re-assessment of Council Tax Support results in a revised Council Tax bill being issued to



the customer. As a result, the Council Tax instalment is amended, and potentially, the date the payment is due could be moved back, to allow 14 days' notice of payment for the instalment. This could result in direct debits failing, with customers needing to re-set these. UC CTS customers could potentially receive 12 adjusted council tax bills each year. This will also increase the cost of administration by the assessment and billing team, along with printing and postage costs.

To mitigate this impact, Officers are currently considering ways in which the UC income can be used within a CTS calculation. One of the options is to introduce a UC CTS banded scheme.

The income-banded scheme will assess the maximum level of Council Tax Support based on the net income of the applicant and their partner if they have one, as well as any children, if they have them.

Under this scheme, as part of our ongoing commitment to support vulnerable people, we will continue to disregard certain benefits for the income used in the assessment.

Working-age households will receive a discount, depending on the level of their income. This means we will look at the net income after disregarding certain benefits and decide what band the income falls into. The customer will then be awarded a percentage level of Council Tax Support in line with the table below.

Officers are currently modelling the scheme within the parameters of the Revenues and Benefits software. However, the principle of the banded scheme was included as part of the consultation process, as follows:-

UC CTS Level	Passport	Single Income Band £	Couples Income Band £	Family with 1 child Band £	Family with 2 or more children Band £
A – 90%	Relevant Benefit	£0.00 to £110.00	£0.00 to £160.00	£0.00 to £210.00	£0.00 to £260.00
B – 85%	N/A	£110.01 to £150.00	£160.01 to £200.00	£210.01 to £250.00	£260.01 to £300.00
C – 50%	N/A	£150.01 to £230.00	£200.01 to £270.00	£250.01 to £330.00	£300.01 to £370.00
D – 25%	N/A	£230.01 to £300.00	£270.01 to £350.00	£330.01 to £400.00	£370.01 To £450.00
E – 0%	N/A	£300.01 and above	£350.01 and above	£400.01 and above	£450.01 and above

None of these options are mutually exclusive and it is possible to select a number of proposals in order to develop the final scheme.

#### 5.4 Council Tax Technical Changes – options 2019/20

In addition to the changes to the core elements of the scheme that the Council can choose to make, it can also consider a number of technical changes in respect of Council Tax charges. Three further options have been considered in this respect, option 7 will have a direct impact on the level of Council Tax charged, option 7 will have a cost impact to City of Lincoln Council's budget and option 8 will result in an administrative efficiency for the Council Tax Billing team. Options 6 and 7 have been modelled and are as follows and shown in **Appendix 1**:

- 5.5
- **Option 6: Council Tax empty homes premium:** From 1 April 2013, billing authorities have been able to charge a premium on a class of property that has been unoccupied and unfurnished for 2 years or more. Currently the premium can be up to 50% of the Council Tax on the property. From 1 April 2019, councils will have the powers to charge even greater premiums on homes left empty following an amendment to a government Bill.

The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Bill had its Third Reading by the House of Lords on 18 July 2018. The amendments to the Bill, if passed, will be in legislation from 1 April 2019, and will allow billing authorities to charge higher premiums on homes left empty.

The legislation will provide the following: –

- April 2019 – any property empty over two years to receive a premium of 200%;
- April 2020 – any property empty over five years to receive a premium of 300%; and
- April 2021 – any property empty over ten years to receive a premium of 400%

The impact of increasing the premium to 200% from 1 April 2019 can be seen in **Appendix 1**.

Decisions on whether to charge a premium, and the exact rates to be charged will remain a matter for Councils, taking local circumstances into account.

The vast majority of Councils have already introduced the 50% premiums, and, where councils have applied the premium consistently every year, there has been a 9% fall in the number of homes being charged the premium. However, in City of Lincoln, this figure has fluctuated since April 2014 as follows: -

Year	Total Properties
2014/15	133
2015/16	58
2016/17	107
2017/18	93
2018/19	118
2019/20	135

To ensure the proposed new powers are not used to unfairly punish those facing difficult circumstances, the government announced on 18 July 2018 that it will publish revised guidance for councils on the use of premiums. This will take into account issues relating to low-demand areas and ensure it does not hinder complex regeneration schemes.

The government is clear that the premium must not be applied where homeowners can demonstrate that their properties are genuinely on the market for sale or rent, or in cases of hardship.

- **Option 7: Care leavers Council Tax Exemption:** In July 2016, HM Government, Edward Timpson, Minister of State for Children and Families produced a report titled [‘Keep On Caring - Supporting Young People from Care to Independence’](#). The report encourages all local authorities to consider how they can support their care leavers, using flexibilities at their disposal. One of these flexibilities is through the award of a Council Tax exemption.

**Appendix 1** provides details of the cost of the proposed exemption. If we were to assume support as indicated above for those 42 cases, the total cost would be £43,470. For City of Lincoln, this would be a cost of £6,955. This would be broken down as follows: -

- 100% support for those aged 18-21 (21<sup>st</sup> birthday) = 34 cases. Full support at average Band A (£1,144) would be £38,895. For City of Lincoln, this would be a cost of £6,223; and
  - 50% support for those in transition up to their 22<sup>nd</sup> birthday = 8 cases. Support at average Band A (£1,144) would be £4,576. For City of Lincoln, this would be a cost of £732.
- **Option 8: Unoccupied and unfurnished properties:** These are currently allowed a 50% exemption for the first two months that they are unoccupied and thereafter a no reduction until the property becomes a long term empty. This reduction has applied since April 2017. Prior to April 2017 the amount of the reduction in the first two months was 100%.

The change in the percentage amount over the last year has had some operational consequences, some of which were anticipated and others were not. The consequences have been:

- (i) All periods when a property is unoccupied have become subject to a charge meaning that even if the property is only unoccupied for a day or two there is a small charge, which is too small to be enforceable, meaning that a sizeable portion of the perceived extra income has not been realised.

The billing process has been complicated by the charge, as we issue in the first instance a bill with a 50% discount for the rest of the year with instalments starting the following month.

- (i) Often before the instalment has become due, the Council issue another bill with the 50% discount being awarded for 2 months and no discount thereafter, with further adjusted instalments becoming due from the end of the two month period. The confusion arises because there is a chargeable from the first day of un-occupancy and then a change in the charge after two months.
- (ii) Tenants moving between rented properties often have tenancies that overlap by a few days or even weeks. Under the discount scheme prior to April 2017, this was of no concern as they attracted a 100% at whichever property they had either vacated or not yet occupied. Under the new scheme they attract a 50% charge at the unoccupied property in addition to the charge at the occupied property. For tenants in receipt of benefits, there is no access to CTS for a property that is unoccupied.

These issues have occurred specifically because the initial discount level is no longer set at 100%. Returning the value to 100% but reducing the length of its award to say 1 month, would resolve these matters, potentially improve the amount collected and meet the Council's priorities with regard to reducing poverty.

In addition, the fact that there is no discount for unoccupied properties after the initial period has expired, means that the taxpayers of unoccupied property have no legal responsibility to notify the Council if the properties become occupied (as their legal duty only extends to notifying the Council about changes affecting discounts).

The Council could consider:

- (i) Reverting the discount level for properties that become unoccupied to 100%
- (ii) Amending the length of time the initial discounted amount, perhaps to 1 month
- (iii) Consider applying a small discount after the initial period, as this would place a legal responsibility on landlords to notify the Council when tenants occupy properties and allow the imposition of penalties on those landlords who avoid their responsibility.

- 5.6 **Continuation of the Exceptional Hardship Scheme:** Exceptional Hardship Payments (EHP) assist persons who have applied for Council Tax Support and who are facing 'exceptional hardship' – it is similar to the Discretionary Housing Payment for Housing Benefit shortfalls. EHP provides a further financial contribution where an applicant is in receipt of Council Tax Support but the level of support being paid by the Council does not meet their full Council Tax liability.

The Council is required to provide financial assistance to the most vulnerable residents, who have been disproportionately affected by the changes made in 2019 to the Council Tax Support Scheme. Since April 2013, the Council agreed to introduce an Exceptional Hardship scheme each year, in order to provide a safety net for customers, in receipt of Council Tax Support who were experiencing difficulty paying their council tax.

The current EHP budget is £20,000 and the cost of EHP awards is being borne solely by City of Lincoln. Up to 30 November 2018, 2018/19 Exceptional Hardship Scheme spend is £13,694.

- 5.7 There will be some technical changes that will still need to be applied to ensure that the Council's scheme complied with the Prescribed Scheme Regulations (covering Universal Credit, premiums and discounts). These details are still awaiting from the Ministry of Housing, Communities and Local Government (MHCLG).
- 5.8 Technical amendments to the scheme in relation to uprating income, applicable amounts, disregards and allowances are to be collated once statutory details have been released by the Secretary of State; it is intended that these will be circulated to Members for consideration at the Executive meeting on 7 January 2019. There will be no change to the adopted policy in the way CTS is calculated for these areas. Officers have considered if there is any need for any transitional arrangements to the revised scheme and concluded transitional arrangements are not needed for the 2019/20 scheme.

## 6. National Council Tax Support Schemes

6.1 Of the 326 Councils that administer Council Tax Support in England, the following information gives an overview of the schemes in operation: -

- 264 Councils have introduced a 'minimum payment' which requires everyone to pay at least some council tax regardless of income. A minimum payment can be administered in a range of ways. Most local authorities with a minimum payment require all residents to pay a proportion of their council tax, and they are only entitled to Council Tax Support for the remaining share. Lincolnshire Districts currently have a range of maximum entitlement from 75% to 90%. Officers have not modelled changes to this **City of Lincoln have not included this in the 19/20 scheme consultation.**
- 100 Councils have introduced a band cap which involves limiting the amount of support granted in higher banded properties. The most common band cap applied is D. **City of Lincoln have included a cap at Band B in their scheme since 1 April 2017.**
- 98 Councils have lowered the maximum savings limit (the savings limit over which one is no longer eligible for Support). Most of these have reduced the threshold from £16,000 to £6,000. **City of Lincoln have a maximum savings limit of £10,000 in their scheme from 1 April 2017. City of Lincoln have modelled changes to this limit in their 2019/20 scheme – as shown in Appendix 1, Option 2.**
- 58 Councils have introduced a minimum CTS entitlement. This would result in claimants entitled to less than the 'minimum CTS entitlement' would receive no support. **City of Lincoln have a minimum entitlement of £2 per week in their scheme from 1 April 2017. City of Lincoln have modelled changes to this limit in their 2019/20 scheme – as shown in Appendix 1, Option 3.**
- 25 Councils have not made any changes to the scheme.
- Some Councils have introduced more than one of the above measures.
- Councils have also been able to bring Council Tax Support schemes in line with Housing Benefit and Universal Credit legislation. One of the ways in which this has been achieved is to remove the family premium. City of Lincoln did not include this within their scheme for 2018/19. **City of Lincoln have modelled this in their 2019/20 scheme – as shown in Appendix 1, Option 4.**

Further information can be found on the 326 schemes at <http://www.counciltaxsupport.org/schemes/>

## 7. Key findings from consultations

7.1 Based on the modelling undertaken in August 2017, the Executive at its meeting on 29 October 2018 agreed to consult on all options put forward as outlined in paragraphs 5.3 to 5.6.

- 7.2 A formal consultation was held from 1 November 2018 to 14 December 2018. Letters were issued to all customers in receipt of Council Tax Support, with a link to the electronic survey which was made available on the Council's website, as well as through direct emails, press releases, Facebook and Twitter posts. In total, 252 surveys were completed (this is in comparison to 387 the previous year).
- 7.3 Details of the public consultation responses are included as **Appendix 2**, and presented the findings from the consultation.
- 7.4 The proposals were also considered by the Policy Scrutiny Committee at its meeting on 13 November 2018. The report was received well by the Committee, however, there were mixed opinions about Members' preferred options. The Committee minutes in relation to this item are included at **Appendix 3**.
- 7.5 Additional consultation responses have been received from Lincolnshire County Council (**Appendix 4**), as the Council's Major preceptors for Council Tax and the Police and Crime Commissioner for Lincolnshire (**Appendix 5**).
- 7.6 The proposals contained within this report were considered by the Executive at its meeting on 7 January 2019. An extract of the draft minutes of that meeting are appended to the report.

## **9. Strategic Priorities**

### **9.1 Let's drive economic growth**

Council Tax Support has a key role in Reducing Poverty and disadvantage by ensuring residents in those households who cannot afford to pay their Council Tax receive financial support. The changes to Council Tax Support form part of the national welfare reform agenda, with the risks of changes to numbers of claimants due to economic change and funding gap costs being passed from central government to local authorities. Central government now has a fixed cost funding arrangement whereas local government must set a scheme in advance of the financial year it applies to but cannot change it should circumstances change unexpectedly or if the assumptions used to decide the scheme are not realised. Central government states that this places responsibility for the local economy such as creating businesses and jobs on local government as part of the localism agenda.

### **9.2 Let's reduce inequality**

The Authority will be obliged to comply with its general equality duty under the Equality Act 2010. The scheme is being amended in line with statutory requirements and uprating the financial allowances. Early modelling shows the number of customers affected and pay how much (total and average per week). Once a decision has been made regarding the options of modelling, an equality impact assessment will be undertaken.

Council Tax Support awards are notified on Council Tax bills. If the scheme were likely to change, consultation with precepting authorities, stakeholders (such as Citizens Advice and Financial Inclusion Partnership) and residents would be required. Once a decision has been made, notification within Council Tax bills and

annual CTS uprating letters would be issued advising claimants of the decision once their award for the new financial year is known.

## **10. Organisational Impacts**

### **10.1 Finance (including whole life costs where applicable)**

The actual cost of the discount scheme in 2019/20 will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the City Council and the major precepting authorities.

An indicative range of costs based on various scenarios for 2019/20 is set out in **Appendix 1**.

The estimated cost of the scheme, based on current caseload, is taken into consideration when calculating the Council's tax base for the financial year and will impact on the estimated Council Tax yield for the year. Any difference in the actual cost of the discount scheme to that estimated in the tax base calculation will be accounted for within the Collection Fund and will be taken into account when future years surpluses or deficits are declared.

The Exceptional Hardship Scheme fund of £20,000, made available during 2018/19, will continue to be available into 2019/20.

### **10.2 Legal Implications including Procurement Rules**

The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, laid before Parliament on 22<sup>nd</sup> November 2012, set out the regulations for a default scheme and this was adopted by the Council subject to local policy needs in January 2013. The Secretary of State has issued amendment regulations setting out some changes that must be adopted by the Council for pensioners and the Council has also decided in 2013 to keep the schemes allowances and premiums in line with those for Housing Benefit for working age claimants. These are incorporated into amendments to the local scheme for approval by the Council.

The regulations for the City of Lincoln Council scheme proposed to be adopted are to be collated and made available for Council in January 2019.

### **10.3 Equality, Diversity and Human Rights**

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities



The Authority will be obliged to comply with its general equality duty under the Equality Act 2010 and is shown in **Appendix 6**. The scheme is being amended in line with statutory requirements and uprating the financial allowances.

## **11. Risk Implications**

- 11.1 The Council bears the risk of the cost of the Council Tax Support scheme should caseload increase causing the cost to increase more than predicted;
- 11.2 The final cost of the scheme could be increased to that modelled if the level of Council Tax increases above 4% (level applied in modelling);
- 11.3 Any revisions to the scheme must be approved by 31<sup>st</sup> January 2019 before the financial year begins;
- 11.4 The scheme cannot be changed mid-year and therefore it is vital the correct scheme is in place.

## **12. Recommendations**

12.1 That Council:

1. Notes consultation responses relating to the Localised Council Tax Support Scheme for 2019/20.
2. Approves the continuation of the Exceptional Hardship Scheme fund of £20,000, made available during 2018/19, into 2019/20.
3. Approves the City of Lincoln Council's Localised Council Tax Support Scheme for 2019/20 subject to the incorporate of the following changes to the 2018/19 Scheme:
  - reducing the maximum savings limit to £8,000;
  - introducing a 200% premium charge for properties empty over 2 years;
  - introducing a care leavers council tax exemption;
  - reverting the discount level for domestic properties that become unoccupied to 100% for the first month.

**Is this a key decision?** Yes

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?**

7

Appendix 1: Modelling of options of 2019/20 scheme  
Appendix 2: Consultation Outcome  
Appendix 3: 13 November 2018 Policy Scrutiny Committee minutes  
Appendix 4: Response from Lincolnshire County Council  
Appendix 5: Response from The Police and Crime Commissioner  
Appendix 6: Equality Impact Assessment  
Appendix 7: Executive minute extract

**List of Background Papers:**

None

**Lead Officer:**

Claire Moses, Revenues and Benefits Manager  
Telephone (01522) 873764

**Council Tax Support Scheme Options for change as at 30 November 2018**

The following options have been put forward for consideration.

<b>Option 1: No change to current scheme</b>		<b>Estimated Total Spend</b>	<b>Difference to MTFS (£7,815,572) – increase / (decrease)</b>	<b>City of Lincoln Saving – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>
i	Current scheme only – 4% council tax increase, 2% income increase and 1% reduction in caseload	£7,663,433	(£152,139)	(£24,342)	(£24,038)

59

The following options have been put forward for consideration with a council tax increase of 4% and an income increase of 2%. When calculating the impact per week, the caseload reduction has already been taking into account using the figure in Option 1.

<b>Option 2: Reducing maximum savings limit</b>		<b>Estimated Total Spend</b>	<b>Difference to MTFS (£7,815,572) – increase / (decrease)</b>	<b>City of Lincoln Saving – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>	<b>No. Customers Affected</b>	<b>Impact per customer per week (£) Average</b>
i	Current scheme only – £9,000	£7,663,433	(£152,139)	(£24,342)	(£24,038)	0 – all passported	£0.00
ii	Current scheme only – £8,000	£7,662,342	(£153,230)	(£24,517)	(£24,210)	3	£16.61

<b>Option 2: Reducing maximum savings limit</b>		<b>Estimated Total Spend</b>	<b>Difference to MTFS (£7,815,572) – increase / (decrease)</b>	<b>City of Lincoln Saving – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>	<b>No. Customers Affected</b>	<b>Impact per customer per week (£) Average</b>
						(10 in total but 7 passported)	
iii	Current scheme only – £7,000	£7,657,365	(£158,206)	(£25,313)	(£24,997)	9 (19 in total but 10 passported)	£16.17
iv	Current scheme only – £6,000	£7,653,794	(£161,778)	(£25,884)	(£25,561)	13 (27 in total but 18 passported)	£16.48

<b>Option 3: Increasing minimum entitlement</b>		<b>Estimated Total Spend</b>	<b>Difference to MTFS (£7,815,572) – increase / (decrease)</b>	<b>City of Lincoln Saving – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>	<b>No. Customers Affected</b>	<b>Impact per customer per week (£)</b>
i	Current scheme only – £2.50	£7,662,858	(£152,714)	(£24,434)	(£24,129)	106	£0.34
ii	Current scheme only – £3.00	£7,659,815	(£155,757)	(£24,921)	(£24,610)	133	£0.98

Appendix 1 – Executive – 7 January 2019 – Council Tax Support Scheme 2019/20

<b>Option 3: Increasing minimum entitlement</b>		<b>Estimated Total Spend</b>	<b>Difference to MTFS (£7,815,572) – increase / (decrease)</b>	<b>City of Lincoln Saving – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>	<b>No. Customers Affected</b>	<b>Impact per customer per week (£)</b>
iii	Current scheme only – £3.50	£7,651,862	(£163,710)	(£26,194)	(£25,866)	184	£1.36
iv	Current scheme only – £4.00	£7,646,954	(£168,618)	(£26,979)	(£26,642)	210	£1.87

<b>Option 4: Removal of family premium</b>		<b>Estimated Total Spend</b>	<b>Difference to MTFS (£7,815,572) – increase / (decrease)</b>	<b>City of Lincoln Saving – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>	<b>No. Customers Affected</b>	<b>Impact per customer per week (£)</b>
1	Current scheme only – removal of family premium	£7,598,073	(£109,744)	(£34,800)	(£34,365)	1,616	£0.98

**Council Tax Technical Options for change as at 31<sup>st</sup> July 2018**

<b>Option 6: Council Tax Empty Homes Premium</b>	<b>Council Tax Band</b>	<b>Total properties per band</b>	<b>Additional revenue per band @ 200%</b>	<b>Total additional revenue</b>	<b>City of Lincoln Additional revenue – 16%</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>
Introduce 200% premium charge for properties empty over 2 years	A	97	£572	£55,484	£8,877	£8,766
	B	16	£667	£10,672	£1,708	£1,686
	C	7	£762	£5,334	£853	£843
	D	10	£858	£8,580	£1,373	£1,356
	E	1	£1,048	£1,048	£168	£166
	F	1	£1,239	£1,239	£198	£196
	G	3	£1,429	£4,287	£686	£677
	H	0	£1,715	£0	£0	£0
<b>Total</b>		135		£86,844	£13,863	£13,690

62

<b>Option 7: Care leavers council tax exemption</b>	<b>Age</b>	<b>Total</b>	<b>Average Band A charge</b>	<b>Cost of exemption @ 100%</b>	<b>Cost to City of Lincoln @ 16%</b>	<b>Cost of exemption @ 50%</b>	<b>Cost to City of Lincoln @ 16%</b>
	16	1	£1143.96	£1,144	£183	N/A	N/A
	17	4	£1143.96	£4,576	£732	N/A	N/A
	18	11	£1143.96	£12,584	£2,013	N/A	N/A
	19	10	£1143.96	£11,440	£1,830	N/A	N/A
	20	13	£1143.96	£14,871	£2,379	N/A	N/A
	21	8	£1143.96	£9,152	£1,464	£4,576	£732
	22	0	£1143.96	£0	£0	N/A	N/A

Appendix 1 – Executive – 7 January 2019 – Council Tax Support Scheme 2019/20

	23	0	£1143.96	£0	£0	N/A	N/A
	24	1	£1143.96	£1,144	£183	N/A	N/A
	25	3	£1143.96	£3,432	£549	N/A	N/A
Total	N/A	42	N/A	£38,895	£6,223	£4,576	£732

This page is intentionally blank.



## Public Consultation Responses

### Option 1: Principles of the current scheme:

- 67% of respondents agreed
- 18% of respondents disagreed; and
- 15% of respondents did not know.

### Option 2: Maximum savings limit:

- 46% of respondents agreed with the reduction of the maximum savings limit to £9,000;
- 8% of respondents agreed with the reduction of the maximum savings limit to £8,000;
- 3% of respondents agreed with the reduction of the maximum savings limit to £7,000;
- 15% of respondents agreed with the reduction of the maximum savings limit to £6,000;
- 28% of respondents did not know.

### Option 3: Minimum entitlement:

- 33% of respondents agreed with increasing the minimum entitlement to £2.50;
- 11% of respondents agreed with increasing the minimum entitlement to £3.00;
- 5% of respondents agreed with increasing the minimum entitlement to £3.50;
- 23% of respondents agreed with increasing the minimum entitlement to £4.00;
- 29% of respondents did not know.

### Option 4: Removal of the Family Premium

- 33% of respondents agreed;
- 45% of respondents disagreed; and
- 22% of respondents did not know.

### Option 5: Introduction of a banded Universal Credit Scheme

- 7% of respondents supported this scheme;
- 93% of respondents either did not agree or provided additional comments.

Due to the complex nature of UC and the impact it has on Council Tax Support customers, Officers have contact other Local Authorities who introduced a UC Banded scheme in 2018/19. Those authorities recommended a significant amount of testing to be undertaken, along with the potential support from the relevant software supplier to help write the scheme.

Also, having reviewed customer type, it is clear that, whilst officers would want to keep the scheme simple, there are additional household types which would need to be included within the banding.

As the timescale from approval of the scheme on 31 January 2019 to the scheme being implemented on 1 April 2019 is very tight, Officers would recommend that the UC Banded Scheme is delayed for 1 year, to allow for a

period of testing, along with ensuring the software is able to manage the approved scheme.

Option 6: Increase empty homes premium to 100%:

- 63% of respondents agreed;
- 23% of respondents disagreed; and
- 14% did not know

Option 7: Introduction of a Care Leavers Exemption

- 70% of respondents agreed;
- 9% of respondents disagreed; and
- 21% did not know

Option 8: Changes to unoccupied and unfurnished properties

- 26% agreed with option 1;
- 9% agreed with option 2;
- 44% agreed with option 3; and
- 21% did not know

Localised Council Tax Support Scheme 2019/20

Martin Walmsley, Head of Shared Revenues and Benefits

- a. presented the proposed scheme for Local Council Tax Support for the financial year 2019/20 as part of the formal consultation period.
- b. gave the background to the scheme as detailed at paragraph 2 of the report and advised that the Council must consider whether to revise or replace its Council Tax Support Scheme each financial year.
- c. advised that the caseload had decreased from 8,853 in April 2018 to 8,744 at 31 July 2018 therefore the cost of the scheme for 2018/19 was lower than the predicted cost outlined in the Taxbase calculation which was undertaken in December 2017.
- d. referred to paragraph 4.3 of the report and explained the reasons for the decreased caseload and advised that it was forecast to decrease further.
- e. advised that officers had modelled a 1% caseload decrease as shown at appendix 1 of the report.
- f. detailed the options that had been modelled at Appendix 1 of the report and advised that it gave an indication of the potential savings to the Council and the major preceptors
- g. advised that on 29 October 2018 the Executive made the decision to consult on all of the scenarios modelled as detailed in paragraph 5.3 of the report.
- h. advised that further information on the ongoing consultation would be circulated to the committee following the meeting.
- i. asked for committee's consideration and comments on the options as part of the formal consultation process.

**Question:** Asked for clarification on the collection rate of 98.75%.

**Response:** It was the collection rate over the course of time and not within the financial year.

**Question:** Referred to option 3 and asked what period of time the minimum entitlement covered.

**Response:** The minimum entitlement was per week.

The committee supported the following options:

- Option 1 – No change to the current scheme
- Option 5 – Universal Credit Changes
- Option 6 – Council Tax empty homes premium

- Option 7 – Care leavers Council Tax Exemption

RESOLVED that the above comments be submitted as part of the formal consultation process on the proposed Council Tax Support Scheme for 2019/20.

**Lincolnshire County Council – Council Tax Support Scheme consultation response via email to Jaclyn Gibson**

Jaclyn/Lara,

Thank you for the e-mail of 15<sup>th</sup> November and the letter appended to it seeking the views of the County Council on proposed changes to your Council Tax Support Scheme for next year.

Please accept this e-mail as the formal response of the County Council in its role as a major precepting authority.

The County Council is appreciative of action taken by the City of Lincoln Council over the last few years of the operation of local schemes which, together with a steadily reducing level of demand, has assisted in a generally reducing total cost of the scheme. The County Council is aware that ongoing above inflation council tax increases, combined with national changes in the benefit regime, may result in increasing costs in future years. The County would, however, be broadly supportive of your preference of not reducing the level of support any further now but would, nonetheless, like to see three options in your consultation paper implemented.

The County Council has a clear interest in Option 7 related to care leavers as it has responsibilities for this client group. It would therefore strongly advocate introducing the proposed council tax exemption from next year. Such an exemption has been, or is about to be, introduced in other local schemes within the boundaries of the County. It is suggested that any additional cost would be at least offset by adopting both options 6 and 7 related to unoccupied or unfurnished premises.

I trust these comments will be of value to you.

Yours sincerely,

David C Forbes  
County Finance Officer  
Finance & Public Protection Directorate  
County Offices  
Newland  
LINCOLN LN1 1YG

This page is intentionally blank.



**Lincolnshire  
POLICE & CRIME COMMISSIONER**

**SAFER TOGETHER**

Deepdale Lane, Nettleham, Lincoln LN2 2LT  
Telephone (01522) 947192 Fax (01522) 558739

E-Mail: [lincolnshire-pcc@lincs.pnn.police.uk](mailto:lincolnshire-pcc@lincs.pnn.police.uk) Website: [www.lincolnshire-pcc.gov.uk](http://www.lincolnshire-pcc.gov.uk)

**Date:** 3<sup>rd</sup> December 2018  
**Our Ref:** JF/ch/2018-1168

Jaclyn Gibson  
Chief Finance Officer  
City of Lincoln Council  
City Hall  
Beaumont Fee  
LINCOLN  
LN1 1DD

By Email: [jaclyn.gibson@lincoln.gov.uk](mailto:jaclyn.gibson@lincoln.gov.uk)

*Dear Jaclyn*

**Re: Local Council Tax Support Scheme**

Thank you for your letter of 15<sup>th</sup> November 2018 in which you seek the Police and Crime Commissioner's view on your Local Council Tax Support Scheme for 2019/20.

The Police and Crime Commissioner has no desire to make additional service reductions or propose additional increases in his council tax to fund potential shortfalls arising from Local Council Tax Support Schemes. As a result, the Police and Crime Commissioner supports proposals for Council Tax Support Schemes which eliminate, or at least minimise, the consequent funding reductions. In addition, the Commissioner supports proposals to increase income through the discretions for Council Tax exemptions.

Thank you for giving us the opportunity to comment.

Yours sincerely

*Julie Flint*

**Julie Flint**  
Chief Finance Officer

This page is intentionally blank.



## Equality with Human Rights Analysis Toolkit



### SECTION A

Name of policy / project / service	Council Tax Support Scheme 2019/20
Background and aims of policy / project / service at outset	<p>In January 2018, the meeting of Full Council approved City of Lincoln Councils Council Tax Support Scheme (CTS) for 2018/19. There were no local changes made to the scheme.</p> <p>The Council must review and reapprove its Council Tax Support scheme each year as part of its budget setting process, and make any necessary changes for 1 April 2019</p> <p>It is recognised that the combined effects of the wider welfare reform package on the residents of the District requires a robust and detailed Equality Impact Assessment.</p> <p>The current document contains data derived from the current Council Tax Support caseload.</p> <p>Following publication of the draft scheme, formal consultation commenced on 1 November 2018 and will end on 14 December 2018, utilising a combination of the council’s consultation web-portal, press releases and social media directing the public to the on-line consultation documents. Letters were issued to all customers in receipt of Council Tax Support.</p> <p>The level of changes to the current scheme have been modelled (updated on 30 November 2018) and individuals / groups impacted by the selection of changes is shown below: -</p> <ul style="list-style-type: none"> <li>• Retain current scheme with 4% Council Tax increase and 1% caseload reduction – 8,785 CTS customers affected</li> <li>• Council Tax Empty Homes Premium to be increased from 50% to 100% - 135 council tax payers affected</li> <li>• Care leavers council tax exemption – 42 care leavers positively affected</li> <li>• Reducing maximum savings limit to £9,000 – 0 customers affected (3 customers identified but all are passported)</li> </ul>

74

- Reducing maximum savings limit to £8,000 – 3 customers affected (10 customers identified but 7 are passported)
- Reducing maximum savings limit to £7,000 – 9 customers affected (19 customers identified but 10 are passported)
- Reducing maximum savings limit to £6,000 – 13 customers affected (27 customers identified but 10 are passported)
- Increasing minimum entitlement to £2.50 – 106 customers affected
- Increasing minimum entitlement to £3.00 – 133 customers affected
- Increasing minimum entitlement to £3.50 – 184 customers affected
- Increasing minimum entitlement to £4.00 – 210 customers affected
- Removal of family premium – 1,616 customers affected

Each of these will be considered in relation to how the changes might differently and / or adversely affect people with protected characteristics.

The Equality Assessment provided support in approach to the consultation on the proposed scheme. Details of the responses to the consultation will be presented in the Localised Council Tax Support 2018/19 report pack which will be presented to Strategic Review Group on 17 December 2018.

Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis

Claire Moses – Revenues and Benefits Manager (Shared Service)

Key people involved *i.e. decision-makers, staff implementing it*

Decision Makers – City of Lincoln Members, and Executive Staff implementing any changes



				<p>Support scheme unless they are a non-dependent in the householder's home because the non-dependant deductions are being increased across all age groups and based on the level of income they receive. The personal allowances for under-25's is lower than for those over the age of 25 years. This means that they could get less.</p>		
<p>Disability including carers (see Glossary)</p> <p>76</p>	<p>Y</p>			<p>The proposal to protected vulnerable groups will include those with a disability.</p> <p>The Department for Work and Pensions state that disabled people remain far less likely to be in employment, therefore the proposals do not impact on this group to the extent that they are regarded as a vulnerable group. The scheme protects disabled persons from the proposed changes except for the general uprating of all allowances and premiums.</p> <p>To qualify as 'disabled' the person must</p> <ul style="list-style-type: none"> <li>• Qualify for a disability, enhanced disability or severe disability premium for the claimant or partner, or</li> <li>• Qualify for disability or enhanced disability premium for a dependent, or</li> <li>• Qualify for a disability earnings disregard, or</li> <li>• Receive a disability related council tax reduction.</li> <li>• Be in receipt of Employment and Support Allowance (Work Related or Support Group component</li> </ul>	<p>NA</p>	<p>With effect from 1 April 2019</p>

Appendix 6 – Executive – 7 January 2019 – Council Tax Support Scheme 2019/20

Gender re-assignment			Y	There is no evidence at this stage of an impact	NA	With effect from 1 April 2019
Pregnancy and maternity			Y	This does not have any effect on the decisions made under this policy.	NA	With effect from 1 April 2019
Race			Y	Persons from abroad are excluded from provision by statute but race or ethnicity itself does not have any effect on the application of the scheme.  Scheme rules do not take into account race or ethnicity.  Council Tax Support is proposed to be reduced for all working age customers.	NA	With effect from 1 April 2019
Religion or belief			Y	There is no evidence at this stage of an impact	NA	With effect from 1 April 2019
Sex			Y	There is no evidence at this stage of an impact	NA	With effect from 1 April 2019
Sexual orientation			Y	This does not have any effect on the decisions made under this policy.	NA	With effect from 1 April 2019
Marriage/civil partnership			Y	This does not have any effect on the decisions made under this policy.	NA	With effect from 1 April 2019
Human Rights (see page 8)			Y	This does not have any effect on the decisions made under this policy.	NA	With effect from 1 April 2019

- Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?

### SECTION C

#### Decision Point - Outcome of Assessment so far:


Based on the information in section B, what is the decision of the responsible officer (please select one option below):

- |      |   |                  |
|------|---|------------------|
|      |   | <b>Tick here</b> |
| ✓    | <b>No equality or human right Impact</b> (your analysis shows there is no impact) - sign assessment below                         | [ ]              |
| ✓    | <b>No major change required</b> (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below | [ ]              |
| 78 ✓ | <b>Adverse Impact but continue</b> (record objective justification for continuing despite the impact)-complete sections below     | [ x ]            |
| ✓    | <b>Adjust the policy</b> (Change the proposal to mitigate potential effect) -progress below only AFTER changes made               | [ ]              |
| ✓    | <b>Put Policy on hold</b> (seek advice from the Policy Unit as adverse effects can't be justified or mitigated) -STOP progress    | [ ]              |

<p>Conclusion of Equality Analysis (describe objective justification for continuing)</p>	<p>Council Tax has to be paid by all those liable to pay it but some people will have limited means to do this because of their low income or they have higher living costs due to illnesses, disabilities or family or personal circumstances.</p> <p>Council Tax is required to raise month to fund Council Services but a certain amount of money is directed to those who cannot afford to pay the Council Tax to reduce the financial burden on those households because they need it or because society considers that financial support is beneficial to help certain categories of people in certain situations.</p> <p>The aim of the proposed changes is to save some scheme expenditure in light of further reductions to local government finance.</p>
--	--

<p>When and how will you review and</p>	<p>The policy and CTS is the responsibility of City of Lincoln Council. It is approved by the Executive Board and</p>
---	---

measure the impact after implementation?*"	then full Council. It will be administered by the Council's Shared Revenues and Benefits Service.  The Council will analyse its current caseload and produce figures showing the main groups of working age claimants getting Council Tax Support now and likely to be affected by changes to the current scheme. Extracts of the data will allow monitoring of the main types of people affected by the policy can take place as required
--	--

Checked and approved by responsible officer(s) (Sign and Print Name)	 Claire Moses	Date	4/12/2018
Checked and approved by Assistant Director (Sign and Print Name)	Martin Walmsley	Date	4/12/2018

79

This page is intentionally blank.



**Minute Extract – Executive 7 January 2019****86. Localised Council Tax Support Scheme 2019/20**Purpose of Report

To provide the Executive with an opportunity to review consultation responses and consider the City of Lincoln Council's proposed Localised Council Tax Support Scheme for 2019/20.

**Decision**

That Council be recommended to:

- (1) Review the consultation responses relating to the Localised Council Tax Support Scheme for 2019/20.
- (2) Approve the continuation of the Exceptional Hardship Scheme fund of £20,000, made available during 2018/19, into 2019/20.
- (3) Approve the City of Lincoln Council's Localised Council Tax Support Scheme 2019/20, subject to the inclusion of the following changes:
  - reducing the maximum savings limit to £8,000;
  - introducing a 200% premium charge for properties empty over two years;
  - introducing a care leavers council tax exemption;
  - reverting the discount level for domestic properties that become unoccupied to 100% for the first month.

Alternation Options Considered and Rejected

A number of options were set out within the report which formed part of the public consultation process, as outlined within the body of the report.

Reason for Decision

The consultation process for the draft Localised Council Tax Support Scheme in respect of 2019/20 began on 1 November 2018 with major preceptors, stakeholders and a public consultation which ended on 14 December 2018. There were nine options included within the consultation and included changes to the Scheme itself together with technical changes within the Council Tax billing process. These options were set out in paragraph 5.3 of the report.

In total, 252 surveys were completed in response to the public consultation, details of which were attached to the report at Appendix 2. The proposals were considered by the Council's Policy Scrutiny Committee on 13 November 2018 and had been well received, although there were mixed opinions regarding preferred options.

Additional responses to the consultation had been received by Lincolnshire County Council and the Police and Crime Commissioner for Lincolnshire which were also appended to the report.

<b>SUBJECT:</b>	<b>SCRUTINY ANNUAL REPORT 2017/18</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>GRAHAM WATTS, DEMOCRATIC TEAM LEADER AND ELECTIONS MANAGER</b>

**1. Matter for Council**

- 1.1 To consider the Council's Scrutiny Annual Report for 2017/18.
- 1.2 The Council's Community Leadership Scrutiny Committee, Policy Scrutiny Committee, Performance Scrutiny Committee and Housing Scrutiny Sub-Committee have considered the Annual Report for 2017/18 and recommend its approval for publication.
- 1.3 The report provides an overview of the work undertaken and topics under scrutiny during the 2017/18 municipal year.

**2. Recommendation**

- 2.1 That the Scrutiny Annual Report for 2017/19 be approved for publication.

**Lead Officer:** Graham Watts, Democratic Team Leader and  
Elections Manager  
Telephone (01522) 873439

This page is intentionally blank.



# Scrutiny

## Annual Report 2017-18

---

## Introduction

During 2017-18 the City of Lincoln Council operated an Executive system, comprising the Leader and five other portfolio holders. Much of the decision-making within the Council takes place within the Executive. To improve the quality of the decisions made by the Council, a scrutiny structure remained in place under the local government modernisation agenda, which provided the opportunity for the remaining 27 non-Executive Councillors to challenge decisions made by the Executive, as well as to help the Executive in reviewing and developing new policies.

---

## Background to Scrutiny

The scrutiny structure is:-

- Performance Scrutiny Committee
- Policy Scrutiny Committee
- Community Leadership Scrutiny Committee
- Select Scrutiny Committee
- Housing Scrutiny Sub-Committee

---

## What Did We Achieve in 2017/18?

Main Scrutiny Committees were:

Committee	Chair
Community Leadership Scrutiny Committee	Councillor Bushell
Performance Scrutiny Committee	Councillor Hewson
Policy Scrutiny Committee	Councillor J Kirk
Select Scrutiny Committee	Councillor Hewson

With the exception of the Select Scrutiny Committee, the work programmes for these scrutiny committees were formally approved by the respective Committees in June 2017, and updated regularly throughout the municipal year. The Select Scrutiny Committee meets annually in order to consider crime and disorder, as well as considering any call-in requests made throughout the year.

This report identifies some of the key achievements made by the Committees. Current work programmes for scrutiny committees, can be found on the Council's website.

Sub/ Task Groups were:

Name of Group	Chair
Housing Scrutiny Sub Committee	Councillor Hewson

This sub committee sits under Performance Scrutiny Committee and reports back to this meeting on a quarterly basis.

---

## Community Leadership Scrutiny Committee

The Community Leadership Scrutiny Committee considered two main topics as scrutiny reviews during 2017/18, as follows:

### Proposed closure of the Monks Road Walk-In Centre

The Community Leadership Scrutiny Committee met at the New Life Centre to accommodate an anticipated larger number of public attendees than usual to consider the proposed closure of the Monks Road Walk-In Centre in order for a response to be made to the consultation process being undertaken by the NHS Lincolnshire West Clinical Commissioning Group.

The following external speakers were invited to contribute to the meeting:

- Sarah-Jane Mills – Lincolnshire West Clinical Commissioning Group
- Dean Graham – Public Petition Organiser, Change.Org
- Kudzai Muzangaza – Student Union President and Student Petition Organiser
- Sarah Fletcher – Lincolnshire Health Watch
- Wesley Shelbourne – Just Lincolnshire
- Kieran Sharrock – Lincolnshire Local Medical Committee
- Mark Hutton – Pharmacist

In considering the Lincolnshire West Clinical Commissioning Group's consultation into the proposed closure of the Walk-In Centre, the Community Leadership Scrutiny Committee agreed to submit the following response to the Council's Portfolio Holder for Recreational Services and Health for his consideration.

Responding to the consultation question '*do you think the reasons given for why we are consultation on the Walk-In Centre are clear?*', the Committee put forward the following comments:

Members were concerned about the reasons outlined in the proposal and thought that they were not clear enough.

Members did not feel that the Equality Impact Assessment had been properly carried out in that it was only a work in progress, had not been made clear to the public and should have been readily available at the start of the consultation.

In response to the consultation question '*did you know that children under 12 can get an assessment on the same day at their own GP surgery if it is clinically appropriate to do so?*', the Committee put forward the following comments:

Members were aware of this, however, they were concerned that members of the public did not know this provision was available to them.

The Committee agreed upon general responses to the consultation document and expressed concerns about the following:

- individual members of the Committee had received an overwhelming public response that people did not support the proposal to close the Walk-In Centre;
- it was clear that lots of people experienced difficulties in getting an appointment with their GP on the same day;
- closure of the Walk-In Centre would mean losing immediacy of access to face to face services;
- there was a shortage of GP's currently and there would be a gap in provision if the Walk-In Centre closed;
- the alternative provision of Pharmacies was of limited assistance due to their restricted skill set to provide clinical treatment;
- much of the proposal was aspirational as the NHS was already in a position of crisis and debt, especially when taking into account recent closures of GP surgeries, frequent use of locums and a serious shortage in A&E staff. This already contributed to a pressure on services and closure of the Walk-In Centre would contribute even further to this pressure;
- people who were vulnerable, such as the homeless and those with mental health issues, were likely to be disadvantaged should the Walk-In Centre close;
- young and vulnerable people would be disadvantaged as a result of the Walk-In Centre closing in respect of access to sexual health services, particularly free emergency contraception. With regard to emergency contraception, some patients appreciated confidential advice and treatment away from the 'family' GP;
- it was difficult to accept that there would be no more than an average of two more appointments a day in General Practices as a result of the closure of the Walk-In Centre. There did not appear to be adequate evidence to support this assumption;
- the closure of the Walk-In Centre would deny many patients access to healthcare;
- the Walk-In Centre had been incredibly successful;
- there may be a case for exploring whether there could be more Walk-In Centres across the county;
- there were specific concerns regarding student access to healthcare services, particularly overseas students, should the Walk-In Centre be closed
- the timing of the consultation, particularly during the summer when students were away from the City;
- the 111 service was not a face to face service, so was not an alternative to the Walk-In Centre;
- the need for significantly greater levels of education in order that people properly understood and were made aware of existing services
- 25% of people in the city were unable to access online services, so any push to online services would result in limited access to a significant proportion of residents;
- provision of the Walk-In Centre in Lincoln was being perceived as delivering an inequitable service across the rest of the county.



The Committee was reassured by the Clinical Commissioning Group comment's at this meeting that it regarding the consultation as meaningful, with this sentiment being noted. Members were also reassured by the following:

- the ambition of the health service was to improve access to GP services in the future;
- it was intended that there would be more education and awareness of access to different healthcare services;
- there was a pro-active approach towards encouraging students to register with a GP in the area to ensure that they had regular access to healthcare services;
- the range of clinicians and trained staff would be increased in General Practices;
- further evaluation of routine appointments and same day appointments would be undertaken.

Despite these assurances, however, the Community Leadership Scrutiny Committee felt that, in view of the fact that the above measures were not yet in place, closure of the Walk-In Centre was premature at this stage. Whilst accepting the need to make financial savings, members did not accept that it should limit access to healthcare. The Committee felt that there had not been enough work carried out on robust alternative services and was therefore of the view that the Walk-In Centre should remain open until such services were available and a further review carried out.

The Executive considered the Community Leadership Scrutiny Committee's comments at its meeting on 14 August 2018. It was supportive of these comments and agreed to use the Committee's general responses to the consultation for the basis of the Council's official response to the Lincolnshire West Clinical Commissioning Group's consultation.

### **Inclusive Growth**

The subject of this review tied in strongly with the Council's Vision 2020 objective 'Lets Reduce Inequality' and 'Economic Growth'. The Committee held regular meetings to gather information on this review and invited key partners relevant to the topic.

In August 2017, the Joseph Rowntree Foundation published a report called *Job creation for inclusive growth in cities*. Using this as a baseline study, the Community Leadership Scrutiny Committee agreed to undertake a review of inclusive economic growth in the city and wider functioning economic area, by considering inclusive growth from both supply and demand perspectives. The supply perspective considered the impact of inclusive economic growth on the labour market and the demand perspective considered its impact on businesses and employers, in particular small and medium sized enterprises. The review took place over four meetings, culminating on 3 April 2018 with a number of recommendations for the Executive to consider on 29 May 2018. The following summarises the work of the Committee:

- 1) The first meeting was held on 7 November 2017 which scoped the Inclusive Growth Review. The Committee was advised that Lincoln's population increased at a fast pace between 2006 and 2016, increasing by 9.4% to 97,795 residents. Members discussed inclusive growth as a whole including its definitions and background studies; and discussed how important it was to economic growth as it brought more people into the economy and therefore increased financial inclusion and boosted economic productivity. The Committee heard evidence from Lincoln University and put in place a topic for each meeting until the end of the municipal year. These were:
  - 9 January 2018 – Labour Market and Case Studies
  - 6 March 2018 – Business Sector and Statistics
  - 3 April 2018 – Discussion and Recommendations
- 2) At the meeting on 9 January 2018 the Committee was presented with information on the supply side of inclusive growth. In particular, Lincoln's Labour market and economic activity. The Committee heard evidence from the DWP (Department for Work and Pensions), Linkage Trust, Lincoln College and Lincoln University about how they provide career opportunities and help people get into full time employment. The Committee was advised that there was a large difference in population size for Lincoln's nearest neighbours, ranging from 141,801 residents in Preston, to 80,537 resident in Hyndburn.

The Committee also explored a number of case studies from across the country where inclusive growth initiatives were spurring economic growth whilst enabling more people to progress into employment, and access better quality jobs. Members considered Newcastle's Working City Plan which was delivering a range of capital investments across the city whilst ensuring these benefited young people, such as through creating apprenticeship opportunities. Additionally, the Committee heard about Bradford Skills House which had been created to bridge the skills gap between local employers in key sectors and residents; and about the Bristol City Fund which was convening stakeholders to mobilise local investment into priority areas such as housing and employment.

- 3) At the meeting on 6 March 2018 the Committee was presented with information around the Business Sector of Inclusive Growth. The Committee heard evidence from the Education Business Partnership, Voluntary Centre Services, Bailgate Guild, Tesco Ltd with regards to the size comparison between businesses in Lincoln and the types of jobs including skill levels. The key information heard at that meeting was:
  - Fulfilling sector demands and the fact that social mobility was an ongoing issue
  - The importance of the Living Wage and how it was key to local businesses
  - The large multi-lingual customer base within Lincoln and the language barrier which often proved difficult when providing training

- 4) At the meeting on 3 April 2018 a presentation was provided to recap on the key findings of the Inclusive Growth review to date, and highlighted the outcomes of the Lincoln Growth Conference on 16 March 2018. As a result of this review, led by the Community Leadership Scrutiny Committee, a dedicated inclusive growth workshop was held which included a range of external attendees, with the Chair also being in attendance. The purpose of the workshop was to provide additional evidence from employers which would aid the Committee's review. At its April meeting the Committee discussed the key points from the various sources of evidence and developed a series of recommendations to the Executive as follows:

#### Supply Side

- Continue to support the Living Wage; and promote the city council's Corporate Social Responsibility Charter prior to its launch in summer 2018.
- Engage with the Education Business Partnership to identify ways to promote their mentoring and National Citizens Service programmes
- Continue to support work experience placements across the board i.e. plumbing/manual work at the city council as a way for young people to gain practical 'hands on' experience.
- Community Leadership Scrutiny Committee considered reviews into (a) the challenges surrounding transport to work and education; and (b) the coverage and availability of advice and support to people accessing help such as Personal Independence Payments.

#### Demand Side

- Convene partners in the city to identify similarities in investment priorities and explore potential opportunities to pool or coordinate resources.
- DWP and Planning Services to explore if there were any opportunities available to encourage local employment.
- Explore the skills and training needs of small businesses
- Work with organisations such as the Lincolnshire Open Research and Innovation Centre which aims to share learning and good practice across the business community of Lincolnshire

The Committee also recommended that the findings of this inclusive growth review be considered in any future economic or industrial strategies produced by the Council. This could include, for example, supporting initiatives that may help people work flexible around childcare responsibilities.

These recommendations were endorsed by the Executive.

---

## Performance Scrutiny Committee

As part of the Performance Scrutiny Committee's remit, it held regular 'portfolio under scrutiny' sessions, where portfolio holders were invited to report on service achievements under their portfolio. Members were then able to ask questions about the performance of these service areas. The consideration of portfolio reports included the provision of a template for reports which places a focus upon providing performance information relating to the member's portfolio. By doing so, the Committee is able to focus on the performance of a portfolio with fewer diversions into detailed analysis of policy issues.

A regular report was provided in the form of a Portfolio Performance overview presented by the Policy Unit to the relevant Performance Scrutiny Committee meeting with the purpose of bringing out key contextual benchmarking indicators about issues in the city overall in relation to the portfolio under scrutiny. This process helped promote effective scrutiny of the portfolio holder's report.

PSC worked from a defined subset of the full IMPS data formally agreed by members and the Corporate Management Team representing the key operational activities to be monitored by the Committee.

In addition to the regular scrutiny of portfolio holders, the Scrutiny Committee received reports in the following areas:

- Quarterly financial monitoring to provide members with a summary of actual income and expenditure compared to the revised budget and appropriate allocation of any surpluses to reserves.
- Quarterly performance update reports to ensure regular monitoring of the Council's operational performance as a key component of the Local Performance Management Framework.
- Quarterly progress reports on strategic projects against their milestones as well as a summary of the projects delivered during the year in order to monitor that value for money was achieved. The last one of these was received in Q4 as from this point project reporting will be through the four Vision Group and the High Performing Service reports only (see below)
- A quarterly review of the Strategic Risk Register - what improvements or issues have been identified.
- A report on Treasury Management and Actual Prudential Indicators as a requirement of the Council's reporting procedures under regulations issued under the Local Government Act 2003.
- An annual report detailing progress made by the Central Lincolnshire Joint Strategic Planning Committee.
- An update report on Section 106 contributions.
- Income and arrears monitoring reports providing updates to members on the position with regard to amounts of monies owed to the City Council as at 1<sup>st</sup> April.
- Revenues and Benefits performance updates providing members with an update on performance in the Revenues and Benefits Shared Service.

- The City of Lincoln Annual Report 2017 was presented to Performance Scrutiny Committee on 17 August 2017, which highlighted the authority's key activities and outcomes over the past year, covering our four strategic priorities as well as an important strand of work focusing on delivering high performing services. This included preparations undertaken for new projects, and actions taken by the council to put it on a 'strong footing' in future years.
- The Lincoln City Profile 2016 was presented to Performance Scrutiny Committee in October 2017, which acted as the evidence base behind the City of Lincoln Council's strategic priorities. It also provided information to help the Council continue to target resources where they were needed most.
- A report on the financial and performance position of the Housing Repairs Service at the end of the 2016/17 financial year was received by members of Performance Scrutiny Committee on 25 January 2017. It was highlighted that there continued to be a strong commitment to improving the quality and efficiency of the service and that this was a key aim in the 2017/18 financial year. Members thanked officers for the concise details along with thanks to the housing repairs service for their achievements recorded in the report.

Members this year were introduced for the first time to the reporting arrangements for Vision 2020 projects. Vision 2020 was approved by Council on 10<sup>th</sup> January 2017, containing four strategic priorities as well as a strand focusing on high performing services, covering:

- Let's drive economic growth
- Let's reduce inequality
- Let's deliver quality housing
- Let's enhance our remarkable place

Under each priority were a number of actions that would be delivered between 2017 and 2020 to work towards delivering Lincoln's ambitious future.

These projects were reported to the Performance Scrutiny Committee at a rate of one strategic priority per quarter, to enable a specific detailed focus on one topic area at a time, whilst ensuring all four strategic priorities were reported within a one year period. Proposed reporting arrangements were presented to the Committee in June 2017. The reports were aligned as much as possible to portfolio holder reporting dates during the year, and would be much closer in the municipal year 2018/19 once embedded. This process took the place of themed reviews in the main, although Members were entitled to request scrutiny of any specific area of the Council's responsibilities if they so wished at any time.

Members took part in the budget review process for the scrutiny of the proposed budget and Council Tax for the 2018/19 financial year and the Medium Term Financial Strategy 2018-2023. undertaken in two separate stages; firstly all members were invited to a briefing session to afford all members the opportunity to gain a greater understanding and awareness of the Council's financial position, thus aiding further scrutiny of the budget and in the case of the opposition party if desired the preparation of an alternative budget. This was followed by a more traditional scrutiny process undertaken to review in more detail the MTFs and the robustness of the proposed budget options and Council Tax for the 2018/19 financial year. This was undertaken in a committee format as the Budget Review Group with the appropriate governance arrangements in place.

The Committee held scrutiny reviews during the 2017/18 year in respect of:

#### Christmas Market Outturn Report 2016

Performance Scrutiny Committee had played a large part in monitoring the operational/performance costs of the Christmas Market for several years. Members were provided with a detailed report for the 2016 market at its meeting held on 13 July 2017.

Members were extremely satisfied and recorded their thanks and praise to be given to the team for a job well done. It was the first time that the Christmas Market had managed to pay for itself and it was agreed that it had been an excellent event.

#### Human Resources Corporate Performance Statistics

Members received a presentation on HR Corporate Performance Statistics at its meeting held on 13 July 2017, covering sickness levels, FTE equivalent vacancies, appraisals, and staff turnover.

#### Lincoln Transport Hub

Members received an update report in October 2017 on the operating parameters and operating budgets for both the Lincoln Central Bus Station and the Lincoln Central Market Multi Storey Car Park.

#### Housing Benefits Overpayment

Members were updated on the recovery of Housing Benefit Overpayments at its meeting held on 23 November 2017, outlining the value of overpayments raised so far in 2017/18 and how it equated, in percentage, to the total value of Housing Benefit paid. Details of an action plan for 2017/18 and 2018/19 were outlined to the Performance Scrutiny Committee. It was highlighted that during 2016/17 the Housing Benefit Section actioned 23,927 change in circumstances for City of Lincoln customers.

#### Christmas Market 2017

Members received a Christmas Market Stalls/Budget Brief Pre Event Report at its meeting held on 23 October 2017.

At this stage the 2017 market was forecast to make an operational surplus of £89,090 which was a projected £26,840 under achievement against the budgeted surplus of £115,930, mainly due to the significant increase in police and security costs.

On 25 January 2018 an Interim Christmas Market 2017 Outturn report was also received by members, giving updated details on operational and budget matters.

On 12 July 2018 the Christmas Market 2017 Outturn Report was presented to members, providing the Performance Scrutiny Committee with key financial performance in relation to the 2017 Lincoln Christmas Market.

### Central Market Review

A report was given by Kate Ellis, Strategic Director, Major Developments on the current position with regards to the review of the Central Market.

Substantial construction work had taken place in the Sincil Street area for the Transport Hub and redevelopment by the Lincolnshire Co-operative Society in the Cornhill Quarter.

A reduced income target for 2017/18 was expected to be met following additional stall lettings in City Square, with the potential of a small surplus to offset the increased expenditure incurred as a result of a range of activities to support market traders and businesses in the area during the construction works on the Hub.

The Strategic Director explained that 2018/19 would be the year in which the retail assessment, the outcome from the Lincoln Business Improvement Group review and the options for the market would be explored and funding options investigated.

### Key Changes 2017/18 Looking Forward

The reporting arrangements for Vision 2020 projects in future would replace the reviews held in 2017/18 (detailed above), although Members could request adhoc reviews to be presented to the Performance Scrutiny Committee at their discretion as and when they felt it necessary.

---

## **Policy Scrutiny Committee**

During 2017/18, the Committee met eight times, principally to scrutinise decisions due to be taken by the Executive or Council. The Committee provided its insights and recommendations on a variety of topics, which were suitably reflected in the eventual decision-making process.

The Committee scrutinised the following topics in particular detail:

### Review of Neighbourhood Working Service

The Committee was presented with the Neighbourhood Working Service Business case which set out the current strategy, work programme and resulting structure of the Neighbourhood Working Service deployed in specific areas across the city. Members were presented with a number of options for taking the service forward. The business case evaluated each of the options and proposed a preferred option for the future of the Service. The Committee was asked to make comments on the proposals to submit to Executive for consideration.

The Committee considered the recommended option:

- Reduction to one team focussing intensely in one area of the city only.

- Delivering a one year package of support through the third sector to ensure sustainable active neighbourhood boards
- Delivering a saving of £177,000 per year.

Members discussed the proposals and submitted the following comments to Executive for consideration:

- It should be made clear that the primary driver for the review of the service was to save money.
- Members of the committee recognised the financial savings and understood the position of the council and, whilst had some concerns, were in agreement with the revised proposal which was shaped by the two rounds of consultations.
- Could the St Giles Matters Access Centre remain open?
- Members would like to see a dedicated phone line to be available in the area to assist residents accessing services.
- What would happen to the areas that were not covered by Neighbourhood Working.
- It was important that officers of Service Manager level or above attended the Neighbourhood Working Board meetings when required.
- There were concerns over how much involvement would be needed from Councillors to run the Neighbourhood Boards.
- There were concerns regarding setting up Neighbourhood Working in the Sincil Bank area.

The Executive considered the comments from the Policy Scrutiny Committee and supported the suggestion to provide a dedicated free telephone line made available at St Giles Community Centre to replace the provision currently in the St Giles Matters building and so assist residents with accessing services.

#### Proposals for the Review of Existing Public Space Protection Order

The Committee was advised of the Public Space Protection Order (PSPO) which prohibited the possession and consumption of alcohol and so called 'legal highs' within the designated area of the City. They were presented with the proposals to review the PSPO and asked to comment prior to consideration by Executive.

Members of the Committee:

- discussed the PSPO that was currently in place and noted the positive impact it had made on the City.
- considered the data held by the City of Lincoln Council and Lincolnshire Police and the outcome of the public consultation.

Following the discussion members recommended that the Executive approved the renewal of the PSPO in its current form.

In addition to these key topics, the Committee also scrutinised the following items and forwarded its comments for consideration by the Executive:

- Information Security Policy



- Waste Collection Enforcement Policy
- Review of Mutual Exchange Policy
- City Centre Public Realm Strategy
- Animal Welfare Policy (Inc Welfare Statement)
- Procurement Policies
- Community Infrastructure Levy (CIL)
- Establishment of a Wholly Owned Housing Company
- Proposals for Revision of Public Health Funeral Provision
- Lincolnshire County Homelessness Strategy 2017-2021
- Lincoln Social Responsibility Charter
- Regulation 7 Direction on Lettings Boards
- Discretionary Rate Relief Policy
- Lincoln Community Lottery Update
- Private Housing Health Assistance Policy
- Empty Homes Strategy
- General Data Protection Regulation (Data Protection) Policy

The Committee also received regular updates from the Health Scrutiny Committee.

---

## Select Scrutiny Committee

The principal functions of the Select Scrutiny Committee are to meet as the Crime and Disorder Committee and to consider any requests for the Call-In of Executive decisions.

The Call-In process allows scrutiny members to challenge a decision made by the Executive or any of its individual portfolio holders, prior to the implementation. This gives the Select Scrutiny Committee the opportunity to examine a decision where particular concerns have been raised and respond accordingly.

During 2017/18 the Committee considered two requests for the Call-In of an Executive decision in relation to the Transformation of Birchwood Leisure Centre and the Western Growth Corridor. The original decision taken by the Executive in both instances was upheld.

The Committee met on one occasion sitting as Crime and Disorder Committee on 12 September 2017 considering the following items:-

- Public Protection and Anti-Social Behaviour Services
- Lincoln Business Improvement Group
- Lincolnshire Police- Lincoln Performance Overview

---

## Housing Scrutiny Sub-Committee

The Housing Scrutiny Sub-Committee is a sub-committee of Performance Scrutiny Committee. It was established in 2008 to increase engagement between backbench Members and Tenant Advisory Panel representatives. The Sub-Committee has continued to meet and tenants on the Committee consider that it has helped them

have their say when scrutinising housing matters. The Committee met four times during 2017/18 and considered many reports which included the following topics:

- Post Implementation Review of Servitor
- Draft Annual Report to Tenants and Leaseholders 2016 -2017
- Housing Revenue Account Final Out Turn 2016/17
- Housing Investment Programme 2016/17
- Post Implementation Review of St Botolphs Court Modernisation Project
- Supported Housing Update
- Tenant Involvement Strategy 2018-2021
- Lincoln Tenants' Panel Annual Report

The Committee also effectively scrutinised Housing performance on a quarterly basis and received regular updates on the progress of the Lincoln Tenants Panel.

---

## Contact Us

### Democratic Services

**Tel:** 01522 873533

**E-mail:** [democraticservices@lincoln.gov.uk](mailto:democraticservices@lincoln.gov.uk)

**Write to us at:**

Democratic Services Team  
City of Lincoln Council  
City Hall  
Beaumont Fee  
Lincoln  
LN1 1DB

**Or visit our website:** [www.lincoln.gov.uk](http://www.lincoln.gov.uk)

**SUBJECT: DECISIONS TAKEN UNDER SPECIAL URGENCY MEASURES**

**REPORT BY: COUNCILLOR RIC METCALFE, LEADER OF THE COUNCIL**

**1. Matter for Council**

- 1.1 To note the report of the Leader of the Council regarding any decisions taken under regulation 11 of the Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

**2. Cases of Special Urgency**

- 2.1 As required by the Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Leader is required to report to Council at least annually regarding any decisions made in which the usual rules applying to the taking of decisions have been set aside by special urgency measures as set out under Rule 16 of the Council's Access to Information Procedure Rules.
- 2.2 Specifically, any key decisions required to be taken urgently for which it is not practicable to make the usual publicity arrangements ordinarily require the agreement of the Chair of the Policy Scrutiny Committee. A notice, signed by the Chair, would then be published on the Council's website.
- 2.3 One decision was taken under special urgency provisions in 2018 as it did not meet the usual publicity arrangements in that it was not included as part of the agenda when it was originally published and was sent out as a supplement later than the prescribed minimum notice period of five clear working days. This was an item on the Vulnerable Persons Resettlement Programme and was considered at the meeting of the Executive on 17 December 2018. This item could not be reasonably deferred due to a deadline imposed by East Midlands Councils which had not been clarified until after the agenda for the meeting had been published.
- 2.4 In common with other Executive decisions, details of these matters would be reported to all Councillors and published on the Council's website soon after any decisions had been taken.

**3. Recommendation**

That the report be noted.

This page is intentionally blank.

<b>SUBJECT:</b>	<b>ANNUAL TIMETABLE OF MEETINGS 2019/20</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>GRAHAM WATTS, DEMOCRATIC TEAM LEADER AND ELECTIONS MANAGER</b>

**1. Matter for Council**

- 1.1 To consider the Council's Annual Timetable of Meetings for the 2019/20 Municipal Year.
- 1.2 The Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and Deputy Leader of the Opposition have been consulted on the dates proposed as part of the timetable of meetings.

**2. Recommendation**

- 2.1 That the Annual Timetable of Meetings for the next municipal year be approved.

**Lead Officer:** Graham Watts, Democratic Team Leader and  
Elections Manager  
Telephone (01522) 873439

This page is intentionally blank.

## TIMETABLE 2019 - 2020

Mon	Tue	Wed	Thu	Fri
		May 1	2	3
			ELECTION DAY	
May 6	7	8	9	10
Early May Bank Holiday	New Member Induction Day One	5:30pm Planning Committee Training, Member Development	New Member Induction Day Two	
May 13	14	15	16	17
	11:00am Annual Meeting, Council		5:30 pm Licensing Committee Training, Member Development	
May 20	21	22	23	24
		5:30 pm Planning Committee	6:00 pm Quarterly Report Performance Scrutiny Committee	
May 27	28	29	30	31
Spring Bank Holiday	6:00 pm Quarterly Reports, Executive		10:00 am Housing Appeals Panel  5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	
June 3	4	5	6	7
	1:30 pm City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee  2:00pm City of Lincoln Council and Employee Joint Consultative Committee		5:30 pm Audit Committee Training, Member Development	
June 10	11	12	13	14
	2:00 pm Shared Revenues and Benefits Joint Committee  6:00 pm Community Leadership Scrutiny Committee	4:00 pm Joint meeting between the CoLC and Lincolnshire Chamber of Commerce  5:30 pm Licensing Committee	6.00 pm Audit Committee	
June 17	18	19	20	21
10:00am AGM, Central Lincolnshire Joint Strategic Planning Committee  6:00 pm Housing Scrutiny Sub-Committee	6:00 pm Policy Scrutiny Committee	5:30 pm Planning Committee	10:00 am Housing Appeals Panel  6:00pm Political Group Meetings	

## TIMETABLE 2019 - 2020

Mon	Tue	Wed	Thu	Fri
June 24	25	26	27	28
10:00 am Central Lincolnshire Joint Strategic Planning Committee  6:00 pm Executive	6:30 pm Council		6:00 pm Historic Environment Advisory Panel	
July 1	2	3	4	6
6:00 pm Commons Advisory Panel	6:00 pm Community Leadership Scrutiny Committee		5:30 pm Hackney Carriage and Private Hire Licensing Sub –Committee	
July 8	9	10	11	13
6:00 pm Ethics and Engagement Committee		5:30 pm Member Development	10:00 am Housing Appeals Panel  6:00 pm Performance Scrutiny Committee	
July 15	16	17	18	20
		5:00 pm Planning Committee	6.00pm Audit Committee	
July 22	23	24	25	26
6:00 pm Executive	6:30 pm Council	6:00 pm Crime and Disorder Committee, Select Scrutiny Committee		
July 29	30	31	August 1	2
		5:30 Member Development	10:00 am Housing Appeals Panel  5:30 Hackney Carriage and Private Licensing Sub-Committee	
August 5	6	7	8	9
	1:30 City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee  2:00pm City of Lincoln Council and Employee Joint Consultative Committee	5:30 Licensing Committee	6:00 pm Political Group Meetings	
August 12	13	14	15	16
6:00 pm Housing Scrutiny Sub-Committee		5:30 pm Planning Committee		



## TIMETABLE 2019 - 2020

Mon	Tue	Wed	Thu	Fri
August 19	20	21	22	23
	6:00pm Policy Scrutiny Committee		6:00 pm Quarterly Reports, Performance Scrutiny Committee	
August 26	27	28	29	30
Bank Holiday	6:00 pm Community Leadership Scrutiny Committee	6:00 pm Quarterly Reports, Executive	10:00 am Housing Appeals Panel	
September 2	3	4	5	6
		5:30 pm Member Development	5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	
September 9	10	11	12	13
	2:00 pm Shared Revenues and Benefits Joint Committee	5:30 pm Planning Committee	10:00 am Housing Appeals Panel	
September 16	17	18	19	20
6:00 pm Commons Advisory Panel		5:30 pm Equality and Diversity	4:00 pm Joint Meeting between CoLC and Lincolnshire Chamber of Commerce  6:00pm Political group meetings	
September 23	24	25	26	27
10:00 am Central Lincolnshire Joint Strategic Planning Committee  6:00 pm Executive	6:30 pm Council	5:30 pm Member Development	6.00pm Audit Committee	
September 30	1	2	3	4
6:00 pm Ethics and Engagement Committee		5:30 pm Licensing Committee	10:00 am Housing Appeals Panel  6:00 pm Performance Scrutiny Committee	
October 7	8	9	10	11
	1:30 pm City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee  2:00 pm City of Lincoln Council and Employee Joint Consultative Committee  6:00 pm Policy Scrutiny Committee	5:30 pm Planning Committee	5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	

## TIMETABLE 2019 - 2020

Mon	Tue	Wed	Thu	Fri
October 14	15	16	17	18
			6:00 pm Historic Environment Advisory Panel	
October 21	22	23	24	25
			10:00 am Housing Appeals Panel	
October 28	29	30	31	November 1
6:00 pm Executive		5:30 pm Member Development	5:30 pm Hackney Carriage and Private Hire Licensing Sub – Committee	
November 4	5	6	7	8
6:00 pm Housing Scrutiny Sub –Committee	6:00 pm Community Leadership Scrutiny Committee	5:30 Planning Committee		
November 11	12	13	14	15
			10:00 am Housing Appeals Panel	
November 18	19	20	21	22
		5:30 pm Licensing Committee	6:00 pm Quarterly Reports, Performance Scrutiny Committee	
November 25	26	27	28	29
6:00 pm Quarterly Reports, Executive	2:00 pm Shared Revenues and Benefits Joint Committee  6:00 pm Policy Scrutiny Committee	5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	6:00 pm Political Group Meetings	
December 2	3	4	5	6
	1:30 pm City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee  2:00 pm City of Lincoln Council and Employee Joint Consultative Committee  6:30 pm Council	5:30 pm Planning Committee	10:00 am Housing Appeals Panel	

## TIMETABLE 2019 - 2020

Mon	Tue	Wed	Thu	Fri
December 9	10	11	12	13
6:00 pm Commons Advisory Panel	4:00pm Joint meeting between CoLC and Lincolnshire Chamber of Commerce	5:30 pm Member Development		
December 16	17	18	19	20
6:00 pm Executive	6:00 pm Audit Committee		10 am Housing Appeals Panel	
December 23	24	25	26	27
		Christmas Day	Boxing Day	
December 30	December 31	1	2	3
		New Year's Day	5:30 Hackney Carriage and Private Hire Licensing Sub-Committee	
January 6	7	8	9	10
6:00 pm Executive	6:00 pm Community Leadership Scrutiny Committee	5:30 pm Planning	10:00 Housing Appeals Panel  6:00 pm Historic Environment Advisory Panel	
January 13	14	15	16	17
10:00 am Central Lincolnshire Joint Strategic Planning Committee  6:00 pm Ethics and Engagement Committee	6:00 pm Policy Scrutiny Committee	5:30 pm Member Development	6:00 pm Political Group Meetings	
January 20	21	22	23	24
10:00 am Central Lincolnshire Joint Strategic Planning Committee  6:00 pm Executive	1:30 pm City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee  2:00 pm City of Lincoln Council and Employee Joint Consultative Committee  6:30 pm Council	5:30 pm Licensing Committee	6:00 pm Performance Scrutiny Committee	

## TIMETABLE 2019 - 2020

January 27	28	29	30	31
Mon	Tue	Wed	Thu	Fri
6:00 pm Housing Scrutiny Sub-Committee		5:30 pm Planning Committee	5:30 pm Hackney Carriage and Private Hire Licensing Sub –Committee	
February 3	4	5	6	7
		5:30 pm Budget Review group	10 :00 am Housing Appeals Panel 6:00 pm Audit Committee	
February 10	11	12	13	14
	2:00 pm Shared Revenues and Benefits Joint Committee	5:30 pm Member Development		
February 17	18	19	20	21
		6:00 pm Political Group Meetings	6:00 pm Quarterly Reports, Performance Scrutiny Committee	
February 24	25	26	27	28
6:00 pm Quarterly Reports, Executive	6:30 pm Council	5:30 pm Planning Committee	10:00 am Housing Appeals Panel 5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	
March 2	3	4	5	6
6:00 pm Ethics and Engagement Committee	6:30 pm Council (Provisional)	5:30 pm Equality and Diversity Group		
March 9	10	11	12	13
6:00 pm Commons Advisory Panel	6:00 pm Community Leadership Scrutiny Committee	5:30 pm Member Development		
March 16	17	18	19	20
10:00 am Central Lincolnshire Joint Strategic Planning Committee 6:00 pm Housing Scrutiny Sub-Committee	1:30 pm City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee 2:00 pm City of Lincoln Council and Employee Joint Consultative Committee 6:00 pm Policy Scrutiny Committee	5:30 pm Licensing Committee	10:00 pm Housing Appeals Panel 5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	

## TIMETABLE 2019 - 2020

March 23	24	25	26	27
6:00 pm Executive	5:00 pm Audit Committee	5:30 pm Planning Committee	6:00 pm Performance Scrutiny Committee	
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
March 30	31	April 1	2	3
			6:00 pm Political Group Meetings	
April 6	7	8	9	10
	6:30 pm Council		10:00 am Housing Appeals panel 6:00pm Historic Environment Advisory Panel	Good Friday
April 13	14	15	16	17
Easter Monday	6:00 pm Executive		5:30 pm Hackney Carriage and Private Hire Licensing Sub-Committee	
April 20	21	22	23	24
		5:30 pm Planning Committee		
April 27	28	29	30	May 1
May 4	5	6	7	8
Early May Bank Holiday			ELECTION DAY	
May 11	12	13	14	15
10:00 am New Member Inductions Day One, Member Development	10:00 am New member inductions Day Two, Member Development	5:30 Planning Committee Training, Member Development		
May 18	19	20	21	22
5:30 pm Licensing Committee Training, Member Development	11:00 am Annual Meeting, Council	5:30 pm Planning Committee	6:00 pm Quarterly Reports, Performance Scrutiny Committee	
May 25	26	27	28	29
Late May Bank Holiday	6:00 pm Quarterly Reports, Executive		10:00 am Housing Appeals Panel	

## TIMETABLE 2019 - 2020

June 1	2	3	4	5
	2:00 pm Shared Revenues and Benefits Joint Committee			