



POLICY SCRUTINY COMMITTEE

Tuesday, 13 November 2018

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Chris Burke (Chair), Bill Bilton (Vice-Chair),
Andy Kerry, Ralph Toofany, Pat Vaughan, Christopher Reid and
Laura McWilliams

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

Officers attending: Democratic Services, Legal Services, Becky Scott, Daren Turner
and Claire Moses

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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.	
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Present: Councillor Chris Burke (*in the Chair*),
Councillor Bill Bilton, Councillor Ralph Toofany, Councillor Pat Vaughan, Councillor Christopher Reid, Councillor Laura McWilliams and Councillor Thomas Dyer

Apologies for Absence: Councillor Andy Kerry

15. Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 19 June 2018 and 19 September 2018 be confirmed.

16. Declarations of Interest

No declarations of interest were received.

17. Proposed Commemorative Plaque Scheme for Lincoln

Pat Jukes, Business Manager, Corporate Policy

- a. presented the proposals for a Commemorative Plaque Scheme for Lincoln.
- b. referred to paragraphs 2.2 and 2.3 of the report and detailed the background of the report.
- c. advised that there were a small number of commemorative plaques already in place at various locations across the city, erected under previous schemes operated by CoLC and Lincoln Civic Trust, the schemes had now lapsed and no guidance or criteria existed.
- d. highlighted the draft guidelines and criteria for the new Lincoln Scheme at appendix C of the report and advised that it was based on schemes operated by other councils.
- e. advised that the number of plaques would be limited to 3 per year.
- f. advised that the scheme would be operated by Development Management within existing staff resources, it was proposed that the new scheme should be partly funded by City of Lincoln Council (producing and installing the plaque) for which a reserve budget of £2k initially would be identified through Finances.
- g. advised that each application would be considered by the Historic Environment Advisory Panel (HEAP) and recommended to Executive for a decision.
- h. invited members questions and comments

Question: Would all applications be considered by HEAP?

Response: The applications that did not fit the set criteria would be filtered out before they were considered by HEAP.

Question: Some of the eligibility criteria was very subjective, could all of the applications be considered by HEAP?

Response: We would take as many of the applications to HEAP as possible.

Comment: The unveiling of the plaques should be celebrated and suggested that they be a civic event.

Question: Were there any plans for updating the current plaques so that they were all of the same style?

Response: Not at the moment due to the cost, however, it could be considered if 3 applications were not received by the end of the year.

Comment: It was important that women were also recognised for their achievements as part of the scheme.

Response: Suggested that the balance of applications represented by men and women be monitored.

RESOLVED that

1. the proposal to adopt a commemorative plaque scheme be supported.
2. the following suggestions be considered by Executive:
 - a. that the unveiling of the plaques be celebrated by holding a civic event.
 - b. that the balance between the number of men and women that were being recognised for a plaque be monitored.
 - c. that the current plaques be updated to the new style.

18. Proposals to Introduce a Public Space Protection Order to Allow St Peters Passage Lincoln to be Gated

Francesca Bell, Public Protection, Antisocial Behaviour and Licensing Service Manager

- a. presented the proposal to implement a Public Space Protection Order (PSPO) to allow the gating of St Peters Passage, Lincoln.
- b. explained the legal conditions of the PSPO as detailed in paragraph 4 of the report.
- c. showed a video highlighting the issues in the passage including drug use and paraphernalia, also the passage was being used as a toilet, smelling particularly strong of urine and also containing faeces.
- d. advised that for a number of years the City of Lincoln Council had received intermittent complaints about the condition of the passage and the number of complaints had increased significantly over the last 12 months.
- e. advised that the passage was unsanitary and posed a health and safety risk to both the Public, Street Cleaning Employees and Partner Agencies that accessed the passage. Additionally the passage did not portray Lincoln as a vibrant and welcoming city.
- f. advised that the proposed PSPO would be put in place for a maximum period of 3 years after which a full review would take place.

- g. referred to paragraph 5 of the report and detailed the consultation that had taken place with both the public and partner agencies and gave an overview of the 27 responses received.
- h. suggested that a review be undertaken with the Service Manager, Assistant Director and Portfolio Holder after 12 months and matters arising would be fed back to Policy Scrutiny Committee.

Question: Expressed concerns over displacement of the issues and asked what were the benefits of gating the passage?

Response: The issues were specific to this passage due to the layout. The gating of the passage would break the cycle of ASB and the task force would be in a better position to tackle the issues.

Question: Would gating this passage set a precedence for gating other passages if the issues were moved?

Response: Most of the other passages in the City would not be able to be gated.

Question: Expressed concerns over the displacement of issues and suggested that CCTV be placed in other passages such as the Glory Hole.

Response: This could be looked into.

RESOLVED that

1. the proposed PSPO permitting the gating of the St Peters Passage be supported and referred to Executive for approval.
2. that a review of the PSPO be brought to Policy Scrutiny Committee in 15 months' time.
3. That Executive consider implementing CCTV at other passages in the City.

19. Protecting Vulnerable People

Item deferred to the next meeting.

20. Joint Protocol on Unauthorised Encampments in Lincolnshire

Becky Scott, Legal and Democratic Services Manager

- a. updated members on recent unauthorised encampments in the city and advised that there were proposed amendments to the Joint Protocol for Unauthorised Encampments in Lincolnshire.
- b. referred to Appendix A of the report and gave an overview of the encampments in the city in the last 3 years including the cleaning up costs.
- c. explained the current process for dealing with encampments and advised that each encampment would take up a substantial amount of Officer time and resources to deal with it.
- d. referred to paragraph 4 of the report and outlined the main changes to the Protocol that were being considered by Lincolnshire County Council.
- e. advised that Lincolnshire County Council had some minor amendments that had not been received yet, and suggested that delegated authority be

granted by the Executive to the Chief Executive and the Leader of the Council to sign the document once the amendments had been received.

f. invited members questions and comments

Question: Referred to paragraph 7 of the report and asked if there was any land outside of the city boundaries that could be used to offer as alternative sites for travellers?

Response: It was difficult to identify land for alternative sites across the County however, officers were working with other authorities to try and achieve this.

RESOLVED that

1. the proposal to seek a city-wide Injunction Order be supported
2. the delegation of authority to the Leader and Chief Executive for the signing off of the Joint Protocol dealing with Unauthorised Encampments in Lincolnshire be supported.

21. Health Scrutiny Update

The Chair of Policy Scrutiny Committee updated members of the business that had been discussed at the Health Scrutiny meetings held on 13 June, 11 July and 12 September 2018, these 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

RESOLVED that the report be noted.

22. Policy Scrutiny Work Programme 2018-19 and Executive Work Programme Update

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2018-19 and Executive Work Programme Update'.
- b. presented the Executive Work Programme December 2018 – December 2019.
- c. requested councillors to submit what items they wished to scrutinise from the Executive Work Programme and policies of interest.
- d. invited members questions and comments.

Members made no further comments or suggestions regarding the Policy Scrutiny work programme.

RESOLVED that:

1. the work Policy Scrutiny work programme be noted.
2. the Executive work programme be noted.

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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 To provide an opportunity for Policy Scrutiny Committee to discuss and comment, as part of the formal consultation period, on the proposed scheme for Local Council Tax Support for the financial year 2019/20.

2. Executive Summary

- 2.1 The Government abolished Council Tax Benefit (CTB) from 1st 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 will begin on 1 November 2018 with major preceptors, stakeholders and public consultation. The consultation will end on 14 December 2018.
- 2.4 There are nine options which have been recommended to be 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 31st 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. There are currently 8,744 residents claiming Council Tax Support in the Lincoln District. 3,066 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 5,678 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 31st 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 Full Service Universal Credit 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 8,744 at 31 July 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

5. Council Tax Support Scheme options for 2019-20

- 5.1 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. These are summarised in **Appendix 1**, giving an indication of the potential cost and savings to City of Lincoln, and major preceptors. Along with the potential value for non-collection (based on projected collection in the taxbase of 98.75%).
- 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 could be included as part of the consultation process and would be 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 (21st 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 22nd 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. Then, often before the instalment has become due, the Council issue another

- (i) 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 CTR 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.

- 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. Recommended Scheme for Consultation

- 7.1 Executive met on 29 October 2018 to consider the various scenarios modelled, as outlined in paragraph 5.3 and 5.5.
- 7.2 The decision by Executive at this meeting was for all options to be consulted on.

8. Timetable

- 8.1 The timetable to approve any change to the new scheme takes into account the existing calendar of meetings. The full council as Billing Authority needs to approve the scheme after consultation as outlined in paragraph 4.1.
- 8.2 The timetable is as follows: -
- Consultation starts (6 weeks) – 1 November 2018 - the Council is required to review their current Council Tax Support scheme. The proposals and recommendations seeks to ensure the Council has a robust review of its current scheme and understand the implications of adopting a new scheme.
 - Policy Scrutiny Committee – 27 November 2018 as part of consultation process
 - Consultation Ends – 14 December 2018
 - Executive – 7 January 2019
 - Council – 22 January 2019 - the Local Government Finance Act 2012 requires a full review of the scheme with the Billing Authority needing to approve a new scheme after consultation by 31 January 2019.

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 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 22nd 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 2**. 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 31st 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. Recommendation

- 12.1 Policy Scrutiny Committee is requested to comment on and consider the local Council Tax Support scheme proposed for 2019/20, including the specific amendments as set out in paragraph 5.3 and 5.5, as part of the public consultation process.

Is this a key decision?	Yes
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny	No

Procedure Rules (call-in and urgency) apply?

How many appendices does the report contain?

2
Appendix 1 – Council Tax Modelling 2019/20
Appendix 2 – Equality Impact Assessment

List of Background Papers:

None

Lead Officer:

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

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Council Tax Support Scheme Options for change as at 31st July 2018

The following options have been put forward for consideration.

Option 1: No change to current scheme		Estimated Total Spend	Difference to MTFS (£7,815,572) – increase / (decrease)	City of Lincoln Saving – 16%	Amount expected to be collected using collection figure of 98.75%
i	Current scheme only – 4% council tax increase, 2% income increase and 1% reduction in caseload	£7,740,246	(£75,326)	(£12,052)	(£11,901)

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The following options have been put forward for consideration with a council tax increase of 4%, income increase of 2% and reduction in caseload of 1%

Option 2: Reducing maximum savings limit		Estimated Total Spend	Difference to MTFS (£7,815,572) – increase / (decrease)	City of Lincoln Saving – 16%	Amount expected to be collected using collection figure of 98.75%	No. Customers Affected	Impact per customer per week (£)
i	Current scheme only – £9,000	£7,738,654	(£76,918)	(£12,307)	(£12,153)	4	£7.65
ii	Current scheme only – £8,000	£7,736,494	(£79,078)	(£12,653)	(£12,494)	11	£6.56
iii	Current scheme only – £7,000	£7,733,204	(£82,368)	(£13,179)	(£13,014)	18	£7.52

Option 2: Reducing maximum savings limit		Estimated Total Spend	Difference to MTFS (£7,815,572) – increase / (decrease)	City of Lincoln Saving – 16%	Amount expected to be collected using collection figure of 98.75%	No. Customers Affected	Impact per customer per week (£)
iv	Current scheme only – £6,000	£7,730,428	(£85,144)	(£13,623)	(£13,453)	27	£6.99

Option 3: Increasing minimum entitlement		Estimated Total Spend	Difference to MTFS (£7,815,572) – increase / (decrease)	City of Lincoln Saving – 16%	Amount expected to be collected using collection figure of 98.75%	No. Customers Affected	Impact per customer per week (£)
i	Current scheme only – £2.50	£7,738,503	(£77,069)	(£12,331)	(£12,177)	99	£0.34
ii	Current scheme only – £3.00	£7,733,431	(£82,141)	(£13,143)	(£12,978)	134	£0.98
iii	Current scheme only – £3.50	£7,727,695	(£87,876)	(£14,060)	(£13,884)	178	£1.36
iv	Current scheme only – £4.00	£7,720,152	(£95,420)	(£15,267)	(£15,076)	207	£1.87

Option 4: Removal of family premium		Estimated Total Spend	Difference to MTFS (£7,815,572) – increase / (decrease)	City of Lincoln Saving – 16%	Amount expected to be collected using collection figure of 98.75%	No. Customers Affected	Impact per customer per week (£)
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Appendix 1 – Policy Scrutiny Committee – 13 November 2018 – Council Tax Support Scheme 2019/20

Option 4: Removal of family premium		Estimated Total Spend	Difference to MTFS (£7,815,572) – increase / (decrease)	City of Lincoln Saving – 16%	Amount expected to be collected using collection figure of 98.75%	No. Customers Affected	Impact per customer per week (£)
1	Current scheme only – removal of family premium	£7,657,150	(£158,422)	(£25,348)	(£25,031)	1,638	£0.98

Council Tax Technical Options for change as at 31st July 2018

Option 6: Council Tax Empty Homes Premium	Council Tax Band	Total properties per band	Additional revenue per band @ 200%	Total additional revenue	City of Lincoln Additional revenue – 16%	Amount expected to be collected using collection figure of 98.75%
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
Total		135		£86,844	£13,863	£13,690

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Option 7: Care leavers council tax exemption	Age	Total	Average Band A charge	Cost of exemption @ 100%	Cost to City of Lincoln @ 16%	Cost of exemption @ 50%	Cost to City of Lincoln @ 16%
	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
	23	0	£1143.96	£0	£0	N/A	N/A

Appendix 1 – Policy Scrutiny Committee – 13 November 2018 – Council Tax Support Scheme 2019/20

	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

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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 will commence on 1 October 2018 and will end on 9 November 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 will also be issued to all customers in receipt of Council Tax Support. Emails will be issued to relevant stakeholders, including Citizens Advice and the Financial Inclusion Partnership.</p> <p>The level of changes to the current scheme have been modelled and individuals / groups impacted by the selection of changes is shown below: -</p> <ul style="list-style-type: none"> • Retain current scheme with 4% Council Tax increase and 1% caseload reduction – 8,579 CTS customers affected • Council Tax Empty Homes Premium to be increased from 150% to 200% - 135 council tax payers affected • Care leavers council tax exemption – 42 care leavers positively affected • Introduction of a minimum payment threshold of 95% - 2,961 CTS customers affected

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- Introduction of a minimum payment threshold of 90% - 2,961 CTS customers affected
- Introduction of a minimum payment threshold of 85% - 2,961 CTS customers affected
- Introduction of a minimum payment threshold of 80% - 2,961 CTS customers affected
- Reducing maximum savings limit to £9,000 – 4 customers affected
- Reducing maximum savings limit to £8,000 – 11 customers affected
- Reducing maximum savings limit to £7,000 – 18 customers affected
- Reducing maximum savings limit to £6,000 – 27 customers affected
- Increasing minimum entitlement to £2.50 – 99 customers affected
- Increasing minimum entitlement to £3.00 – 134 customers affected
- Increasing minimum entitlement to £3.50 – 178 customers affected
- Increasing minimum entitlement to £4.00 – 207 customers affected
- Removal of family premium – 1,638 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

SECTION B

This is to be completed and reviewed as policy / project / service development progresses

31	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this?*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age	Y	Y		<p>Pensioners are a protected group for the purposes of council tax support scheme so will not be financially affected, therefore the reduction in benefit will be borne by the remainder of those in receipt of Council Tax Support (those of working age who are not carers, war widows/ war disablement pensioners and the sick and disabled).</p> <p>There could be a risk people of working age who will bear all the financial impact of the changes, may resent the fact that pensioners are exempt.</p> <p>Due to the current economic climate, it is more difficult for younger people to access</p>	Yes	<p>Action dependant on outcome of consultation.</p> <p>With effect from 1 April 2019</p>

32				<p>employment providing further financial difficulties. Council Tax Support will only be available to those young people who are liable to pay Council Tax and this only applies to householders over 18 years of age. If the young person is living in their parent or other householder's home they will not be liable to pay Council Tax so will not be affected by this 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>		
Disability including carers (see Glossary)	Y			<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"> • Qualify for a disability, enhanced disability or severe disability premium for the claimant or partner, or • Qualify for disability or enhanced 	NA	With effect from 1 April 2019

Appendix 2 – Policy Scrutiny Committee – 13 November 2018 – Council Tax Support Scheme 2019/20

				<p>disability premium for a dependent, or</p> <ul style="list-style-type: none"> • Qualify for a disability earnings disregard, or • Receive a disability related council tax reduction. • Be in receipt of Employment and Support Allowance (Work Related or Support Group component) 		
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 33			Y	<p>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.</p> <p>Scheme rules do not take into account race or ethnicity.</p> <p>Council Tax Support is proposed to be reduced for all working age customers.</p>	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?

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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):


- | | |
|---|------------------|
| | Tick here |
| ✓ No equality or human right Impact (your analysis shows there is no impact) - sign assessment below | [] |
| ✓ No major change required (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below | [] |
| ✓ Adverse Impact but continue (record objective justification for continuing despite the impact)-complete sections below | [x] |
| ✓ Adjust the policy (Change the proposal to mitigate potential effect) -progress below only AFTER changes made | [] |
| ✓ Put Policy on hold (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>
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Appendix 2 – Policy Scrutiny Committee – 13 November 2018 – Council Tax Support Scheme 2019/20

	The aim of the proposed changes is to save some scheme expenditure in light of further reductions to local government finance.
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<p>When and how will you review and measure the impact after implementation?*</p>	<p>The policy and CTS is the responsibility of City of Lincoln Council. It is approved by the Executive Board and then full Council. It will be administered by the Council's Shared Revenues and Benefits Service.</p> <p>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</p>
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<p>35 Checked and approved by responsible officer(s) (Sign and Print Name)</p>	 Claire Moses	Date	9/8/2018
<p>Checked and approved by Assistant Director (Sign and Print Name)</p>	Martin Walmsley	Date	9/8/2018

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SUBJECT: REVIEW OF CORPORATE DOCUMENTS

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

**REPORT AUTHOR: BECKY SCOTT – LEGAL & DEMOCRATIC SERVICES
MANAGER**

1. Purpose of Report

- 1.1 To present a proposal of a review of corporate documents to the committee for consideration

2. Background

- 2.1 There are many policies and strategies of the council which have been approved by Executive/Full Council. The Chair of this Committee and the Leader of the Council have requested that this Committee undertake a role to monitor and review these documents periodically.
- 2.2 It will be beneficial to carry out a review of these documents. The council can then ensure that it has a comprehensive list of documents on which to base a review and ongoing monitoring. This is required to make sure the Council's formal policies and strategies are robust in order to inform the decision making processes of officers, as well as the members.

3. Policies Breakdown

- 3.1 A spreadsheet has been developed showing all corporate documents which will be considered by Service Managers and then Assistant Directors to ensure this is complete. It will be provided to a future meeting of Policy Scrutiny Committee for consideration and any documents needing to be formally reviewed will then be included on the agenda for the relevant committee (normally a scrutiny committee and Executive) as appropriate.

4. Strategic Priorities

4.1 High performing services

Ensuring that there are robust formal policies/strategies in place will make sure that the Council can perform at a high level and its decision making process is thorough and in accordance with the legal framework.

5. Organisational Impacts

5.1 Finance

There are no financial implications in this report.

5.2 Legal Implications including Procurement Rules

There are no legal implications arising from this report aside from ensuring that the decision making processes used in the Council are robust.

5.3 Equality, Diversity and Human Rights

There are no additional equality, diversity and human rights issues arising from this report as officers will consider this aspect for each corporate document separately.

6. Recommendation

6.1 That members consider the approach to be taken in this review and monitoring process of corporate documents and provide any comments.

Is this a key decision? No

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? None

List of Background Papers: None

Lead Officer: Becky Scott - (01522) 873441
Pat Jukes – (01522) 873657

SUBJECT:	SCRUTINY ANNUAL REPORT 2017/18
REPORT BY:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	CLAIRE TURNER - DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

1.1 To present the Scrutiny Annual Report for 2017/18 for comments, prior to being referred to Full Council for approval.

2. Background

2.1 Within the Constitution it states that the scrutiny committees should produce an annual report to Council. Chairs of the Scrutiny Committees do produce individual reports to Council during the municipal year, however, the attached Scrutiny Annual Report (**Appendix 1**) summarises the work of the three committees for the full year and highlights the key achievements made under scrutiny in 2017/18.

2.2 Once the Annual Report has been approved, it will be published on the Council's website and circulated to interested persons or groups as appropriate.

3. Recommendation

3.1 That the Scrutiny Annual Report for 2017/18 be agreed and referred to Full Council for approval.

Key Decision No

Key Decision Reference No.

Do the Exempt Information Categories Apply No

Call In and Urgency: Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply? No

Does the report contain Appendices? Yes

If Yes, how many Appendices? One

List of Background Papers:

Lead Officer: Claire Turner, Democratic Services Officer
Telephone 873619

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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 1st 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 10th 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

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

POLICY SCRUTINY COMMITTEE

13 NOVEMBER 2018

SUBJECT:	POLICY SCRUTINY WORK PROGRAMME 2018/19 AND EXECUTIVE WORK PROGRAMME UPDATE
REPORT BY:	CHIEF EXECUTIVE & TOWN CLERK
LEAD OFFICER:	CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

1.1 To present the Policy Scrutiny Committee Work Programme for 2018/19 and receive comments and considerations from members with items for the municipal year 2018/2019 and to advise Members of the items that are on the current edition of the Executive Work Programme.

2. Background

2.1 The work programme is attached at **Appendix A**.

2.2 The Constitution provides for the publication of the Executive Work Programme on a monthly basis detailing key decisions/ exempt para (Section B) items to be taken by the Executive, a committee of the Executive or a Member of the Executive during the period covered by the programme. This is attached at **Appendix B** and has been provided to assist members in identifying items for inclusion within the work programme.

3. Recommendation

3.1 That Members give consideration to the Policy Scrutiny Work Programme for 2018/19 and update where appropriate to include items which they wish to consider from the Executive Work Programme as required.

List of Background Papers: None

Lead Officer: Claire Turner, Democratic Services Officer
Telephone 873619

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Policy Scrutiny Committee Work Programme – Timetable for 2018/19

19 June 2018

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Review of Mutual Exchange Policy	Yvonne Fox	Requested at 20 th June 2017
Waste Strategy Public Consultation Survey	Steve Bird	Added by S Bird 30 th May 2018
Business Rates Growth Policy	Martin Walmsley	Added by M Walmsley 22 March 2018
Fair Trade Policy	Heather Grover	Requested at 20 th June 2017
Review of Fraud and Sanction Policy	Martin Walmsley	Added by M Walmsley 22 May 2018
People Strategy Post Implementation Review	Claire Burroughs	Requested at 17 th February 2017
Customer Experience Strategy Progress Report	Jo Crookes	Requested at 17 th February 2017
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2018 -2019	Democratic Services	Regular Report

21 August 2018 - Cancelled

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
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19 September 2018 – Additional Meeting

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Modern Slavery Charter	Francesca Bell	
Review of Mandatory HMO Licensing Scheme	Becky Scott	

9 October 2018

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Joint Protocol on Unauthorised Encampments in Lincolnshire	Becky Scott	
PSPO St Peters Passage	Francesca Bell	
Proposed Commemorative Plaques Scheme for Lincoln	Pat Jukes	
Policy Scrutiny Work Programme 2018 -2019	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

13 November 2018

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Protecting Vulnerable People	Kate Ellis	Deferred from 9 October 2018 meeting
Council Tax Support Scheme	Claire Moses	Added 15 May 2018
Policies in the Council	Becky Scott	
Public Health Funeral Provision – Review	Simon Colburn	Requested at 28 November 2017 meeting
Annual Scrutiny Report	Democratic Services	Regular Report
Policy Scrutiny Work Programme 2018-2019 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

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15 January 2019

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Housing Enforcement Policy	Hannah Cann	Added 18 September 2018
Policy Scrutiny Work Programme 2018-2019 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

19 March 2019

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Draft Policy Scrutiny Work Programme 2019-2020	Democratic Services	Regular Report
Review of Procurement Policies	Heather Carmichael	Requested at 10 October 2017 meeting.
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

- Review of Houses in Multiple Occupation Article 4 Direction and Supplementary Planning Documents – For review in June 2020 (as requested at the meeting of 20 June 2017)

EXECUTIVE WORK PROGRAMME

November 2018 - October 2019

NOTES

1. The Leader in consultation with the Chief Executive and Town Clerk prepares an Executive Work Programme to cover a period of twelve months.
2. The Executive Work Programme contains matters which the Leader has reason to believe will be the subject of a key decision during the period covered by the Plan or Executive decisions which are likely to be taken in private.
3. A Key Decision is one which is likely:
 - a) to result in the Local Authority incurring expenditure which is , or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which it relates; or
 - b) to be significant in terms of its effect on communities living or working in an area comprising 2 or more wards in the area of the local authority.
4. Whilst the majority of the Executive's business at the meetings listed in the Executive Work Programme will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or person information.

This document serves as formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that certain items in the Executive Work Programme will be considered in private because the item contains exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. If an item is to be considered in private this will indicated on the individual decision notice.

If you have any queries, please telephone 01522 873387 or email democratic.services@lincoln.gov.uk.

EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
26 November 2018	De Wint Court – Cost Plan	To authorise procurement exercise based on detailed consultant cost plan and request delegated authority to enter into contract with a successful supplier if the tender return is within the stated cost envelope.	Executive	Yes	Private
26 November 2018	Joint Municipal Waste Management Strategy	To endorse the strategy, as developed by the Lincolnshire Waste Partnership.	Executive	Yes	Public
26 November 2018	Appropriation of Land	Approval of the appropriation of land between the General Fund and HRA	Executive	Yes	Public
07 January 2019	Local Council Tax Support Scheme 2019/20	1) Review consultation responses relating to the Localised Council Tax Support Scheme for 2019/20; 2) Consider the proposed City of Lincoln Council's Localised Council Tax Support scheme for 2019/20	Executive	Yes	Public
07 January 2019	Collection Fund Surplus/Deficit - Council Tax	To consider the estimated balance for the Council Tax element of the Collection Fund and the surplus or deficit to be declared for 2018/19.	Executive	Yes	Public
21 January 2019	Collection Fund Surplus/Deficit - Business Rates	To report the estimated balance for the business rates element of the collection fund and the surplus or deficit to be declared for 2018/19.	Executive	Yes	Public