

EXECUTIVE

Monday, 6 January 2020

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Ric Metcalfe (Chair), Donald Nannestad (Vice-Chair), Chris Burke, Bob Bushell, Rosanne Kirk and Neil Murray

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson, Daren Turner, Simon Walters and Carolyn Wheeler

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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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You are asked to resolve that the press and public be excluded from the meeting during the consideration of the following items because it is likely that if members of the press or public were present, there would be disclosure to them of 'exempt information'.

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, notice is hereby given of items which will be considered in private, for which either 28 days' notice has been given or approval has been granted by the appropriate person specified in the Regulations. For further details please visit our website at <http://www.lincoln.gov.uk> or contact Democratic Services at City Hall, Beaumont Fee, Lincoln.

This items is being considered in private as it is likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations have been received in relation to the proposal to consider this item in private.

SECTION B

QUALITY HOUSING

12. Housing Delivery Programme Update	[Exempt Para(s) 3]	105 - 118
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Present: Councillor Ric Metcalfe (*in the Chair*),
Councillor Donald Nannestad, Councillor Chris Burke,
Councillor Bob Bushell, Councillor Rosanne Kirk and
Councillor Neil Murray

Apologies for Absence: None.

63. Confirmation of Minutes - 28 October 2019

RESOLVED that the minutes of the meeting held on 28 October 2019 be confirmed.

64. Declarations of Interest

No declarations of interest were received.

65. Operational Performance Report - Quarterly Review

Purpose of Report

To provide the Executive with a summary of the operational performance position for quarter two of the financial year 2019/20.

Decision

That the Executive:

- (1) Notes the content of the report.
- (2) Requests that relevant Portfolio Holders ensure management has a local focus on those highlighted areas showing deteriorating performance.

Alternative Options Considered and Rejected

None.

Reason for Decision

The following updates regarding each of the Council's Directorates were reported, as follows:

- Chief Executive's Directorate – 65% of measures were above their target and 18% of measures were below target. Whilst some measures negatively changed in direction, the majority of these measures still remained above or within target, and had positively changed direction.
- Communities and Environment Directorate – 48% of measures were above their target and 5% of measures were below target. Whilst ten measures negatively changed in direction, most of these measures still remained above or within target;
- Housing and Investment Directorate – 49% of measures were above their target and 23% of measures were below target. Whilst seven measures negatively changed in direction, 12 others remained at or above target.

With regard to sickness performance, the overall sickness data as at the end of quarter two was 4.9 days per full time equivalent post, excluding apprentices. This was only slightly higher than the 4.83 days per full time equivalent post in quarter two of 2018/19. During quarter two, the long term sickness per full time equivalent stood at 2.81 days, slightly better than the 2.99 days in quarter two in 2018/19, with short term sickness standing at 2.09 days, which was 0.24 days for full time equivalent post higher than the same point last year.

In quarter two 80 complaints, five less than quarter one were received by the Council. The cumulative average time across all directorates to respond to formal complaints was 6.8 days and equated to an increase of 0.1 days compared to quarter one. In quarter two the Council had one Local Government Ombudsman case decided, which was not upheld.

There had been a number of achievements during quarter one as follows:

- The Lincoln Social Responsibility Charter celebrated one year of recognising star employers in Lincoln, with 61 socially responsible organisations signed up.
- Over 300 people had been supported through the Homeless Intervention team.

66. Financial Performance - Quarterly Monitoring

Purpose of Report

To present the second quarter's performance on the Council's General Fund, Housing Revenue Account, Housing Repairs Service and Capital Programme.

Decision

That the Executive:

- (1) Notes the progress on the financial performance for the period 1 April 2019 to 30 September 2019 and the projected outturns for 2019/20.
- (2) Notes the underlying impact of the pressures and underspends identified in paragraphs 3.2, 4.2 and 5.2 of the report, as set out in Appendices B, D and F respectively.
- (3) Approves the changes to the General Investment Programme and Housing Investment Programme as detailed in paragraphs 7.4, 7.5, 7.11 and 7.12 of the report.
- (4) Approves the proposed contributions to and from reserves.

Alternative Options Considered and Rejected

None.

Reason for Decision

Updates were reported as follows:

General Fund Revenue Account

For 2019/20 the Council's net General Fund revenue budget was set at £13,655,090, including a planned contribution from balances of £554,410, resulting in an estimated level of general balances at the year-end of £2,452,134.

The General Fund summary was currently projecting a forecast overspend of £86,698, as set out in Appendix A of the report. This forecast variance was the result of a number of forecast year-end variations in income and expenditure against the approved budget. Full details of the main variances were provided in Appendix B of the report while the key variances were noted as follows:

- Housing Benefit overpayment reduction income - £368,000;
- Houses in Multiple Occupation reduced income - £74,260;
- Interest Payable reduced expenditure - £200,000
- Crematorium additional income - £125,990
- Car parking income - £119,000

The most significant of the forecast variations was the reduction in the level of housing benefit overpayment being raised. Whilst this was positive in that the number of overpayments were reducing, this in turn created a budgetary pressure. This was a continuation of a trend from 2017/18 and 2018/19 with the transition of benefits customers to Universal Credit and the use of 'real time' information which meant that the level of overpayments raised had drastically reduced. The budget pressure was as a result of the consequential reduced income from reclaiming the overpayment from the claimant and would require a budget realignment as part of the Medium Term Financial Strategy.

Although forecast outturn for the General Fund was a shortfall of £86,698, at this stage in the financial year forecast outturns were difficult to predict and often subject to volatility. This would continue to be monitored, with a further report to the Executive on this issue as part of the quarter three update report.

Further to additional contributions from reserves there were also a number of contributions from earmarked reserves that were required, subject to outturn, as set out in paragraph 3.5 of the report.

Towards Financial Sustainability Programme

The savings target included in the Medium Term Financial Strategy for 2019/20 was £4,650,000. Progress against this target, based on quarter two performance, showed that secured and confident projections totalled £4,631,710, which resulted in a current forecast under achievement of the target in 2019/20 of £18,290. Work was currently underway through the Towards Financial Sustainability Programme Board to progress a further phase of year six projects, with a summary of the current position illustrated in paragraph 3.7 of the report.

Fees and Charges Income

Income from fees and charges represented a significant proportion of income to the Council, with primary sources being from car parking, development management and building regulations. A summary of the progress of these key income streams against the approved budget, together with the actual variance for the second quarter of the financial year, was provided at paragraph 3.8 of the report.

Housing Revenue Account

For 2019/20 the Council's Housing Revenue Account net revenue budget was set at £52,040, resulting in an estimated level of general balances at the year-end of £1,075,141.

The Housing Revenue Account was currently projecting an in-year underspend of £610. This forecast variance was the result of a number of forecast year-end variations in income and expenditure against the approved budget.

Full details of the main variances were provided at Appendix D of the report whilst the key variances were summarised below:

- Staff Vacancies – Reduced Expenditure of £202,000;
- Increased Repairs Costs (Offset from HRS Surplus) £234,000
- Council Tax – Increased Expenditure £67,000
- Increased Depreciation re Revaluations £328,000
- Increased Interest Payable on Borrowings £73,000
- Decreased DRF Contribution £392,000
- HRS Surplus – Additional Income £200,000

Housing Repairs Service

For 2019/20 the Council's Housing Repairs Service net revenue budget was set at zero, reflecting its full cost recovery nature.

At quarter two the Housing Repairs Service was forecasting a surplus of £200,000 in 2019/20, with a summary and details of main variances set out in Appendices E and F respectively.

General Fund Investment Programme

The last quarterly report approved a General Fund Investment Programme for 2019/20 of £14,977,453. Movements in the programme during the second quarter had decreased overall planned expenditure in 2019/20 to £14,755,906. A summary of overall changes to the programme was set out in paragraph 7.2 of the report.

There were no changes that required Executive approval for quarter 2.

New projects recommended by the Capital Programme Group were subject to Executive approval, as follows:

- Broadgate Car Park asbestos removal and Dryrise Works - £20,000
- City Hall Toilet Improvements - £10,838
- Bridge works in West Common - £8,000
- Michaelgate Structural Works - £10,000
- Yarborough Leisure Centre Teaching Pool Pipeworks - £17,300
- Hartsholme Park Drainage Improvements

The overall spending on the General Fund Investment Programme for the second quarter was £8.57 million, which was 58.09% of the 2019/20 programme and

61.93% of the active programme and was detailed further at Appendix J of the report.

Housing Investment Programme

The last quarterly report approved a Housing Investment Programme for 19/20 of £19,123,929. Movements in the programme since had increased overall planned expenditure in 2019/20 to £20,629,324. A summary of the changes were shown at paragraph 7.9 of the report.

The changes that required approval from Executive were detailed at Appendix K of the report and summarised as follows:

- Movements back to available resources from;
 - Over bath showers 19/20 £433,656
 - Thermal Comfort Works 19/20 £129,297
 - Rewiring 19/20 £130,000
 - Wall structural repairs 19/20 £20,000
 - Decent Homes Decoration Allowances 19/20 £13,638
 - Canopy and Porches 19/20 £14,548
- Movements from available resources into
 - Hermit Street regeneration 19/20 £18,725
 - Fire Alarms 19/20 £40,000

Expenditure against the Housing Investment Programme budget during the first 2 quarters was £4.83 million, which was 23.16% of the programme, the expenditure was detailed further at Appendix L to the report.

Although this would appear to be low at this stage of the financial year, the following points should be considered:

- An element of the programme in 2019/20 was the De Wint new build scheme and Markham House, construction was yet to commence.
- 11 property acquisitions were yet to complete.

67. Treasury Management and Prudential Code Update Report - Half Year Ended 30 September 2019

Purpose of Report

To provide the Executive with an update on the Council's treasury management activity and the actual prudential indicators for the period 1 April 2019 to 30 September 2019.

Decision

That the Executive notes the report.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Council held £35.9 million of investments at 30 September 2019, the investment profile relating to which was attached to the report at Appendix A. Of this investment portfolio 100% was held in low risk specified investments, the requirement for the year being a minimum of 25% of the portfolio to be specified investments.

In terms of liquidity, the Council sought to maintain liquid short-term deposits of at least £5 million available with a week's notice. The weighted average life of investments for the year was expected to be 128 days. At 30 September 2019 the Council held liquid short-term deposits of £16.9 million and the weighted average life of the investment portfolio was 81 days. The decrease in the weighted average life of the investment profile was due to a larger proportion of the portfolio being placed in shorter term investments.

With regard to security, the Council's maximum security risk benchmark for the portfolio as at 30 September 2019 was 0.012% which equated to a potential loss of £0.0043 million on an investment portfolio of £35.9 million. This was slightly higher than the budgeted maximum risk of 0.005% in the Treasury Management Strategy which represented a very low risk investment portfolio.

In respect of yield, the Council achieved an average return of 0.85% on its investment portfolio for the six months ended 30 September 2019 which compared favourably with the target 7 day average LIBID of 0.57% and was on par with the budgeted yield of 0.85% for 2019/20 in the Medium Term Financial Strategy 2019-24.

As at 30 September 2019 the Council held £123.25 million of external borrowing, of which 100% was fixed rate loans.

As at 30 September 2019, the average rate of interest paid during quarters 1 and 2 on external borrowing was 3.6%. This was slightly lower than the budgeted rate set in the Medium Term Financial Strategy 2019-24; there had been an increase in external borrowing during the first 6 months of the year to reschedule short term borrowing to long term and take advantage of low rates available.

Details relating to prudential indicators in terms of the Council's capital expenditure plans, how these plans were financed, the impact of changes in these plans on the prudential indicators and the underlying need to borrow and compliance with the limits in place for borrowing were set out in paragraph 4 of the report.

68. Strategic Risk Register - Quarterly Review

Purpose of Report

To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the second quarter 2019/20.

Decision

That the Executive note the Strategic Risk Register as at the end of the second quarter 19/20.

Alternative Options Considered and Rejected

None.

Reason for Decision

Since the previous report to the Executive on the Strategic Risk Register, the document had been reviewed and updated by the Corporate Leadership Team and had identified that there had been some positive movement in the Risk Register.

A number of control actions have now been progressed or completed and the key movements are outlined as follows:

- Risk 1. Failure to engage & influence effectively the Council's strategic partners, council staff and all stakeholders to deliver against the Council's Vision 2020/2025 - Vision 2025 was being developed, evidence based gathered, key priority areas emerging and work was progressing with CLT and Portfolio Holders. All member briefings scheduled to be held in November 19, followed by staff, business and residents consultation
- Risk 4. To ensure compliance with statutory duties and appropriate governance arrangements were in place – Executive approval of investment in a new IT infrastructure had been secured with implementation to be completed by December 2019.
- Risk 6. Unable to meet the emerging changes required in the Council's culture, behavior and skills to support the delivery of the council's Vision 2025 and the transformational journey to one Council approach – One Council launched with Service Managers. Project Boards with ToR's and work programme for four pillars established.
- Risk 7. Insufficient levels of resilience and capacity to deliver key strategic projects and services – development of Vision 2025 would focus on ensuring sufficient capacity existed to deliver legacy and new schemes. A new approval process incorporating Portfolio Holders was being developed to allow for resources to be flexed as and when new priorities/projects emerged.
- Risk 8. Decline in the economic prosperity within the City Centre – the Council had been successful in securing approval for a Heritage Action Zone Bid, work had now commenced on development of the detailed scheme. In addition the Council had been awarded Towns Fund Capacity funding to support the development of a Town Deal Board and Investment Plan. GLLEP Pipeline Funding Bids had been submitted for City Centre vibrancy schemes.
- Risk 9. Failure to mitigate against the implications for the Council following the outcome of Brexit – Nominated Brexit Officer in place, internal working group continued to implement actions in relation to regulatory services, staffing, communications, business continuity, community leadership etc.

Whilst positive progress had been made in relation to control actions, and these continued to be implemented and risks managed accordingly, this had not

resulted in any changes to the assessed levels of likelihood and impacts. The levels of assessed risks were summarised in paragraph 3.4 of the report.

69. Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

This item was considered in private as it was likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider this item in private.

70. Strategic Risk Register - Quarterly Review

The minute associated with this item was set out in item 68 above.

Decision

That the recommendation contained within the report be approved.

71. Write Outs/Irrecoverable Debts

Purpose of Report

To seek approval from the Executive to write out debts deemed as irrecoverable.

Decision

That the write outs as set out in Appendices A, B and C be approved.

Alternation Options Considered and Rejected

None.

Reasons for Decision

The report outlined a number of cases that were deemed to be irrecoverable for various reasons, as shown in the report. All cases would have been through a recovery process and had reached a point where further recovery was not considered appropriate.

72. Lincoln Crematorium - Proposed Renovation Scheme

Purpose of Report

Further to the previous report to Executive on 11 March 2019, to seek approval to commence renovation works on the Crematorium.

Decision

That the recommendation contained within the report be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons associated with the Executive's decision on this item were set out in the report.

73. Housing Solutions Management of Change

Purpose of Report

To seek approval to implement the proposed structure following the review of the Housing Solutions Team.

Decision

That the recommendation contained within the report be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons associated with the Executive's decision on this item were set out in the report.

An extract of the minutes from the meeting of the City of Lincoln Council and Employee Joint Consultative Committee held on 5 November 2019 was appended to the report, which recommended approval of the recommendations contained within the report.

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SUBJECT:	LIVING WAGE INCREASE NOVEMBER 2019
DIRECTORATE:	CHIEF EXECUTIVE AND TOWN CLERK
REPORT AUTHOR:	CAROLYN WHEATER, CITY SOLICITOR

1. Purpose of Report

- 1.1 To recommend to Executive the proposed increase to the living wage announced by the Living Wage Foundation in November 2019.

2. Background

- 2.1 The Council is committed to maintaining its Living Wage accreditation and in order to do so the Council has six months to implement the living wage following an increase.
- 2.2 In November 2019 it was announced that the living wage would increase from £9.00 an hour to £9.30 an hour.

3. Implementation

- 3.1 The aim of implementing the living wage is to ensure that no employees are paid below the living wage hourly rate.

Since achieving accreditation, the council has taken an active role externally to encourage Lincoln businesses to also pay the living wage.

In April 2016 the government introduced a higher minimum wage rate for all staff over 25 years of age and by law all employers must pay at least £8.21 per hour. This calculation is through a percentage of median earnings currently at 55%. The calculation for the living wage is made through the cost of living, based on a basket of household goods and services.

Currently there are twenty four employees who are paid less than the proposed living wage rate of £9.30. Three employee are on grade S1b spine point 1 (£9.0749), and twenty one employees who are on grade S1b, spine point 2 (£9.2739).

Pay negotiation for 2020 is yet to be agreed which may impact on the number of employees in receipt of the living wage. Preliminary work based on an assumption of a 2% increase suggests that this could reduce the number of those affected to approximately three members of staff.

4. Strategic Priorities

4.1 Let's drive economic growth

Provision of the living wage to employees supplies them with a higher disposable income which is likely to be spent locally.

4.2 Let's reduce inequality

Provision of the living wage protects the poorest people in Lincoln by providing a wage which is considered to be at a level to provide a living, in contrast to the minimum wage.

5. Organisational Impacts

5.1 Finance

Current Position

The financial impact would be negligible and would be funded within the existing budget.

Twenty one employees currently paid under the living wage would, subject to the assumed 2% pay award, be paid the living wage rate.

There would be three employees that would be subject to the living wage rate as the assumed budgeted 2% pay award would be less than £9.30. The required shortfall would be £200.00.

5.2 Equality, Diversity and Human Rights

There are currently twenty four employees who are paid under the living wage rate of £9.30.

The breakdown of these is 8 males and 16 females.

6. Recommendation

6.1 To recommend to Executive implementation of the latest living wage uplift during April 2020.

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:

Carolyn Wheater, City Solicitor
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SUBJECT: COLLECTION FUND SURPLUS OR DEFICIT – COUNCIL TAX

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: JACLYN GIBSON – CHIEF FINANCE OFFICER

1. Purpose of Report

- 1.1 To inform Members of the estimated balance for the Council Tax element of the Collection Fund and the surplus or deficit to be declared for 2019/20.

2. Programme Summary

- 2.1 Prior to setting the Council Tax for 2020/21 the City Council is required to estimate whether there is to be a surplus or deficit on Council Tax element of the Collection Fund for the current financial year (2019/20).
- 2.2 The Council will declare a surplus on Council Tax £382,814 for the financial year 2019/20.

3. Background

- 3.1 As a Council Tax Billing Authority the City Council is required to estimate whether there is to be a surplus or deficit on the Collection Fund for the current financial year, prior to setting its Council Tax for the next year. The calculation is based on an estimate of tax collected in year compared to the estimate made the previous year, taking into account any previously declared surplus or deficit and the expected year-end arrears position.
- 3.2 The calculation of Council Tax is based on an estimate of tax collected in year compared to the estimate made the previous year, taking into account any previously declared surplus or deficit, and a forecast for the remainder of the current year.
- 3.3 A surplus or deficit may occur in the Collection Fund if actual performance during the year is higher or lower than originally estimated when Council was set. Areas of variance include:
- Council Tax base is larger or smaller than originally anticipated (reasons may be increased property development or changes in exemptions and discounts)
 - In year collection rates are higher or lower than expected,
 - Arrears collection rates are higher or lower than expected
- 3.4 The Council is required to declare any surplus or deficit during January of each financial year and once approved has an obligation to notify its major precepting authorities (Lincolnshire County Council and Lincolnshire Police) of their share of the estimated surplus or deficit.

3.5 A report on the estimated balance on the Collection Fund for National Non-Domestic Rates (NNDR) will be reported to the Executive 20th January 2020 alongside the estimated NNDR base ahead of the submission of the NNDR 1 return to the DCLG due by 31st January 2020.

4. Estimated Surplus/Deficit for 2019/20 – Council Tax

4.1 As at 31st March 2020 the Collection Fund is estimated to have a surplus of £180,000 for Council Tax relating to the Financial Year 2019/20.

4.2 In addition to declaring the estimated surplus or deficit position on the Collection Fund for the current financial year the Council is also required to declare any surplus or deficit relating to the difference between previously declared surplus/deficit positions and the actual outturn position as reported in the Council's Statement of Accounts. In 2019/20 there is a surplus balance of £202,814 in the Collection Fund relating to previous years.

4.3 Based on the forecast position of the in-year Collection Fund as at 31st March 2020 and taking into account an adjustment for the difference between prior year estimates compared to the actual outturn it is estimated that there will be a surplus of £382,814 on the Council Tax element of the Collection Fund in 2019/20, to be distributed to preceptors in 2020/21.

5. Strategic Priorities

5.1 There are no direct implications for the Council's Strategic Priorities arising as a result of this report.

6. Organisational Impacts

6.1 Finance

For City of Lincoln the financial implications of the report are summarised below:

Distribution of surplus/(deficit)	CoLC share £
Council Tax – 2019/20 estimates surplus	27,355
Council Tax – Prior year surplus	30,454
Net impact surplus	57,809

The Council's share of the estimated surplus/deficits will be distributed in 2020/21 and will form part of the Medium Term Financial Strategy 2020-25.

6.2 Legal Implications incl Procurement Rules - There are no legal implications arising as a direct result of this report.

7. Risk Implications

7.1 (i) Options Explored

7.2 (ii) Key risks associated with the preferred approach

8. Recommendations

8.1 The Executive are recommended to confirm the action of the Chief Finance Officer in declaring a Council Tax surplus of £382,814.

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: Jaclyn Gibson, Chief Finance Officer
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SUBJECT: HOUSING DELIVERY PROGRAMME UPDATE

DIRECTORATE: HOUSING AND INVESTMENT/MAJOR DEVELOPMENTS

REPORT AUTHOR: JO WALKER, ASSISTANT DIRECTOR, MAJOR DEVELOPMENTS

1. Purpose of Report

- 1.1 To provide an update on the programme of development and acquisitions to maintain a pipeline of affordable housing delivery.
- 1.2 To seek approval to proceed to pre-construction phase for the proposed scheme of new build affordable homes on land owned by the Council off Rookery Lane.
- 1.3 To seek approval to carry out the demolition of Garfield View, Woodburn View and Trelawney Church, all located off Queen Elizabeth Road on land identified for future development.

2. Executive Summary

- 2.1 This report provides an updated programme for the delivery of housing across the City for the period up to 2022.
- 2.2 A concept plan for a scheme of 48 affordable homes off Rookery Lane is presented for review. Subject to approval by Executive, the scheme will be developed for further consultation and a planning application prepared for submission in March 2020. During this pre-construction phase, technical survey work will be carried out to inform the detailed design of the scheme in order to improve cost certainty. It is estimated that the scheme will start on site by December 2020, subject to the granting of planning permission and approval of the final costs and delivery budget, which will be the subject of a further report to the Executive.
- 2.3 The report also seeks approval to progress with the demolition of Garfield View, Woodburn View and Trelawney Church, all located off Queen Elizabeth Road. The demolition of Garfield View and Woodburn View is required to enable access into the proposed housing site. The demolition of Trelawney Church is required to prepare that site for future development. Early demolition of these properties will reduce the Council's Council Tax liability and cost associated with the upkeep and maintenance of vacant property whilst development proposals are being reviewed.

3. Programme for Delivery 2019-22

- 3.1 The delivery of quality, affordable housing remains a priority for the Council within its emerging Vision 2025 Strategic Plan. In service to this, it is proposed to deliver around 230 local authority dwellings over the period 2019-22 through a

combination of new build and acquisitions as set out below.

Scheme	Dwellings practically completed			Totals
	2019-20	2020-21	2021-22	
Purchase and Repair	30	30		60
Potential new build acquisitions		24		24
Single persons' homeless accommodation		8		8
Markham House		5		5
De Wint Court			70	70
Rookery Lane			48	48
Totals	30	67	118	215

- 3.2 Since April, the Council has acquired 18 dwellings under its Purchase and Repair scheme. These are predominantly former local authority properties that have previously been sold under the Right to Buy legislation. The properties form part of the Housing Revenue Account stock and are currently being used to support the provision of temporary accommodation. It is proposed to continue with the Purchase and Repair scheme during 2020-21 in order to provide for immediate housing need.
- 3.3 In addition to purchasing existing properties the Council is exploring the potential to acquire new build dwellings off-plan which conform to social housing space standards and meet housing need.
- 3.4 The Council is continuing to pursue options to support the provision of specialist temporary accommodation for single homeless persons which may include tenancy support, the provision of life skills and potentially include 24/7 on-site management. The aim is to reduce reliance on bed and breakfast accommodation and re-integrate homeless people back into a supported environment.
- 3.5 The approved scheme at Markham House is due to commence imminently and will deliver 5 new two-bedroom homes in 2020 (estimated completion is August 2020). These homes will provide modern, spacious and energy efficient affordable housing.
- 3.6 The sheltered housing extra care scheme at De Wint Court is scheduled to start on site in early January 2020. The scheme will deliver 70 extra care apartments in 2021.
- 3.7 Proposals for Rookery Lane will deliver circa 48 new homes in 2021/22, details are outlined in section 4.
- 3.8 Plans for Queen Elizabeth Road are being reviewed alongside proposed demolition work to prepare the site for development. Immediate proposals for QER are outlined in section 5.
- 3.9 Concept proposals for Hermit Street have now been produced by architects, which have the aim of creating a better sense of place and reducing anti-social behaviour. The proposals are to be shaped in consultation with residents. There is potential to provide 13 additional homes on the site. These would be integrated into the existing environment and will complement proposals to remodel and

improve the existing dwellings in Hermit Street to ensure sustainability.

- 3.10 Officers are also procuring design and cost-consultancy services in order to inform proposals and delivery options for Searby Road and a number of smaller schemes, including garage sites and in-fill sites. Proposals for these sites will be subject to feasibility work and reported to Executive from July 2020.
- 3.11 Alongside the programme for affordable housing delivery, significant progress has been made with the development of proposals for the Western Growth Corridor, the City's largest Sustainable Urban Extension. An outline planning application was submitted in March 2019 for a scheme of up to 3,200 homes together with commercial uses, leisure and community facilities and sustainable transport links.
- 3.12 Funding from Homes England has been secured to support the delivery of the highway infrastructure which is required to unlock the first phase of development – 300 dwellings, including circa 50 new homes on Council-owned land. Subject to planning, work on the delivery of the infrastructure is expected to commence later in 2020.
- 3.13 The Council has also been invited to submit a business case for funding to support the delivery of the Tritton Road Bridge (Phase 1b) and the main spine road (Phase 1c). Forward funding the delivery of this infrastructure will unlock the development value of this site and accelerate the construction of new homes. The aspiration is to create an exemplar scheme which embraces sustainability principles and provides a variety of quality house-types across all tenures, including affordable homes. The Council will seek to deliver this scheme in phases through a combination of direct delivery, sale of serviced plots for SME and self-build and by exploring potential partnership delivery options.

4. Rookery Lane

- 4.1 In August 2019 a report was taken to the Executive to approve a budget to procure and undertake feasibility and design work in respect of a proposed housing scheme on land owned by the Council off Rookery Lane.
- 4.2 This work has now been completed. A lead contractor and architect have been appointed via the Procurement Hub Framework up to feasibility stage; concept proposals and outline costs have been prepared and approval is now requested to progress to the pre-construction phase.
- 4.3 The proposed scheme currently includes a total of 48 new build affordable homes, of which around 70% will be for affordable rent and around 30% will be for shared ownership. The housing mix has been informed by local need and demand and includes 2, 3 and 4 bedroom family properties, together with a number of bungalows and 1-bedroom apartments. An indicative split across type and tenure is provided below (note that the final number of new homes to be provided on site will be informed by further site survey work and the total may be adjusted during pre-construction phase). The following table is the current proposal:

No.	Type	Tenure	Proposed size (sqm)
2	4b6ph	AR	101
9	3b5ph	AR	96
12	2b4ph	AR	81
6	1b2pf	AR	53
4	2b3pb	AR	67
8	2b4ph	SO	81
7	3b5ph	SO	96

- 4.4 The homes will be designed to meet Energy Performance Rating A and to meet the Lifetime Homes Standard as a minimum. As a target and subject to financial viability, the scheme will aim to be carbon neutral. A concept plan for the development is included in Appendix 1.
- 4.5 The scheme is scheduled to commence on site by December 2020, subject to planning consent, full design and tender costs being agreed.
- 4.6 Officers are mindful of the need to balance quality and cost considerations in respect of this development.
- 4.7 Approval is now sought to draw-down funds to support the pre-construction phase of this scheme. This phase will include detailed designs and survey work to enable the submission of a planning application, technical design, tender and final cost analysis.

5. Queen Elizabeth Road (QER)

- 5.1 In February 2019 planning permission was granted for the demolition of Garfield View and Woodburn View alongside the development of 325 new homes on land which was subsequently purchased by the Council (the acquisition being subject to planning permission) off Queen Elizabeth Road.
- 5.2 Since the planning application was submitted a number of opportunities have arisen in the local area. Most significantly, the Council has been able to acquire an additional site at the former Ermine Methodist Church, Trelawney Crescent, to the south of the main development site and adjacent to the local shops and amenities which serve this community. The Council also owns a considerable portion of the land and property between the two development sites.
- 5.3 It is proposed to review the masterplan for QER to take into account the wider site area, which could provide opportunities for a greater mix of housing alongside a range of additional community facilities which provide for the new and existing communities and which will help to integrate the new development into the existing communities.
- 5.4 A review of the masterplan would also provide an opportunity to consider how some of the key constraints might be addressed through modifications to the design and layout and also to understand how the scheme is best phased.

- 5.5 Whilst design, phasing and delivery options are being considered, work is also required to prepare the land for development. This includes the demolition of Garfield and Woodburn View to provide access into the site.
- 5.6 The Council's housing teams have been working with the tenants of Garfield and Woodburn View to assist them in finding a suitable new home. A number of tenants have been moved into the new build homes bought by the Council on the Ingleby Crescent and Blankey Crescent whereas others have moved into existing council homes. Both Garfield View and Woodburn View are now empty.
- 5.7 It is proposed that both Garfield and Woodburn View should be demolished at the earliest opportunity for the following reasons:
- The maintenance costs of two empty blocks of flats is significant, particularly when there is no income from these properties;
 - We are informed by the Revenues and Benefits partnership that the Council is still liable for the Council Tax (CT) costs for each property once tenants have moved out. The CT liability could be as much as 200% of the relevant charge if the properties are empty for over two years. The significant proportion of the CT will be paid to the County Council and Police Authority
 - The empty properties may attract anti-social behaviour;
- 5.8 A separate planning application has been granted for the demolition of Garfield View and Woodburn View. This allows for the demolition of these two blocks without the need to discharge a range of planning conditions associated with the consented development scheme. The discharge of these conditions would have been costly and time consuming and may have resulted in some works which would not meet the requirements of a new design. It is therefore considered to be more cost effective to carry out the demolition works under a separate consent. A turfed greenspace will be provided in the interim. This provides an appropriate, low cost solution for the site until it can be brought forward for development.
- 5.9 In December 2018 the Council bought the former Ermine Methodist Church on Trelawney Crescent and indicative plans show the potential for a development of up to 15 apartments on the site. Officers are now reviewing this proposal in conjunction with the plans for the main development site at Queen Elizabeth Road in order to understand how the two areas may be developed to best integrate the new with the existing community.
- 5.10 It is proposed that the former Ermine Methodist Church building be demolished to prevent additional costs emanating from the site as well as related issues such as anti- social behaviour. Once demolished, and all materials have been reclaimed or removed, the site will be turfed to bring maintenance costs to a minimum. Planning permission has been granted for the demolition of the building.
- 5.11 Officers are seeking approval to contract with a demolition contractor to proceed with the demolition of all 3 properties (on a phased basis), as required to prepare the sites for future development.

6. Strategic Priorities

6.1 Let's drive economic growth

The delivery of new housing and repair of acquisitions will support jobs and training opportunities in the construction sector. Providing access to the right type of housing in the right location, access to infrastructure, helping to support local residents' access local services and assist in accessing employment.

Officers will seek to maximise local economic benefits through the procurement, contracting and delivery of the proposed schemes.

6.2 Let's deliver quality housing

The Rookery Lane scheme will provide an additional 48 affordable homes in Lincoln which will all be in the ownership of the Council. This is in addition to the 5 new homes to be delivered at Markham House and 70 extra care units at De Wint Court.

A wider scheme is to be developed for the Queen Elizabeth site which will deliver further affordable and market homes and proposals for affordable homes will also be prepared for consideration by Executive on Searby Road and some smaller sites.

6.3 Let's enhance our remarkable place

The Rookery lane scheme has potential to include connectivity with 'The Backies', leading to Boutham Park. An application for funding from European Regional Development Fund (ERDF) has been submitted to support the cost of this work. This approach is aimed at enhancing the biodiversity of the area and improving connectivity between the residential area and the parks for cycles and pedestrians.

Further housing proposals at Queen Elizabeth Road will include a range of improvements to the areas surrounding the sites, including enhanced green spaces, play areas and connectivity between the consented development and existing community/ local services as part of the wider housing scheme.

7. Organisational Impacts

7.1 Finance

Rookery Lane:

Budget will be allocated for the pre-construction phase to cover surveys, professional and for the detailed and technical designs for planning and tender of the construction phase.

The final cost of this scheme will be subject to refinement, based on cost estimates at this stage the construction costs require further consideration. A further report will be presented to the Executive for approval of the scheme prior to the award of the construction contract for the works.

The detailed revenue implications of the scheme will be contained in the further report to the Executive for approval of the scheme.

Queen Elizabeth Road

The demolition works required to enable the Queen Elizabeth Road development to progress are to reduce the council's liability with regard to maintenance of empty buildings and council tax.

Markham House

The development of five dwellings will result in the Council's general fund benefitting from New Homes Bonus and additional Council Tax. Moreover, five additional council dwellings will positively add to the Housing Revenue Account's balance sheet.

Purchase and Repair (P&R)

In order to maximise the use of RTB receipts the Council has embarked on a short term P&R programme, see para 3.2. So as to deploy the receipts in a timely manner it may be that the council has to accept lower levels of return in the early years of ownership on these properties, this will enable the Council to ensure RTB receipts are not returned to the treasury with interest.

7.2 Legal Implications including Procurement Rules

All procurement activity will be undertaken taking account of the Council's Contract Procedure Rules (CPR's) and ultimately Public Contract Regulations 2015 (PCR's), which is embedded into UK Law. All frameworks which the Council are using and may consider using are PCR compliant.

7.3 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

Proposals for Rookery Lane are being designed in response to local housing need and informed by urban planning principles. Policies are in place with regards to the allocation of these homes to ensure that allocations are made in line with housing legislation.

The scheme design in each case will aim to deliver high quality housing which seeks to integrate with and enhance the existing neighbourhood.

7.4 Human Resources

This project will be managed by existing staff within the Housing Strategy and Investment and Major Development Directorates. A multi-disciplinary project board and delivery group has been formed to oversee this programme and ensure a coherent approach to delivery.

7.5 Land, Property and Accommodation

This programme will increase the stock of Council housing across the city, bringing additional units into the Housing Revenue Account.

7.6 Significant Community Impact

The scheme at Rookery Lane will seek to integrate with the existing community and will aim to provide accesses through the site to the improved open spaces to the rear of the site.

8. Risk Implications

8.1 (i) Options Explored

Sale

The Rookery Lane site could be sold with or without planning permission to a developer(s) or for existing use however, this would not provide the Council with additional affordable housing and therefore would not support the Council's Strategic aim to deliver an additional 400 affordable homes through the Vision 2020 Plan.

If sold the site could be developed by a private developer but this would reduce the number of affordable homes to planning policy compliant levels (25% – 12 homes on a scheme of 48 total) and quality may be compromised in lieu of profit.

8.2 (ii) Key Risks Associated with the Preferred Approach

Planning:

Risk: planning permission cannot be secured

Mitigation: early engagement, pre-planning discussion and consultation

Financial:

Risk: Tender costs exceed estimates, scheme is not viable

Mitigation: early estimates and financial modelling; Right to Buy receipts to support viability; option to revise proposals if non-viable

Risk: Development cost exceeds estimate

Mitigation: form of contract and management to contain/transfer risk as far as possible; project manager appointed to oversee works and scrutinise costs; value engineering to be considered.

Procurement:

Risk: challenge

Mitigation: Framework approach to allow for mini-competition or direct award or competitive process to comply with the Council's Contract Procedure Rules (CPR's) and Public Contract Regulations 2015 (PCR's).

Letting:

Risk: properties developed cannot be let/sold

Mitigation: development informed by Housing Register and demand; option to revert to affordable rent if shared ownership properties cannot be sold.

9. Recommendation

- 9.1 To approve outline proposals for the delivery of a scheme of circa 48 units off Rookery Lane and to request a further report be presented to the Executive once the final scheme cost is known; to approve a further budget allocation to proceed to the pre-construction phase of this scheme funded from the HIP new build allocation.
- 9.2 To approve proposals for the demolition of Garfield View, Woodburn View and the former Ermine Methodist Church for the reasons outlined in this report and to approve a budget, funded from the HIP new build allocation.

Is this a key decision? Yes

Do the exempt information categories apply? No

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

How many appendices does the report contain? 1

List of Background Papers: None

Lead Officer: Jo Walker, Assistant Director – Growth & Development
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Appendix 1: Concept Plan for Rookery Lane

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ALL DIMENSIONS AND SETTING OUT ARE TO BE VERIFIED ON SITE AND ALL DISCREPANCIES REFERRED TO THE ARCHITECT BEFORE WORK COMMENCES. COPYRIGHT RESERVED

REV.	DATE	DESCRIPTION

SCHEDULE OF AREAS (48 Dwellings Total)			
TYPE	PLOT	DESCRIPTION	Ownership
TYPE 1	1, 2, 3, 4, 5, 9	2no. 20+4h	Shared Ownership (Phase 1)
	39, 40	2no. 20+4h	
	41, 42, 43	2no. 20+4h	
TYPE 4	7, 8	2no. 30+6h	Affordable Rent (Phase 2)
TYPE 1	15, 16, 21, 22, 23, 32	2no. 20+4h	
	8, 10, 11, 20, 28, 30	3no. 30+6h	
TYPE 3	12, 13, 14, 26, 28, 27, 44, 45, 46	2no. 30+6h	
	47, 48	2no. 30+6h	
TYPE 5	25, 24	2no. 40+9h	
TYPE 6	17, 18, 19, 20	2no. 20+3h	
TYPE 7	33, 34, 35, 36, 37, 38	6no. 10+2h	



FOR DISCUSSION

client
WILLMOTT DIXON LTD
 for
CITY OF LINCOLN

project
RESIDENTIAL DEVELOPMENT
ROOKERY LANE
LINCOLN

drawing
PROPOSED SITE PLAN
OPTION 02

scale
1:500 A2

date
OCT 19

drawn
FCB

checked

drawing no.
7843W-SK-02

revision
 -

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SUBJECT: SCRUTINY REVIEW OF SOCIAL ISOLATION

DIRECTORATE: CHIEF EXECUTIVE

REPORT AUTHOR: GRAHAM WATTS, DEMOCRATIC AND ELECTIONS MANAGER

1. Purpose of Report

- 1.1 To provide the Executive with an opportunity to consider the final report of the Community Leadership Scrutiny Committee's scrutiny review into social isolation, which sets out draft recommendations based on evidence gathered and key outcomes highlighted as part of the review.

2. Background

- 2.1 The Community Leadership Scrutiny Committee at its meeting on 11 June 2019 agreed to undertake a scrutiny review of social isolation in the City of Lincoln. This followed concerns expressed by members of the Committee that social isolation existed throughout the city, particularly in relation to the elderly, single parents and carers.

- 2.2 The scope of the review was to investigate:

- How prevalent social isolation actually was in Lincoln and why it was occurring;
- What support was currently in place for people suffering from isolation;
- Whether the current support was sufficient to address the issue of social isolation.

- 2.3 Representatives from a range of organisations delivering services and support across the city, and wider county, attended meetings of the Committee in order to contribute to the review and provide evidence which was used to formulate draft recommendations. These organisations had been identified as part of the scoping of the review.

3. Evidence Gathering

- 3.1 The Committee received evidence over two meetings from a range of internal and external representatives, as follows:

15 July 2019

- Councillor Donald Nannestad, Portfolio Holder for Quality Housing (City of Lincoln Council)
- Councillor Rosie Kirk, Portfolio Holder for Reducing Inequalities (City of Lincoln Council)
- Ben Barley, Chief Executive of Voluntary Centre Services

- Sian Wade, Network Co-ordinator at Active Faith Network

Victoria Sleight, Neighbourhood Lead – Lincoln City South (Lincolnshire Partnership Foundation Trust met with the Chair prior to the meeting on 11 June 2019, the findings from which were fed into that meeting of the Committee.

27 August 2019

- Amanda Sowerby, Operations Director, Age UK (Lincoln and South)
- Rachel Bethell, Marketing and Outreach Officer (The Network)
- Malcolm Ryan, Service Manager (Carers First in Lincolnshire)
- Subash Chellaiah, Chaplain (University of Lincoln)

- 3.2 An overview of the key points made by each representative, taking into account the scoping of the review, is set out at **Appendix A**.
- 3.3 The Council conducted a survey in relation to the Lincoln Lottery Community Fund during August 2019 which sought suggestions for the good causes the fund should be allocated towards in Lincoln. 113 people responded to the questionnaire and social isolation was the top response, with 50% of people suggesting that the fund be used towards addressing social isolation in Lincoln. Voluntary Centre Services had been appointed to allocate funding to good causes in relation to social isolation, the deadline for which would close on 18 October 2019 with winning applications to be drawn by 14 November 2019. Funding applications could be submitted for up to £5,000, which chose projects or activities having to:
- directly support Lincoln residents;
 - meet one or both of the areas selected by residents;
 - demonstrate that they will begin to spend the funding within 6 months of allocation;
 - confirm they will spend all funding allocated within 12 months;
 - have a clear and defined outcome;
 - should not be a project already financially supported by the City of Lincoln Council or another council/public body.
- 3.4 Information was provided regarding the ‘Age Friendly East Lindsey’ scheme as part of the national ‘Ageing Better’ Programme which had been delivered by East Lindsey District Council since 2015 and had been successful in achieving its objectives in relation to reducing isolation and loneliness within an ageing population. Funding for this scheme had been obtained via the Big Lottery Fund in partnership with Community Lincs.
- 3.5 The Minister for Civil Society, Baroness Barran, has announced a £2 million fund to help organisations at the frontline of tackling loneliness across the country. The announcement comes one year since publication of the Government’s Loneliness Strategy. The funding aims to support frontline, grassroots organisations that bring people together and help them build social connections. These could include community cafés, street parties, coffee mornings or local walking groups.

4. Key Findings and Conclusions

- 4.1 It was made very clear throughout the review that social isolation and loneliness was prevalent in Lincoln, although it was acknowledged that this is also the case in other towns, cities and rural areas across the country. From a local perspective, there was a significant amount of support available to people through a range of organisations and services seeking to address the issue of social isolation and loneliness. However, it was also apparent that each organisation approached this issue independently with very few examples given of working in partnership or sharing information and good practice.

Conclusion 1

- 4.2 **The Council could play a more active role in bringing these organisations together to encourage and perhaps facilitate greater partnership working and sharing of information and good practice through an annual event or forum held at least once a year. The Council could also assist partner organisations in the promotion of services, events and activities available in communities, including publicity of Neighbourhood Board meetings, as well as raising awareness via social media and other platforms, such as the 'Your Lincoln' residents' magazine, on the issue of social isolation and loneliness.**
- 4.3 A vast array of services, events and activities were available in communities across the city that would help people suffering from social isolation and loneliness. The promotion and publicity of these is vitally important in order that as many people as possible are aware of what is available to them wherever they live in the city. A common frustration in speaking to all contributors as part of the review was that they knew there were people suffering from social isolation and loneliness, but that they did not necessarily access services or support mechanisms available to them and in some cases did not even consider themselves to be suffering from social isolation or loneliness.

Conclusion 2

- 4.4 **More could be done to promote the symptoms or characteristics associated with social isolation, as well as contact details of key organisations and service providers. The signposting of information and services to support people suffering from social isolation and loneliness was therefore very important, particularly in terms of reaching those people suffering from associated symptoms but not necessarily accessing services. The Council could assist in the signposting of this information via its website, social media and literature at its offices, community buildings and other facilities used by the public such as the Crematorium, for example.**
- 4.5 There was a role for City Council staff, and elected Members, to play in their day-to-day business when engaging with residents in identifying symptoms of social isolation and loneliness and signposting them to relevant organisations or services.

Conclusion 3

- 4.6 **The issue of social isolation and loneliness should be highlighted to the Council's staff and elected members, particularly those who come into contact with residents regularly as part of their day-to-day business in order that they can identify symptoms and understand what services or organisations to signpost people to. Consideration should be given to any necessary training to facilitate this.**
- 4.7 A contributing factor for some people in feeling isolated was the cultural shift towards online services across all sectors. A substantial amount of people in the city did not have access to a computer or the internet and would therefore struggle with the concept of only accessing services online. The Council itself was promoting self-service via its website and more electronic forms of communication as part of embracing the overarching cultural move to digital service provision.

Conclusion 4

- 4.8 **Acknowledging those people unable to access online services or electronic communication, the Council should ensure that there is always an option to contact any of its service areas without the need to access the service online. This will help to ensure that those residents in the city who do not have access to a computer or the internet are still able to contact the authority which in turn should help address an aspect of isolation that is getting progressively worse for some people as a result of a cultural shift in all sectors to online service provision.**
- 4.9 Local activities and events were highlighted throughout the review as an important way for residents to be able to interact with other people and their communities. During the review anecdotal examples were given of difficulties experienced by people when seeking to hold events, particularly regarding the various regulations, licenses and other legal considerations that need to be taken into account. It was suggested that the way this information is relayed to people upon making a request can be quite intimidating and off-putting, whereas it would be much more helpful to people if such support was provided in a more approachable and supportive manner.

Conclusion 5

- 4.10 **A review should take place to ensure that the Council's approach to responding to requests for holding community events includes guidance and advice that is supportive and user-friendly, taking into account the fact that many people making requests to hold these events may have never done so before. This will hopefully encourage more people to hold events in their communities, providing more opportunities for people to engage.**

Conclusion 6

- 4.11 **Consideration should be given to ways in which the Government's £2 million funding aimed at addressing loneliness could be promoted to those frontline organisations so that it could be effectively utilised in Lincoln. Further consideration should also be given to the availability of external funding to**

support the issue of social isolation and loneliness in the City of Lincoln, similar to the successful Big Lottery Fund bid awarded to East Lindsey District Council as part of the national ‘Aging Better’ Programme.

5. Organisational Impacts

5.1 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

6. Recommendation

- 6.1 That the Executive be requested to ensure that the key findings and conclusions of the scrutiny review be actioned as necessary and fed into the development and formation of the Health and Wellbeing strand of the Council’s Reducing Inequality theme of Vision 2025.

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? One

List of Background Papers: None

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Community Leadership Scrutiny Committee – Social Isolation Scrutiny Review

Appendix A

Purpose of the Review

The Community Leadership Scrutiny Committee's review of the Social Isolation sought to investigate:

- How prevalent social isolation actually was in Lincoln and why it was occurring.
- What support was currently in place for people suffering from isolation.
- Whether the current support was sufficient to address the issue of social isolation.

Evidence Gathering

The Committee noted the following key points as part of evidence gathering from a range of organisations:

(1) *Victoria Sleight, Neighbourhood Lead – Lincoln City South (Lincolnshire Partnership Foundation Trust)*

How prevalent was social isolation?

Social isolation was very prevalent across the country, with statistics available through NHS RightCare relating to loneliness and social isolation demonstrating the negative impacts this had on people's health.

The issue of social isolation did exist in the city of Lincoln and wider Lincolnshire, with Neighbourhood Leads working with Primary Care Networks which had been introduced to bring General Practices together and provide a wider range of services to patients, as well as ensuring an easier integration with the wider health and care system.

What support was currently in place?

There were ten Neighbourhood Leads across the county in Lincolnshire, with two allocated to Lincoln (one in Lincoln North and one in Lincoln South). These roles sought to understand and appropriately manage referrals, as it may not always be necessary for someone to see a GP and may instead be more beneficial to make contact with a Social Prescriber.

The role of Social Prescribers was relatively new, although they had been in place across Lincolnshire for a year with more being introduced across the country. They had three main roles:

- Signposting;

- Solution planning;
- Integration back into the community.

Anyone could refer someone onto a Social Prescriber, even a friend or a member of a person's family – or even the individual themselves. The referral did not have to come from a GP, medical or clinical professional.

The benefits of Social Prescribers were that they were really effective in respect of talking and listening to people's problems and showing true empathy, providing effective resolutions that were not necessarily medical or clinical. They were able to offer support and advice which people seemed more receptive to given that they were not clinical and were generally perceived as friendly and supportive people.

The NHS Hub and Spoke initiative relating to mental health would be a key addition to the services offered to people in the county, due to be implemented in 2020.

Was the current support sufficient?

It was the view of Victoria Sleight that one Social Practitioner in each practice would be the ideal ratio, equating to six in the area she represented, whereas she currently had two and did not expect this to be increased.

Social Prescribing would be utilised much more if people understood what it was, what Social Prescribers were and the fact that people could be referred by anyone, even themselves. There did not seem to be enough understanding in communities about what Social Prescribing actually was.

Any other key points or outcomes?

It would be helpful for the Neighbourhood Leads to have regular contact and communication with the City Council on anything it was seeking to develop further across the city which may link into Neighbourhood Working.

An example was given of the Lincoln North Board which regularly demonstrated that people in the area were connected and knew what was happening in their local communities, with organisations such as the Tower Action Group, support by the City Council, providing a community hub for people. The Community Hub in the Sincil Bank area of the city was another good example of this.

The City Council could offer support not solely through funding but also through use of its space and facilities, perhaps even enabling communities to take ownership of assets.

The City Council could assist with promoting certain events or services, particularly through its social media, with a vital aspect being about awareness rather than solely seeking to solve problems.

(2) Councillor Donald Nannestad, Portfolio Holder for Quality Housing (City of Lincoln Council)

How prevalent was social isolation?

Councillor Nannestad provided the Committee with an overview of social isolation existing nationally as well as in the city of Lincoln and the very damaging impact it had on people's lives.

One of the contributors to social isolation, both in rural areas and in the city of Lincoln, was that of access to transport.

What support was currently in place?

Councillor Nannestad, in addition to the explanation regarding Social Prescribing by the Neighbourhood Lead (Lincoln South) above, provided examples of case studies where referrals had been made and had resulted in excellent results. Referrals in Lincoln were relatively high compared to the rest of the county.

Examples of successful projects in other areas of the country were provided, as follows:

- Compassionate Frome – a project undertaken in Frome, Somerset, which mapped local agencies and community groups and gave patients the support they needed through Health Connectors and Community Connectors;
- Ageing Better East Lindsey – a National Lottery funded programme set up by the Big Lottery Fund which supported people later in life with activities in the local community to help combat social isolation and homelessness;
- Men's Sheds – a local community group where older men could meet up and take part in numerous projects such as wood work or mechanics, for example.

Was the current support sufficient?

This aspect of the review was not discussed with Councillor Nannestad.

Any other key points or outcomes?

None identified.

(3) Ben Barley, Chief Executive of Voluntary Centre Services

How prevalent was social isolation?

Social isolation was prevalent in the city of Lincoln and wider Lincolnshire.

What support was currently in place?

Gainsborough was initially designated as a pilot area and Voluntary Centre Services worked in partnership with a range of organisations including the Department for Work and Pensions, West Lindsey District Council, Lincolnshire County Council and the Fire and Rescue Service in addition to traditional health care services. This pilot had since involved into the Neighbourhood Lead model, funded by the Health and Wellbeing Board and Clinical Commissioning Groups to put Social Prescribers in place.

Since the introduction of Neighbourhood Leads and Social Prescribers, engagement with GPs had been very strong and since September 2018 there had been over 100 referrals in each area in Lincoln, which equated to the highest number of referrals in the county.

Social isolation was not just something that impacted older people, with young people, particularly in the student community in Lincoln, also susceptible to social isolation.

Was the current support sufficient?

Current caseload meant that each Social Prescriber in Lincoln would deal with approximately 250 people, or referrals, per year. Of these, most cases would be signposted to the necessary support they required. However, of the more complex cases where solution planning or integration back into the community was necessary, this would be much more time consuming. A person could be supported for up to 12 weeks but in some cases, depending upon the complexity of the referral, this could be longer.

Voluntary Centre Services had been well supported by GP surgeries in Lincoln when the initiative was first launched, particularly Birchwood and Nettleham, with others very keen to take it forward in the city. Referrals to Social Prescribers would continue to increase from GP surgeries which would eventually place too much pressure on the workload of those allocated to each area.

The fact that Social Prescribers undertook assessments on a face to face basis was significantly beneficial.

Any other key points or outcomes?

None identified.

(4) Sian Wade, Network Co-ordinator (Active Faith Network)

How prevalent was social isolation?

It was evident through the faith community that social isolation was prevalent within the city.

The Network Co-ordinator was in the process of networking in excess of 70 organisations in the city and, following an audit carried out in 2015, faith groups in the city were collectively delivering 353 different projects not including those taking place in surrounding villages. The number of projects had grown since 2015 but a specific number of projects across the city was currently unconfirmed.

A recent poll on Facebook regarding social isolation revealed the following:

- people did not know their neighbours;
- people did not know what was going on in their community;
- lots of people were out during the day at work, which made it difficult to get to know neighbours;
- social isolation occurred without people realising it;
- social isolation was particularly prevalent for young mothers on RAF bases;
- 'outsiders' to communities were not always welcomed;
- activities tended to be planned for day time hours with very little arranged in evenings.

What support was currently in place?

The Active Faith Network put in place six sub-groups to look at various things across the city, with the main aim being to increase participation. There were lots of activities taking place in communities but the challenge was helping people have the confidence to go along for the first time and take part. Transport to and from activities was also a potential challenge for some people.

The Mental Health Crisis Care Concordat was available which provided a whole library of services available for people in Lincoln. The Active Faith Network was in the process of mapping through what was available across the city as well as across the county.

A number of specific projects were highlighted which were currently provided in the city to tackle social isolation:

- Butterflies – paper-based craft sessions for women;
- Assist in Cherry Willingham – a transport and befriending service for older people which could provide free transport around the city;
- Lunching clubs and church café groups;
- Libraries and community hubs;
- Family groups;
- Linking Lives – a befriending service operating across the county;
- Food banks – mainly how to make the most out of that first point of contact.

There had previously been very little support for those people coming into the country. Families now received a welcome box which provided a range of information on local schools, GP surgeries and community projects or activities.

A website was available which people could contact, setting out the range of activities available to people. This was www.lincolnshire.connecttosupport.org and a key aspect of its success would be how to get the name of the website known in the city's communities.

Was the current support sufficient?

This aspect of the review as not discussed – the Active Faith Network was clearly undertaking important work across the city which contributed to addressing social isolation in Lincoln.

Any other key points or outcomes?

Wide publication of the www.lincolnshire.connecttosupport.org would be extremely helpful to increase participation in the city.

(5) Councillor Rosie Kirk, Portfolio Holder for Reducing Inequalities (City of Lincoln Council)

How prevalent was social isolation?

Councillor Kirk agreed with the accounts of social isolation occurring in Lincoln as above.

Working from home was identified as another potential contributor to those people suffering from social isolation.

Carers were also susceptible to social isolation.

What support was currently in place?

Councillor Kirk said that a lot of the above evidence gathering overlapped with the responsibilities of her Portfolio.

Neighbourhood Boards could be a vehicle to identify people in communities potentially suffering from social isolation.

Events such as World Hello Day had proved to be very successful and there were lots of things relevant to the Reducing Inequalities Portfolio that could help address social isolation in Lincoln, complimentary to the other initiatives, projects and support already in place.

Was the current support sufficient?

It was anticipated that home working would increase over the next few years as more and more technology became available to enable people to do this, freeing up office

space and reducing emissions by cutting out a commute to work. Consideration could be given to hubs where home workers in a community could meet for breaks or even work in order that they had interaction with other people.

With regard to carers, a successful coordinated project known as Share the Care had previously been rolled out however funding had recently been cut by Lincolnshire County Council. It was noted that Carers First was an organisation which offered support to carers.

Television and artificial intelligent devices such as Google Home or Alexa were a huge comfort to people suffering with social isolation.

Any other key points or outcomes?

The rollout of a Good Neighbour Scheme, supported by Neighbourhood Boards and potentially housing or residential associations, could be considered.

The Council should also adapt its approach when requests were received regarding the running of an event. There were lots of regulations, liabilities and 'red tape' that must be considered when holding an event, such as ensuring relevant licenses were obtained, which could be off putting to a lay person who just wanted to hold a community event. The Council should be more approachable and supportive rather than simply confirming the various regulations, licenses and other related issues that needed to be taken into account. This could be done via more accessible guidance and checklists for events, designed to be helpful rather than daunting or off-putting.

(6) Amanda Sowerby, Operations Director, Age UK (Lincoln and South)

How prevalent was social isolation?

Heat maps of Lincoln showed that social isolation was very prevalent in certain pockets of the city. These heat maps had been produced by Age UK nationally and were available for viewing via its website.

Anecdotal evidence indicated that some people could go a month without having spoken to someone if services were not in place.

What support was currently in place?

Age UK provided services for people over the age of 50 and catered for quite a difference in client group needs. Traditional services included support in house cleaning, provision of transport or assistance with appointments and paperwork, whereas the level of need from people over recent years had increased significantly due to social isolation. People would often press their buttons on the devices they wore or access services solely through feeling lonely or through a desperate need to want to speak to someone. These response services should really be used in

emergencies or accidents but Age UK found that more and more people wanted and needed some social interaction.

Age UK was constantly seeking to balance what was right for the client and referring them onto other services which may potentially cost them money.

In 2017/18 there were 1054 responses to Home Care. In 2018/19 there were 1225 responses to Home Care and this year, 2019/20, the number of responses was already exceeding last years' total.

Age UK had connections with local communities as well as with mental health support. A Hospital Avoidance Response Team was also available as a service to support clients remaining in their homes rather than going into hospital. Other services included cleaning services, assisting with transport, helping attend medical appointments and other things such as help people draw out their pensions. Benefits checks could also be undertaken to ensure that people were receiving their full entitlement in that respect. Access to television licenses was another area where support had been provided.

The Lincolnshire Independent Living Partnership was an important organisation which brought key organisations together, of which Age UK was a partner.

Was the current support sufficient?

In answer to a question as to whether money was an issue to service users, it was confirmed that some services were free so this was not considered to be a contributable factor.

Any other key points or outcomes?

None identified.

(7) Rachel Bethell, Marketing and Outreach Officer (The Network)

How prevalent was social isolation?

In dealing with young people, the Network found that transport was a significant contributor to young people suffering with social isolation.

What support was currently in place?

The Network provided careers advice and support for young people, usually dealing with people aged between 16 and 24.

Anecdotal evidence through the Network's interaction with young people identified issues with mental health and self-harm which could be attributed to feeling socially isolated.

The Network helped young people with applying for jobs or provided advice as to how to get back into employment, with the majority of people accessing their services having left school with no or very few qualifications. Online courses were provided by the Network which young people could access and participate in so that they could gain some qualifications and gain confidence and self-worth.

An interactive workshop involving dogs was scheduled to be held later this year as it was hoped this would break down barriers with young people who may otherwise have been less keen about engaging. Other similar events to remove barriers would be held throughout the year.

The Network undertook school visits, attended interview days and offered workshops to school pupils, preparing them for the world of work or further education. It provided toolkits which students themselves could use and support was also provided to the University, even helping them obtain work experience.

The Network was also looking at buddying opportunities for people who had previously used their services. It was noted, however, that this would be on a voluntary basis and it had proved difficult to encourage people to volunteer in this capacity.

Was the current support sufficient?

This aspect of the review was not discussed.

Any other key points or outcomes?

None identified.

(8) *Malcolm Ryan, Service Manager (Carers First in Lincolnshire)*

How prevalent was social isolation?

Social isolation was prevalent in the carer community.

What support was currently in place?

Carers First provided support to unpaid carers, who were essentially supporting people with conditions meaning that they were unable to look after themselves on an ongoing basis. The services offered sought to help build resilience and combat social isolation where possible.

Carers First was a charity contracted by Lincolnshire County Council over three years ago. It provided a Carers Hub which carers could use to access support at any time. 50 staff were employed across the county to provide support, which could range from signposting, mentoring and support work.

Carers First was the only charity which was able to conduct statutory carers assessments.

There were 19 wellbeing groups across the county, four of which were located in Lincoln with two of the groups offering specific support in respect of Dementia, Autism and mental health. Carers First was locally embedded within the city of Lincoln and knew the various networks available for accessing further support. There were also a range of peer support groups available.

Carers First engaged closely with pharmacies across the county and made referrals through dealing with them on a regular basis.

Carers First provided employment advisor services for those carers who wanted to get back into employment and make use of their invaluable transferable skills.

A carers passport was a document which identified an agreement between a carer and an employer recognising responsibilities associated with being a carer and flexibilities offered by employers to accommodate this.

Was the current support sufficient?

This aspect of the review was not discussed.

Any other key points or outcomes?

The City Council should review its flexible working policies regarding careers.

Wider publicity by the Council regarding what carers were and the support available to them would be extremely useful.

(9) Subash Chellaiah, Chaplain (University of Lincoln)

How prevalent was social isolation?

Social Isolation was prevent in the student community in the city, with 36 students accessing the University's chaplain service every day.

What support was currently in place?

The multi-faith chaplaincy had grown dramatically over the last few years, which provided counselling, support and befriending services to students at the University of Lincoln. It consisted of 18 chaplains who all welcomed contact with the local community.

The University of Lincoln consisted of 17,000 students and 2,800 staff, all of which could access services. 8,000 of these students were from faith communities.

Strategic projects and activities were in place, with a communal herb garden the latest such project which the chaplaincy was leading on. Engagement with primary and secondary schools also took place, in an attempt to have a link with the local community. Similarly, links with local churches and faith groups were also in place.

Of those students accessing the chaplaincy, one out of six of them were referred onto mental health support services.

The financial pressure on students was a key anxiety for them, together with the added pressure of seeking employment at the end of their education. A 24-hour support line was available to students who could access this anonymously.

Was the current support sufficient?

This aspect of the review was not discussed.

Any other key points or outcomes?

The Council could offer support to the numerous projects the chaplaincy was putting in place.

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SUBJECT:	INTERVENTION TEAM - YEAR 2 FUNDING - AMENDMENT
DIRECTORATE:	COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	FRANCESCA BELL, PUBLIC PROTECTION, ANTI-SOCIAL BEHAVIOUR AND LICENSING SERVICE MANAGER

1. Purpose of Report

- 1.1 To update Executive of a successful funding bid for the intervention team.
- 1.2 To seek approval to amend the funding structure previously approved to cover a third year of the team.

2. Background

- 2.1 The Lincoln Intervention Team was introduced in October 2018 as a one year project. We have since secured funding via the council and partners to continue for a further year.
- 2.2 With the help of successful funding application the National Lottery Community Fund we will be able to continue to project through to Year three.

3. Funding Bid to National Lottery Community Fund

- 3.1 In March 2019 ahead of year two funding being approved by the council and partners a bid was submitted to the National Lottery Community Fund. Through the funding application process we were encouraged to ask for more than one year's funding.
- 3.2 The funding bid has secured a total of £90,000 broken down as £45,000 for year two (October 2019 – October 2020) and £45,000 for year three (October 2020 – October 2021).
- 3.3 The funding has been allocated to pay for the Addaction worker at a cost of £40,000 per annum and £5,000 to provide a Project budget (for uniforms, expenses, delivering projects etc.)

4. Team Funding Year 2 2019/20 as approved by Executive and Full Council

- 4.1 Team funding for year 2 is proposed as follows:
- 4.2 **£65,000** from **City of Lincoln Council**. Used as follows:
 - Commissioning of the **Addaction Outreach Worker** contracted by LCC

- Commissioning of the **Team Coordinator**
- To provide a level of **backfill for the Intervention Team to cover holidays, sickness and other absence.**
- Contingency for price increases for staffing, expenses, training and equipment.

4.3 **£10,000** from **Lincoln BIG**. Used towards the **Team Coordinator**.

4.4 **£50,000** from the **Police and Crime Commissioner**. Used as follows:

- **Mental Health Outreach Worker**

4.5 The **ASB Outreach Officer** is seconded from the PPASB Team without the provision of backfill arrangements.

4.6 The proposed funding structure above has confirmed funding at the values stated from Lincoln BIG, the Police and Crime Commissioner and continued secondment of the ASB Outreach Officer.

4.7 The £65,000 funding from City of Lincoln Council would enable the team to continue until December 2020.

5. Proposed Funding Structure for Year 2 with National Lottery Funding

5.1 £45,000 from the National Lottery

- £40,000 for the Addaction Worker
- £5,000 for project budget

5.2 £10,000 for City of Lincoln Council allocated funding

- £10,000 Contribution to Lincoln BIG for team coordinator.

5.3 The Police and Crime Commissioner currently pays for:

- Mental Health Outreach Worker

5.4 Including the £5,000 carried forward from year 1 this leaves an underspend of £60,000 from the funding allocated by the council. The recommendation is that this is carried forward into year 3.

6. Proposed Funding Structure for Year 3 with National Lottery Funding

6.1 £45,000 from the National Lottery

- £40,000 for the Addaction Worker
- £5,000 for project budget

6.2 £60,000 for City of Lincoln Council allocated funding

- £10,000 Contribution to Lincoln BIG for team coordinator.
- £40,000 for Mental Health Outreach Nurse.
- £10,000 for misc project work.

7. Re Profiled Spending:

Intervention Team Funding Years 2-3				
Funding	Y2 2019/20 £	Y3 2020/21 £	Total £	Comments
National Lottery	-45,000	-45,000	-90,000	Lottery grant confirmed post 24 June 2019 Executive report
COLC	-65,000	0	-65,000	Year 2 funding agreed from Business Rates retention Pilot Reserve
COLC	-5,000	0	-5,000	Year 1 carry forward to fund commitment in year 2
Total	-115,000	-45,000	-160,000	
Projected Spend:				
Addiction Outreach Worker	40,000	40,000	80,000	LCC
LBIG Team Coordinator	10,000	10,000	20,000	Lincoln BIG - anticipated following successful BID Ballot
LPFT Mental Health Worker	0	40,000	40,000	TBC but anticipated maximum cost - currently £50k p/a paid by PCC. No agreement to fund in future from PCC.
Misc. Project Work	5,000	10,000	15,000	Various project work & petty cash spend
Back fill arrangements		5,000	5,000	Due to in year staff vacancies back filling arrangements have not been required as envisaged however team is anticipated to be at full capacity wef 01 April 2020
Total	55,000	105,000	160,000	
Underspend	-60,000	60,000	0	Request for Year 2 funding to be carried forward to enable a full year 3 project to December 2021

8. Strategic Priorities

8.1 Let's drive economic growth

This is met by enhancing our city centre and retail area in both the daytime and night time economy by providing a safe and attractive city.

8.2 Let's reduce inequality

This is met by holistically protecting and supporting some of society's most vulnerable and overlooked groups.

8.3 Let's enhance our remarkable place

This is achieved by working to ensure our city is safe and vibrant and that visitors and residents feel safe from harm.

8.4 High performing services

The team provides a holistic and innovative service that works closely with key partners to achieve an improvement for both individuals and communities that will

lead to sustainable positive changes.

9. Organisational Impacts

9.1 Finance (including whole life costs where applicable)

After securing the additional £90,000 over 2 years from the National Lottery it is recommended that executive approve the carry forward of £60,000 of the £65,000 year 2 reserve funding. This will enable the authority to deliver a fully budgeted third year of the Intervention Team whilst ensuring that the conditions of the National Lottery grant are fully met.

9.2 Legal Implications including Procurement Rules

The contract in place with Lincolnshire County Council regarding the procurement of an Addaction Worker will require a new contract for year 3.

The agreement with LPFT regarding the procurement of the Mental Health Outreach Nurse allows for the extension of the agreement. Meetings are taking place to formally extend this to include year 3.

9.3 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

9.4 Human Resources

There is a need to ensure that seconded staff are retained to ensure the continued service delivery.

10. Risk Implications

10.1 Require partners to continue to support the team in terms of providing seconded staff to the service.

10.2 This has limited risks associated with it however if the team is to disband after year 3 then an exit strategy will need to be planned and adhered to.

11. Recommendation

11.1 Executive are recommended to:

Approve a reallocation of £60,000 reserve funding into 2020/21 to be used to enable the project to continue through to December 2021.

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:

Francesca Bell
Public Protection, ASB & Licensing Service Manager
Telephone (01522) 873204

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SUBJECT: HARTSHOLME COUNTRY PARK - FEES AND CHARGES

DIRECTORATE: COMMUNITIES AND ENVIRONMENT

REPORT AUTHORS: STEVE BIRD ASSISTANT DIRECTOR, COMMUNITIES AND STREET SCENE

JACLYN GIBSON, CHIEF FINANCE OFFICER

1. Purpose of Report

- 1.1 To seek agreement to the use of some specific charges in Hartsholme Country Park, in advance of full Council formally agreeing the Council's full table of Fees and Charge for the year ahead.
- 1.2 To seek an adjustment of the way that Fees and Charges for some areas of the Council's business are set, moving to a two year proposal, so that customers can have certainty in advance, and thus permitting earlier bookings to be taken.
- 1.3 To seek agreement to support the Council's channel shift initiatives by taking card payments only.

2. Executive Summary

- 2.1 Current practice is to set all fees and charges for the Council annually. This report identifies that the council has a need, in some areas of its business, to gain certainty of fees and charges for longer than one year, so as to facilitate improved trading activities.
- 2.2 This report seeks permission to take bookings based on some charges in advance of them being formally agreed at full council, and to move to agreeing proposed charges two years ahead, rather than just one.
- 2.3 Further the report seeks agreement to stop taking cash payments, with card payments being the default.

3. Background

- 3.1 Currently the Council sets all fees and charges on a year-by-year basis.
- 3.2 However, in some trading areas, for example where advance bookings may be taken, then it has been identified that there is a demand for customers to book and pay on timetables not compatible with the council's current process.
- 3.3 An example would be where someone wishes to book and pay for a camp site pitch a year ahead. They may leave their pitch in September, and want to book to return next year, but as things stand we are unable to transact that business due

to uncertainty on price. Instead we take details and contact them after fees and charges are set, which is far from an ideal service, effectively doubling the staff time required in order to take a booking, which could be eliminated if a customer had been able to book online. It does lead to some loss of business.

- 3.4 Another example would be for such as events. Events can take more than a year to set up and as a part of this it can be helpful to develop plans and bookings based on certainty of charges.
- 3.5 It is also important to note that the ability to advertise the availability of bookings a long way ahead is also important, and that this too does not always fit well with the current fee and charge setting timetable.

4. The Proposal

- 4.1 That the table of fees and charges for Hartsholme Country Park be amended to make recommendations for two years. These have reference to the normal procedure of inflation based on 3% annually, but are also mindful of market pressures from competition, have reference to the quality of facilities offered, and customer feedback. The charges proposed therefore reflect what are considered to be rates that will protect or enhance our income generating potential.
- 4.2 A formal proposal is attached as Appendix A
- 4.3 This report also seeks agreement to the way payment is taken for bookings. At the moment, although advance payment is requested it is not always provided. In line with the council's channel shift programme, it is proposed that advance booking will be the default preference, and deposits taken by card. Deviation from this will be the exception. However, not wishing to turn bookings away, we will still take payment on arrival, but this MUST be by card. Cash will no longer be acceptable.

5. Strategic Priorities

5.1 Let's drive economic growth

This report relates to services offered by the Council. The camp site is used by visitors to the city, and therefore underpins the wider tourism offer.

5.2 Let's enhance our remarkable place

A vibrant events programme is a key part of encouraging people to engage with open spaces, and learn about their surroundings.

6. Organisational Impacts

6.1 Finance

Fees and charges are set by full council annually. This report proposes that consideration be given to setting some fees for two years ahead. Given the relatively small number of areas affected, it is suggested that this will assist officers in adopting a more commercial approach for these services, without adding risks to the council's financial programme.

6.2 Legal Implications including Procurement Rules

There are no legal implications arising from this proposal.

6.3 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

This report does not impact equality, diversity or human rights in any way.

7. Risk Implications

(i) Options Explored

Continue with existing fee and charge setting process- this will not permit officers to take a more commercial approach, and may deter some bookings.

Set fees and charges for two years ahead- this will give certainty for business planning and permit early bookings.

(ii) Key Risks Associated with the Preferred Approach. None

8. Recommendation

8.1 That Executive endorses the principle of setting some fees two years ahead where there is a business need, and that this be reflected in future Fee and Charge setting reports to Council.

8.2 That Executive supports the use of Appendix A and refers this to full Council for consideration.

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? One

List of Background Papers:

None

Lead Officer:

Steve Bird ADCSS
Telephone (01522) 873421

LEISURE, SPORT & CULTURE- FEES AND CHARGES WEF 01/04/2020 - 31/03/2021

SERVICE : **HARTSHOLME COUNTRY PARK (DCE)**
 NOT SUBJECT TO VAT UNLESS STATED IN END COLUMN

	PREVIOUS 2018/19 £	CURRENT 2019/20 £	PROPOSED 2020/21 £	
HARTSHOLME COUNTRY PARK				
- Overnight stay, incl use of showers (per night)				
Standard non-electric price for a pitch in the tent only area (apart from backpack tent).				
- High Season *	17.00	17.50	18.00	inc VAT
- Low Season	15.00	15.50	16.00	inc VAT
Electric included in pitch price for all other pitches				
Four berth caravan, motorhome or tent and car				
- High Season *	19.50	20.00	20.50	inc VAT
- Low Season	17.50	18.00	18.50	inc VAT
Dogs (each per stay)			1.00	inc VAT
Backpack Tent	11.00	11.50	12.00	inc VAT
Overflow Pitch	10.00	10.00	10.00	inc VAT
Camping Pod Single Night	40.00	40.00	40.00	inc VAT
Camping Pod 2 nights or more	35.00	35.00	35.00	inc VAT
Camping Pod Christmas Market	50.00	50.00	50.00	inc VAT
Non-refundable deposit - (included within price)				
Bank Holiday Weekends only				
Single night	10.00	10.00	10.00	inc VAT
Two or more nights	25.00	25.00	25.00	inc VAT
Full Awning	3.00	3.00	3.00	inc VAT
Additional Adult	3.00	3.00	3.00	inc VAT
Additional Car parking	3.00	3.00	3.00	inc VAT
- Christmas Market period, per pitch *				
Non-refundable deposit - (included within price)				
Two - four nights	30.00	25.00	25.00	inc VAT
Five nights	67.50	-	-	inc VAT
With electric hook-up				
Single night Thur/Fri/Sat	30.00	30.00	30.00	inc VAT
Five nights	135.00	135.00	135.00	inc VAT
Single night Wed/Sun	25.50	25.50	25.50	inc VAT
* High Season Period:				
Includes all Weekends, Bank Holidays, and LCC School Holidays.				
Deposits required.				
- Activity/Visit (tier 1)				
Per Person	2.50	3.50	3.50	inc VAT
Group of 30 (can be broken down into £40 per hour)	80.00	80.00	82.00	inc VAT
- Activity/Visit (tier 2) (Rangers Club per activity)	3.50	5.00	5.00	inc VAT
- Hire of activity boxes (tier 3)		25.00	-	
- Wreath Making	15.00	25.00	25.00	inc VAT
- Willow Weaving	20.00	25.00	25.00	inc VAT
- Meeting Room	10.00	10.00	10.00	inc VAT

LEISURE, SPORT & CULTURE- FEES AND CHARGES WEF 01/04/2020 - 31/03/2021

SERVICE : **HARTSHOLME COUNTRY PARK (DCE)**
 NOT SUBJECT TO VAT UNLESS STATED IN END COLUMN

	PREVIOUS 2019/20 £	CURRENT 2020/21 £	INCREASE BASIC £	Other	INCREASE £	%	PROPOSED 2021/22 £	
HARTSHOLME COUNTRY PARK						2.22%		
- Overnight stay, incl use of showers (per night)								
Standard non-electric price for a pitch in the tent only area (apart from backpack tent).								
- High Season *	17.50	18.00	0.54	0.04	0.50	2.78%	18.50	inc VAT
- Low Season	15.50	16.00	0.48	0.02	0.50	3.13%	16.50	inc VAT
Electric included in pitch price for all other pitches								
Four berth caravan, motorhome or tent and car								
- High Season *	20.00	20.50	0.62	0.12	0.50	2.44%	21.00	inc VAT
- Low Season	18.00	18.50	0.56	0.06	0.50	2.70%	19.00	inc VAT
Dogs (each per stay)		1.00					1.00	inc VAT
Backpack Tent	11.50	12.00	0.36	0.14	0.50	4.17%	12.50	inc VAT
Overflow Pitch	10.00	10.00	0.30	0.20	0.50	5.00%	10.50	inc VAT
Camping Pod Single Night	40.00	40.00	1.20	1.20	-	0.00%	40.00	inc VAT
Camping Pod 2 nights or more	35.00	35.00	1.05	1.05	-	0.00%	35.00	inc VAT
Camping Pod Christmas Market	50.00	50.00	1.50	1.50	-	0.00%	50.00	inc VAT
Non-refundable deposit - (included within price)								
Bank Holiday Weekends only								
Single night	10.00	10.00	0.30	0.30	-	0.00%	10.00	inc VAT
Two or more nights	25.00	20.00	0.60	4.40	5.00	25.00%	25.00	inc VAT
Full Awning	3.00	3.00	0.09	0.09	-	0.00%	3.00	inc VAT
Additional Adult	3.00	3.00	0.09	0.09	-	0.00%	3.00	inc VAT
Additional Car parking	3.00	3.00	0.09	0.09	-	0.00%	3.00	inc VAT
- Christmas Market period, per pitch *								
Non-refundable deposit - (included within price)								
Two - four nights	25.00	25.00	0.75	0.75	-	0.00%	25.00	inc VAT
Five nights	-	-	-	-	-	-	-	inc VAT
With electric hook-up								
Single night Thur/Fri/Sat	30.00	31.00	0.93	0.07	1.00	3.23%	31.00	inc VAT
Five nights	135.00	135.00	4.05	4.05	-	0.00%	135.00	inc VAT
Single night Wed/Sun	25.50	26.00	0.78	0.78	-	0.00%	26.00	inc VAT
* High Season Period:								
Includes all Weekends, Bank Holidays, and LCC School Holidays.								
Deposits required.								
- Activity/Visit (tier 1)								
Per Person	3.50	3.50	0.11	0.11	-	0.00%	3.50	inc VAT
Group of 30 (can be broken down into £40 per hour)	80.00	82.00	2.46	0.40	2.06	2.51%	84.00	inc VAT
- Activity/Visit (tier 2) (Rangers Club per activity)	5.00	5.00	0.15	0.15	-	0.00%	5.00	inc VAT
- Hire of activity boxes (tier 3)	25.00	-	-	-	-	-	-	
- Wreath Making	25.00	25.00	0.75	0.75	-	0.00%	25.00	inc VAT
- Willow Weaving	25.00	25.00	0.75	0.75	-	0.00%	25.00	inc VAT
- Meeting Room	10.00	10.00	0.30	0.30	-	0.00%	10.00	inc VAT

SUBJECT:	NEW DEVELOPMENTS - CHARGES FOR BINS
DIRECTORATE:	DIRECTORATE OF COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	STEVE BIRD, ASSISTANT DIRECTOR

1. Purpose of Report

- 1.1 To provide a clarification to a decision taken by Executive last year in relation to the costs of providing waste bins in new developments, making clear that this is for the provision of the bin only, not the ongoing service, and that developers are the first choice for payment.

2. Executive Summary

- 2.1 In October 2017 the Executive received a report on the costs incurred by the Council for the supply of waste/recycling receptacles. The report noted that across the city the cost was considerable, and that this was having an adverse impact on budgets. It noted that an alternative way of considering the issue was for developers to provide the bins as a part of the development, at their cost.
- 2.2 This report therefore seeks agreement to maintain the original approach to developers at the outset, but where a developer refuses to pay, then the council is to write to the new occupants of the properties explaining that the developer has refused to pay, and inviting them to either pay themselves, or to take the matter up with their developer.

3. Background

- 3.1 As has been the backdrop for budget planning in recent years, the Council continues to operate in a difficult financial environment. Significant national reforms about future funding allocations to local government, and the implementation of new funding mechanisms, are set to detrimentally impact on the Council's financial position. In addition, the impact of Brexit and the consequent impact on the economic and political landscapes poses significant uncertainty for local government resources.
- 3.2 Furthermore the Council continues to face financial challenges due to changes in the use of and demand for its services as well as escalating costs. In response to these funding reductions and pressures, the Council is undertaking continual reviews of its services, which has led to a reduction in its annual expenditure. However, the Council still has further significant annual savings to deliver if it is to meet the targets set out in the current MTFS.

4.0 **Service background**

- 4.1 The Council currently provides waste services by way of a tailored service. That is to say it considers the needs of a property's residents, and the practicalities of collection, before deciding the type of receptacle for the waste.
- 4.2 When a new property is built or a property is redeveloped, the Council should have input to what waste storage system is appropriate. When the property is sold or let, the Council provides suitable waste disposal receptacles as required. This may be bags, 140 litre, 240 litre, or communal 660 litre or 1100 litre bins.
- 4.3 This report identifies the burden that this places on the Council's existing bin purchase budget, which frequently overspends, and suggests making a charge to developers of new or redeveloped properties where a new waste bin system is required.
- 4.4 In developing a way forwards various options have been explored, including S106 and making bin provision a planning condition. Advice is that whilst it couldn't be a planning condition, there is potential as a S106 requirement, provided it could be justified under the Central Lincolnshire plan. However, this is in draft currently and will take some time to bring to fruition, with a currently undetermined timescale. It is therefore suggested that an alternative scheme is developed in the meantime, as set out below.

5.0 **The Proposal**

- 5.1 In October 2017 the Executive agreed to charge developers for bin provision. It agreed a set of charges, including delivery.

140 litre bin £22

240 litre bin £26

Communal /1100 litre bin £149

Delivery £10 (up to four bins to one address) or per communal bin.

No concessions.

When considering the overall purchase price of a residential property, and the many professional fees also involved, the above represents a very small additional cost.

- 5.2 The council will continue to ask developers for the costs, but where they will not pay, then the new residents will be approached directly to pay, explaining that they are being asked due to the refusal of the developer to pay. The legislation permitting charging of residents is clear and beyond challenge.
- 5.3 A brief assessment of the state of charging by some other authorities is attached as appendix A. Whilst not all Councils charge, it is understood that many other authorities do, and of those that don't, many are considering this option currently due to their financial pressures. It is expected to be standard practice in due course.

6. Strategic Priorities

6.1 Let's drive economic growth

A thriving local community requires efficient and effective waste services as just one part of the necessary supporting infrastructure. The city is expanding at a fast rate and each new property will require a waste service. Given the rate of forecast expansion, this will impose a considerable strain on existing budgets if no charge is levied.

See risks below.

6.2 Let's reduce inequality

By charging the developers this mitigates costs to the Council, and thereby assists in protecting essential services.

7. Organisational Impacts

7.1 Finance (including whole life costs where applicable)

Based on the last three years of growth in the city, and based on the fees suggested being applied to what would have been supplied, income would be expected to be in the order of £10,000, although it is stressed that this is an estimate and actual figures would be directly related to growth. Assessing needs, organising deliveries and invoicing would be undertaken by existing resources. The resourcing issues for the section are considerable given the past history of both cuts to budgets and increases in demand, but it is not proposed that the introduction of this charge will incur any further direct costs.

7.2 Legal Implications including Procurement Rules

The Council has a legal duty, under Section 46 of the Environmental Protection Act 1990 (EPA) to collect household waste. However, the EPA allows the Council to define the standard and quality of containers that must be used and to require property owners to pay for the containers. The legislation states :

S46 (1) Where a waste collection authority has a duty by virtue of section 45(1)(a) above to arrange for the collection of household waste from any premises, the authority may, by notice served on him, require the occupier to place the waste for collection in receptacles of a kind and number specified

(3) In making requirements under subsection (1) above the authority may, as respects the provision of the receptacles—

(a) determine that they be provided by the authority free of charge;

(b) propose that they be provided, if the occupier agrees, by the authority on payment by him of such a single payment or such periodical payments as he agrees with the authority;

(c) require the occupier to provide them if he does not enter into an agreement under paragraph (b) above within a specified period; or

(d) require the occupier to provide them.

However, a developer challenge has been received previously based on the legislative referral to “occupier”. They have claimed that they are not the occupier, and therefore are not liable for the charge. Although this could be argued, equally it could be said that up to sale of the property and occupation, they are the owner, and therefore by definition the occupier. This was refuted by the developer who challenged, and given the ambiguity it might only be resolved by court case. In order to avoid this, and the costs associated, the alternative approach described in this report is recommended for Executive consideration.

With respect to enforcement the EPA states:

A person who fails, without reasonable excuse, to comply with any requirements imposed under subsection (1), (3)(c) or (d) shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Should the “occupier” decline to pay for the supply of a waste container they must provide an alternative receptacle of an acceptable standard. There are BS/EN standards for wheeled bins, and the council reserves the right to stipulate sizes, colours, and suppliers for consistency and safety purposes. If they do not comply and provide wheeled bins that are not in line with the requirements, they may be served with a Section 46 notice under the Environmental Protection Act 1990, which would require them to provide the necessary containers. Failure to comply with this notice may lead to the issuing of a Fixed Penalty Notice and or prosecution by the council, if the resident puts rubbish out in an unauthorised container.

7.3 Land, property and accommodation

The Council has limited storage for wheeled bins, which has been problematic in recent years, often relying on the contractor for assistance. With the advent of the charged green waste service additional storage space has been acquired, which has eased the situation. No additional storage is foreseen as being required as a result of this change, provided the green waste bin storage remains available.

7.4 Human Resources

There are no HR implications beyond the additional workload.

7.5 Equality, Diversity and Human Rights

No impact.

7.6 Significant Community Impact

No impact

7.7 Corporate Health and Safety implications

No impact.

7.8 Risk Implications

(i) Options Explored

a) Charging – see below.

b) Not charging - Failure to impose a charge will mean that the pressure on the waste services budgets is not mitigated, and may lead to budget overspends.

Key risks with preferred approach.

Residents could refuse to pay, and thus the council would need to take enforcement action.

8. Recommendation

8.1 Executive agrees that the council will maintain its first approach to charge developers, making a developer responsible for bin provision costs in alignment with previously agreed fees and charges.

8.2 That, where a developer refuses to pay, this cost is passed to residents directly, explaining the reason for the charge.

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?

One

List of Background Papers:

Executive October 2017

Lead Officer:

Steve Bird ADCSS
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APPENDIX A

ASSESSMENT OF COUNCILS CHARGING FOR BINS IN LINCOLNSHIRE

	ELDC	WLDC	NKDC	SKDC	BBC	SHDC	
Do you charge for new bins?	Yes (developer first but if they refuse then householder)	Yes (developer first but if they refuse then householder)	No (regular review due to budget pressures).	Yes. (developer first but if they refuse then householder)	Yes (developer first but if they refuse then householder)	No	
If so how much?	£27 per bin plus £25 delivery. (£79 for 2 bins delivered)	£33 residual, £33 recycling £15 Green (£66 for two bins delivered)	N/A	A range of different charges for different situations but basic charge £26 each. plus £10 delivery for a single or set (2) or a load of bins (£62 for two bins delivered) Communal bins £149+£10 delivery each.	Standard wheeled bins £25 each. (£50 for two bins delivered). 1000L communal bins at £165 each.	N/A	

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SUBJECT: LINCOLN ZERO CARBON UPDATE

DIRECTORATE: MAJOR DEVELOPMENTS

REPORT AUTHOR: KATE BELL, REGENERATION OFFICER/MICHAEL HURTLEY, ASSISTANT DEVELOPMENT OFFICER

1. Purpose of Report

1.1 The purpose of this report is to inform and update Executive on progress towards Lincoln's net zero carbon dioxide (CO₂) emissions target by 2030 and request members of the Executive Committee consider the resources required across a range of service areas and give approval for officer time to be allocated to deliver the proposed actions outlined in this report.

1.2 There are 2 strands to this report –

- City wide approach to work with our partners and the residents of Lincoln to establish a roadmap to zero carbon and CoLC's role within the partnership.
- How we can continue to reduce the council's own CO₂ emissions.

2. Background

2.1 On the 14th March 2012 the City of Lincoln Council hosted Lincoln's first low carbon conference, launching the Low Carbon Lincoln Partnership (LCLP) and Charter. To date 48 local organisations and businesses have signed the Low carbon Lincoln Charter. Following the launch event the LCLP prepared the Low Carbon Lincoln Plan 2012-2020 and agreed a target to reduce Lincoln's CO₂ emissions by 25% by 2020. The latest figures for Lincoln show a per capita CO₂ reduction of per 44% between 2005 and 2017.

2.2 In March 2018, as part of Vision 2020 drive to integrate sustainability into the council's operations and services, CMT agreed to set up a Carbon Reduction Taskforce made up of officers representing all Directorates and service areas within the council with responsibility for environmental management and or property management. In addition the taskforce is also attended by Councillor Bob Bushell, Portfolio Holder for Remarkable Place, Councillor Preston, Sustainability Advocate and chaired by Kate Ellis as Corporate Management Team (CMT) Sustainability Champion.

2.3 During 2018 the taskforce have carried out the following:-

- Reviewed City of Lincoln Council (CoLC) environmental responsibilities to ensure the council are meeting all statutory duties. Recorded and

identified officers responsible for delivering duties to ensure adequate resources are in place.

- Reviewed, advised and completed the council's Travel Plan which was approved by CMT in June 2019.
- Reviewed and considered actions required to develop a CoLC Environmental Management System (EMS).
- Supported Councillor Sue Burke, as Sustainability Champion in 2018, with a review of the council's sustainability initiatives and advised on the council's environmental performance report to Full Council in Feb 2019.
- Carry out a review of the provision of Electric Vehicle (EV) recharge points provided in the city and prepared a report to CMT.

2.4 During 2019/20 the taskforce are currently working on the following actions:-

- Preparing an EV Infrastructure Strategy.
- Inputting into the review of the council's fleet vehicles to identify the most fuel efficient and cost effective options for the new fleet contract.
- Advising on energy efficient options for the Crematorium refurbishment and low carbon funding opportunities.
- Supporting the delivery of the actions included in the CoLC Travel Plan.
- Drafting the council's Environmental Policy
- Acting as an advisory group for the 2019 Air Quality Management Plan.
- Reviewing the council's energy monitoring and recording processes to enable accurate green house gas reporting.
- Reviewing the council's single use plastic, and preparing an action plan to support the council's motion to remove single use plastic wherever possible.

2.5 On the 23 July 2019 the council agreed a motion declaring a Climate and Environmental Emergency. The motion includes a commitment for Lincoln to achieve a net zero carbon target by 2030. Net zero means the amount of greenhouse gases emitted into the atmosphere is no more than the amount taken out. The target has been set on the basis of the latest IPCC (Intergovernmental Panel on Climate Change) report of 2018 in which the world's leading climate scientists warn that humanity has only 12 years left in which to cap temperature rises at 1.5C or face a higher risk of drought, floods and heatwaves.¹

2.6 For Lincoln to become a net zero carbon city by 2030 emissions would need to be capped at approximately 53 kilo tonnes per capita. In order to ensure we live within our carbon budget we would need to drastically reduce emission by a further 51% from the current 3.5t CO₂ per capita to 1.7t per capita per annum.

2.7 The Zero Carbon update report was considered and approved by CMT on the 24 September 2019 and Leadership on the 26 September 2019.

3. What have we achieved to date to reduce Lincoln's CO₂ emissions?

¹ https://report.ipcc.ch/sr15/pdf/sr15_spm_final.pdf

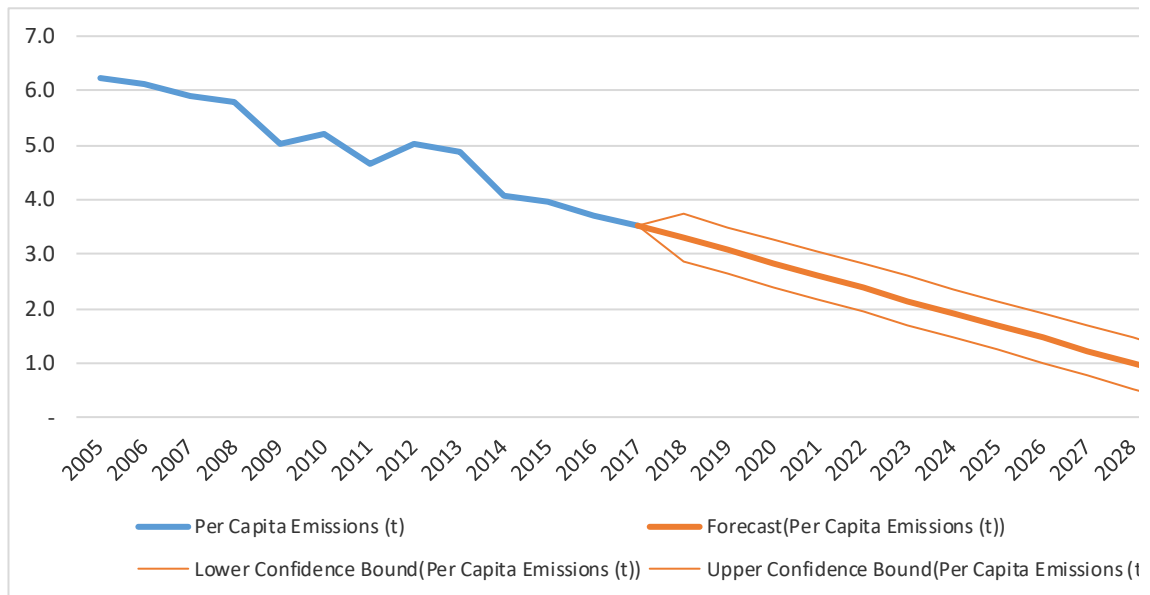
3.1 Lincoln's per capita CO2 emissions have been steadily reducing since 2005 and are currently the second lowest per capita emissions in the East Midlands. The latest estimates of end-user CO2 emissions for local authority area are published annually by the Department for Business, Energy and Industrial Strategy with a two year time lag.

3.2 The following table shows that emissions have reduced across all sectors since 2005 and by 44% per capita and by 30% since 2012.

Lincoln's kilotonnes of CO2				
Year	Industry and Commercial Total	Domes tic Total	Trans port Total	Per Capit a Emiss ions (t)
2005	275.8	204.7	70.1	6.2
2006	272.2	206.5	70.0	6.1
2007	265.0	195.5	71.3	5.9
2008	257.9	194.0	69.5	5.8
2009	214.9	175.1	67.3	5.0
2010	224.2	188.7	66.9	5.2
2011	203.5	166.1	64.8	4.7
2012	233.2	177.9	63.1	5.0
2013	227.3	174.9	62.9	4.9
2014	180.4	146.6	64.0	4.1
2015	175.0	142.4	64.2	4.0
2016	156.5	137.7	65.2	3.7
2017	150.0	130.0	65.9	3.5

3.3 If emission reduction continues to reduce at the current rate we are on track to achieve a 50% per capita CO2 reduction by 2020. The main driver for the decrease in Lincoln's emissions over recent years is largely due to a change in the fuel mix for electricity generation, with a decrease in the use of coal and an increase use of renewables.

3.4 The following graph shows a projection of future emissions, the middle confidence line is based on local and national existing and planned policies to reduce CO2. The lower confidence line shows an additional 35% emissions reduction that would be required to achieve a net zero target by 2030.



4. Further Analysis of Lincoln’s CO2 emissions

4.1 Electricity Consumption

Since 2005 Lincoln’s CO2 emissions from electricity consumption have reduced by 61%

4.1.1 CO2 emissions for electricity consumption from industrial, commercial and domestic sectors have reduced significantly since 2005 and have made the most contribution towards the reduction of total emissions achieved to date. This is largely due to the decarbonisation of the electricity supply. Lincoln’s electrical energy comes from a local substation which supplies all locally generated energy, including some renewable energy types. If there is more demand for energy than can be sourced locally, this is supplemented by fossil fuels and nuclear energy from national and European sources to meet demand. Due to the abundance of renewables generated locally (solar, wind, biomass and landfill gas) currently 72% of locally generated energy comes from renewables.² Also efficiency of appliances, i.e. white goods, light bulbs

4.1.2 Ongoing investment in research and development into the power sector is likely to ensure that we will continue to benefit from a decarbonised electricity supply and further reductions of CO2 locally.

4.2 Gas Consumption

Since 2005 Lincoln’s CO2 emissions from Gas consumption have reduced by 22%

4.2.1 In terms of heat required across all sectors CO2 emissions have been much slower to reduce. Gas consumption for Lincoln makes up a significant proportion of Lincoln’s emissions (44%) and compared to electricity has been

² Energy Source data supplied by Western Power Distribution and available via a Carbon Tracer app.

slower to reduce since 2005. Nationally only 7.7% of UK energy for heating and cooling comes from renewable sources and this is likely to be reflected locally as Lincoln currently has limited local renewable sources for heat. The council do have a small scale biomass energy centres at Shuttleworth House. We are currently awaiting the response from government regarding the 'Future Framework for Heating in Buildings' call for evidence. In March 2019 the government announced that it will ban fossil fuel heating in new homes from 2025 and are currently proposing the alternative would be provided by heat pumps and much higher insulation standards.

4.2.2 Nationally extensive research and development is underway into decarbonising the gas supply, including a switch to a mix of hydrogen and renewable green gases that have zero CO2 emissions. This would require hybrid heating systems and gas pipes that could cope with a mix of clean gases and electricity. A cleaner, renewable source of gas is not yet available to supply the UK gas network, it will be necessary for the Lincoln Climate Commission to work together to explore a range of alternative local sources of heat. There are many examples of small scale, green gas plants producing low carbon biomethane³ Smarter hybrid systems where gas and electricity work together i.e. Combined heat and power technology. A combination of changes to the energy mix from the national grid and as well as cost effective, reliable solutions to heating and cooling our homes and work places will be essential to ensure we meet our net zero carbon target by 2020.

4.3 Transport

Since 2005 Lincoln's CO2 emissions from transport (road and rail) reduced by 6%

4.3.1 Transport emissions have reduced overall since 2005, however since 2014 have started to increase again. CO2 emissions from traffic on major A roads has reduced by 10%, however there has only been a 1.5% reduction on minor roads since 2005 (with an 8% increase since 2012).

4.3.2 The recent increase of CO2 from traffic on minor roads can be explained by the following traffic flow data, provided by Lincolnshire County Council, showing an increase in traffic flow for motor vehicles between 2003 and 2017 in the Lincoln urban area.

	Pedal Cycle	Motor Cycle	Cars/ Taxis	Buses/ Coaches	Light Goods Vehicles	All Heavy Goods Vehicles	Total (exc PC & MC)
Strategy Area	-20%	11%	22%	-5%	72%	9%	27%
Urban Area	-13%	20%	2%	-3%	48%	-12%	6%
Rural Area	-22%	3%	38%	0%	86%	15%	42%

³<http://www.energynetworks.org/assets/files/gas/Gas%20Futures%20booklet/1745%20ENA%20Gas%20Futures%20Messages%2016pp%20A5%20booklet%20p14%20FINAL%20singles.pdf>

4.3.3 The significant rise of traffic flow for light goods vehicles can be explained by the increase over recent years of items being ordered online and delivered to homes.

4.3.4 The reduction of bus usage and increase of cars/taxis reflects the reduced funding to rural bus services, however since 2017 both Stagecoach and PC coaches have confirmed that there has been an increase in bus usage again following the completion of the Lincoln Transport Hub and an improved bus service

4.3.5 The overall decline in pedal cycling between 2003 -2017 does not reflect more detailed data for Lincoln from the DfT which shows an increase in the percentage of people that cycle on a regular basis, i.e. as a mode of transport rather than for leisure purposes. The table below shows the percentage figures for Lincoln over the last 3 years have significantly increased.

4.3.6

Percentage of People Cycling for Travel - Lincoln				
Year	Once per month	Once per week	Three times per week	Five times per week
17/18	13.9	11.2	6.4	4.9
16/17	13.4	11.2	4.7	3.7
15/16	12.7	9.8	6.1	3.4
+/-	+9%	+12%	+5%	+31%

Source DfT Statistical Data Set 2019

According to the DfT data set in 2017/18 Lincoln had the 15th highest percentage of people travelling five times per week by bicycle out of 336 Local Authorities in the country.

5. CoLC actions delivered to date to reduce our carbon footprint.

5.1 The Council have implemented a wide range of low carbon projects and initiatives since 2012 as part of our commitment to the Low Carbon Lincoln Charter. Projects include a range of energy efficiency improvements to the council's housing stock; adoption of a corporate staff travel plan; investment in renewable technologies; installing EV charging points in council car parks; environmental improvements to Council owned properties including Yarborough, Birchwood Leisure Centres and the managed workspaces. **Appendix 1** provides a record of the sustainability initiatives implemented across all the Council's Directorates.

6. Lincoln Climate Commission (LCC)

6.1 The LCC is an embryonic group chaired by Cllr Metcalfe, with secretariat provided by the Council, and attended by a range of local experts from the public, private, 3rd sector and community to look at how we can work together

to address the climate emergency and create local solutions. To date the group have agreed a Terms of Reference and have met on three occasions during 2018 and 2019.

6.2 The LCC are currently focussed on the following actions:

- To set up a formal application process for attendance on the commission to ensure attendees represent the public, private and 3rd sector organisations (8 reps from each) to ensure the commission has the experience and knowledge required.
- To prepare the Lincoln Roadmap to Zero Carbon,
- To set up a citizens assembly to consult on the roadmap and communicate zero carbon to residents, businesses and organisations in Lincoln.
- To organise a series of workshops during Nov/Dec 2019 to consult on the roadmap content with members of the citizens assembly.

7. **The role of digital/smart technology and Lincolnshire's energy assets to achieve zero carbon.**

7.1 Digital can best be described as using modern information technology (computers and other internet connected devices) to connect people with information.⁴ To achieve our zero carbon target we will need to better link innovation and digital infrastructure in areas such as energy efficiency, low-carbon heating and clean transport with new digital services such as mobile phone applications and connected devices.

7.1.1 Examples of where smart technology can improve services and reduce carbon:-

- energy distribution, more intelligent 'smart grid' approaches have been developed, where the usage of energy is monitored in detail, and connected appliances and properties can 'communicate' with one another to buy and sell energy, helping minimise wastage, and maximise the opportunity of commercial generation for householders and businesses.
- Within the waste sector artificial intelligence is beginning to be used to sort waste, and improvement in recycling technology has greatly increased the proportion of waste that is recycled. Future AI could be used to make waste collection more efficient reducing the traffic congestion and distances vehicles travel by disposing of waste at smaller, local sites and generating energy back to the homes.

7.2 Lincolnshire is rich with renewable energy assets, up to 20GW of additional energy capacity from north sea offshore wind is planned by 2030. However despite this Lincolnshire's energy infrastructure has areas of significant capacity constraint. As we transition to a more flexible and decentralised energy system, it is important that local areas feel the benefit of our many energy assets as Lincoln and surrounding community grows and prospers we will need local decentralised energy solutions to meet the changing local

⁴ Rushmoor Borough Council Digital Strategy 2017-2020

demand. We will need to work closely with the GLLEP as they further develop an Energy Strategy for Greater Lincolnshire and ensure that we maximise opportunities for delivering GLLEPs energy ambitions in Lincoln, in particular on the Western Growth Corridor.

7.3 Lincoln holds key knowledge assets in energy. The School of Engineering at the University of Lincoln has a Power and Energy Group (PEG), which conducts research into areas such as electric and hybrid vehicles and energy systems management. In addition LORIC (Lincolnshire open research and innovation centre) are able to provide data experts and researchers to help access and use data to develop people, products, new systems and services.

7.4 The City of Lincoln Council has an important role as community leader, ensuring that zero carbon is embedded into Lincoln’s digital infrastructure strategy and we have a joined up digital approach to delivering public services.

8. The scope of Lincoln’s roadmap to zero carbon

8.1 The Lincoln Climate Commission proposes a science based target and carbon reduction roadmap should be developed to set out a clear path to how we will achieve net zero carbon by 2030. The roadmap will ensure that we target resources in areas where national actions are most likely to leave a gap in the net zero carbon target, i.e. CO2 emissions from transport and gas used for heating.

8.2 The following table outlines the actions required to complete the road map:-

Actions	Status
Establish the source of Lincoln’s CO2 emissions and the activities that show the slowest rate of reduction.	Complete
Identify national policy and actions that will impact on Lincoln’s emissions over the next 10 years	Complete
Record and monitor local projects/policies in place and planned that will impact on Lincoln’s future emissions.	Underway
Identify any gaps in planned local and national actions and policies that pose a significant risk to achieving a net zero carbon by 2030	Underway
Identify additional local projects, policies and initiatives that will be necessary to meet the net zero Carbon target.	Due to organise a series of workshops over Jan/Feb. Dates to be confirmed shortly.

9. Lincoln Transport Taskforce

The Lincoln Transport Taskforce has been set up with the purpose of providing a strategic forum for setting and championing sustainable modes of transport alongside ambitious growth of the City. The taskforce has brought together a wide range of key stakeholders in Lincoln to discuss a range of transport and movement issues. The task force has been established to explore the constraints in the current transport system and the opportunities that exist to

improve movement. The role of the taskforce includes feeding into and influencing the refresh of the Lincoln Integrated Transport Strategy and shape the strategic vision and key actions needed to ensure people and goods can move efficiently. The Task Force is chaired by Karen Lee MP, Member of Parliament for Lincoln. The Directorate of Major Developments provide the secretariat for the taskforce.

10. CoIC's own emissions and mechanisms in place to contribute towards a Zero Carbon target.

10.1 Housing and Growth

10.1.1 HRA Business Plan

The Government's Clean Growth Strategy announced a new target for all housing to be Energy Performance Certificate (EPC) Band C by 2030.

As of August 2019 83 council dwellings are at EPC rating E and require further analysis to improve the EPC; four dwellings are at EPC rating F (due to tenant refusing entry); and there are no dwellings with an EPC rating G. The Housing Investment team is working on an Asset Management Strategy, which will form part of the revised HRA Business Plan, and include a plan for bringing the EPC rating of 87 properties to rating D or above.

10.1.2 New Homes

The Council will seek to influence sustainable design and construction of new homes and work with partners on the Lincoln Climate Commission to promote the use of sustainable building materials in the construction industry and ensure whole life costs are considered on all new housing development in Lincoln to limit the environmental impact of much needed housing growth.

- The Local Plan Review provides a significant opportunity for strengthening planning's approach towards addressing climate change. Due to recent changes in the NPPF (National Planning Policy Framework) 'local authorities are not restricted in their ability to require energy efficiency standards above Building Regulations' The Central Lincolnshire Local Plan review, currently underway, will consider whether there is a case for requiring energy efficiency standards on new homes and renovations above Building Regulations. In addition in January 2020, Central Lincolnshire members will be considering the overall approach to Climate Change in the Local Plan, the planning-related options available and how far members wish to prioritise the issue of Climate Change. We await the outcome of the meeting in January 2020 with next round of public consultation due to start in spring 2020.
- New Council Homes – in 2018/19 council homes were purchased through a buy back agreement, therefore it was not possible for the council to influence the specification, have an EPC B rating. DMD and DHI are committed to ensuring that 2020/2021 new build council homes have an EPC A rating through good design and specification, i.e.

through improved insulation to ensure houses maintain a low running cost.

10.1.3 **Western Growth Corridor**

The Western Growth Corridor (WGC) provides an opportunity to assist Lincoln in the transition to net zero carbon. As one of Lincoln's Sustainable Urban Extensions the WGC also provides a prime opportunity to embed principles of sustainability and carbon neutrality in this residential housing scheme. At present work is underway to develop a statement of carbon neutrality, to be attached to the planning application, to set out how the WGC shall include a range of carbon neutral initiatives.

10.2 **Transport**

10.2.1 **Travel Plans**

In 2019 the Council reviewed and updated the City of Lincoln Council Travel Plan (TP), approved by CMT on the 11 June 2019. The TP sets out a range of actions that seek to promote sustainable travel solutions for CoLC employees, when making their journey to and from their place of work, and reduce car dependency. The CoLC TP has been undertaken in conjunction with Access Lincoln and is an accredited Travel Plan scheme. Actions identified in the TP are currently underway, i.e. the Bike2Work scheme, Lincoln Big Bus Pass.

Through the Lincoln Transport Task Force, the City of Lincoln Council has been working with a range of City wide partners in developing their organisational travel plans and looking at opportunities to put in place city wide travel planning initiatives.

10.2.2 **Review of Council Fleet Vehicles**

The lease for the Council's fleet vehicles is due to end in 2021, this creates an opportunity to review the current fleet and consider opportunities to introduce ultra low emission vehicles (ULEVs) into the fleet. The Council's Housing Repair Service (HRS) are committed to identifying opportunities to use ULEVs within the fleet where practical and financially viable. A review of the fleet is currently underway and a procurement exercise in 2020 will identify cost implications of introducing ULEVs to the fleet.

10.2.3 **Emerging Electric Vehicle Infrastructure (EVI) Strategy**

DHI and DMD are jointly preparing an EVI strategy. The purpose of the strategy is to:-

- Review the current supply and demand for Ultra Low Emission Vehicles (ULEVs) and electric recharge infrastructure in Lincoln.
- Review the CoLC provision of EVI and its role in encouraging/enabling the uptake of ULEVs.
- To identify funding opportunities available to improve the provision of electric recharge points.

The emerging EVI Strategy has identified the following findings:

- Currently overall supply adequately meets demand for recharge points in council and retail car parks for visitors and commuters to Lincoln. The Council can respond relatively quickly to install additional recharge points when necessary.
- There is currently no provision for residents without off street parking to charge a ULEV, limiting the opportunity for 1/3 residents to benefit in the future from the low running costs of ULEVs.
- It is difficult to forecast the demand for on street charge points in Lincoln while there is a barrier to residents in the city due to high ULEV investment costs and limited access to recharge points. To address this it is proposed that CoLC access OLEV's On Street electric recharge funding to provide a small number of recharge points in Council parking areas close to high density housing with the intention of enabling residents to access a potentially low cost mode of transport. Full details of this proposal to be outlined in the draft EVI strategy due to be presented to Executive Committee by the end of 2019.
- CoLC recharge points are working well, except at Lucy Tower St which needs to be updated to a dual 7kw unit. It is felt that a 7kw recharge unit (3-4 hrs for a full charge) currently works well with the provision of a free recharge and pay for parking concept.
- There is likely to be an opportunity in the near future to provide recharge points for taxi/private vehicle hire companies, at the moment this is still cost prohibitive for Lincoln taxi firms/drivers but the Government are offering grant funding as an incentive to switch to ULEVs and the Council need to keep a watching brief on this.
- CoLC, as Local Planning authority, encourages the installation of electric recharge points for each dwelling on all new housing developments with dedicated off street parking. Where residential development proposes shared parking Development Management (DM) request 10% of parking spaces include electric recharge points. DM also request electric recharge points at commercial developments, however the rates vary depending on the intended use.

10.3 CoLC Environmental Management System (EMS)

10.3.1 An Environmental Management System (EMS) is a structured and documented system used to manage an organisation's environmental performance and responsibilities. EMS was discussed at the first meeting of the low carbon task force in January 2018 and it was agreed that the first task of the group was to review the sustainability measures the Council currently has in place, actions the Council would need and the resources required to develop the Council's own EMS.

10.3.2 CMT have tasked the Council's Low Carbon taskforce to review the options to proceed with an independently accredited EMS. As part of the review the task force found that Peterborough Environment City Trust (PECT) provide a programme titled 'Investors in the Environment' which provides a framework for, and supports organisations to, develop their own EMS. The Investors in the Environment programme also provide an EMS accreditation, supporting

organisations to achieve bronze, silver and green awards. The University of Lincoln have been a member of Investors in the Environment since 2015 and in that time have developed an EMS, achieving a green award and are currently working towards achieving ISO 14001 accreditation. ISO14001 is an internationally recognised accreditation scheme for EMS.

- 10.3.3 To proceed with the Investors in the Environment EMS local authority membership would cost the Council £899 (+VAT) per annum. The membership fee includes access to EMS resources (policy templates, resource measurement trackers, action plans), quarterly telephone support, marketing material. For Bronze and Silver award the Council would simply need to complete an online self audit. For an additional fee of £100 +VAT PECT will undertake an onsite audit which would be required to qualify for the Green award. There is also the opportunity to purchase additional support with setting up, monitoring and reporting processes if required (the day rate is £500 plus VAT)
- 10.3.4 As a comparison North Lincolnshire Council have ISO14001 accredited EMS costing £8,000 per year for external verification that they meet the ISO14001 Standard. This cost does not provide any external support towards developing an EMS and North Lincs Council advise that the process towards EMS requires 2-3 days per week of officer time. Investors in the Environment was set up as an alternative to ISO 14001 as a low cost approach to developing an EMS which is well suited to Local Authorities as it takes into account the Council's role of acting as a community leader and working in partnership to delivery area wide environmental improvements.
- 10.3.5 The Low Carbon Taskforce have reviewed the requirements for an EMS accreditation by Investors in the Environment and have prepared an action plan, **see appendix 2**, to identify the extent to which the Council is prepared for EMS accreditation and where improvements are necessary to ensure the Council receive a bronze, silver or green award. The review concluded that with some small improvements to recording and monitoring of energy consumption and with the adoption of an Environmental Policy the Council could complete an online self audit to achieve a Silver award in 2019/20 and aim for a Green award, requiring an onsite audit, by the end of 2020/21.
- 10.3.6 In addition to reviewing energy consumption the Council would also review and work towards reducing the environmental impacts of events, such as the Lincoln Christmas Market, procurement to ensure third party suppliers and contractors are also taking steps to reduce their environmental impact.

11. CoLC commitment to reduce single use plastics

- 11.1 In early 2019 the Council were approached by the Plastic Free Lincoln campaign group to support the campaign and to work with the group to achieve Plastic Free Community status for the City, awarded by the national charity Surfers Against Sewage. Full Council passed a motion to be a single use plastic free Council by 2022 on the 24th September 2019. A copy of the council's single use plastic audit and an action plan towards achieving the goals set out by Surfers Against Sewage is provided in **Appendix 3**.

12. Lincoln Christmas Market Environmental Policy

- 12.1 At many markets, large scale events and festivals throughout the country organisers are taking steps to reduce waste and CO2 emissions. As part of the Council's commitment towards plastic free community status and to develop an independently accredited Environmental Management System the Council will have to consider the environmental impact of Council run events. The Council will need to take steps to reduce the environmental impact whilst retain events that are so beneficial to the city. A specific Lincoln Christmas Market Environmental Policy would clarify the Council's environmental position and values, with a commitment that the Council is working towards improving the environmental performance of large scale events in the city.
- 12.2 For the Christmas Market 2019 stall holders have been sent a letter politely asking them to make efforts to reduce single use plastic and general waste. In 2019 the Council will monitor the waste and CO2 emissions from the Christmas Market and identify opportunities to reduce the environmental impact of the event in 2020. It is proposed that as and when appropriate the Council's contracts will be reviewed to ensure that every effort is made to reduce emissions from energy, waste and transport at the event in 2020.
- 12.3 For Christmas Market 2020 it is proposed the Council introduce a Christmas Market Environmental Policy, this will stipulate that stall holders do not provide single use plastics and explain how the Council will take reasonable steps to reduce energy, waste and transport at the event.

13. Corporate Priorities

13.1 Let's Drive Economic Growth

To deliver the following action:-

Refresh the Low Carbon Lincoln Strategy and Action Plan:

As part of the city council's aspiration to cut carbon emissions, we will work with partners to refresh the Lincoln Carbon Strategy by 2018.

14. Organisational Impacts

14.1 Finance

There would be a cost implication to undertake an EMS accredited by Investors in the Environment, this is likely to be in the region of £1000 however there is an option to pay for additional expertise with a day rate of up to £540 plus VAT. It is anticipated that all other costs will be either covered within existing budgets.

14.2 Legal Implications including Procurement Rules

There may be a requirement in the future to explore procurement options for an accredited EMS scheme. If there is likely to be a requirement to procure service to deliver the actions outlined in this report they will be included in a

more detailed project or policy specific report, i.e. the Electric Vehicle Infrastructure Strategy.

14.3 Land, Property and Accommodation

NA

15. Recommendations

To consider the following actions:-

- That CoLC continue to provide ongoing secretariat support to the Lincoln Climate Commission and to work collectively with LCC to deliver a science based zero carbon roadmap for the Lincoln local authority area and establish a citizens assembly to broaden consultation.
- To consider the bronze, silver and green membership levels for Investment in the environment and the resources required to proceed with the implementation of an Environmental Management System.
- To prepare an Environmental Policy by the end March 2020.
- To prepare a Lincoln Christmas Market Environment Policy by October 2020
- To consider the key points from the emerging Electric Vehicle Infrastructure Strategy.

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? Three

List of Background Papers: None

Appendix 1

Work undertaken by CoLC which support the low carbon / sustainability agenda

Policies & Strategies

The Councils vision/objectives/ambitions regarding Environmental Sustainability are set out in various documents;

Central Lincolnshire Local Plan 2012-2036 adopted April 2017; Sustainable growth is a key Plan objective. Sustainability has driven the development of all Policies, including the spatial strategy, level and distribution of growth, the need for affordable housing, and the provision of infrastructure the protection of the environment and natural resources and cultural and historic assets.

Vision 2020 identifies the Council's commitment to sustainability and outlines some of the initiatives prior to document publication in 2017. Recognising the implications that climate change has for environmental, economic and social well-being of the city, in 2005 the council produced a **Climate Change Strategy** with a view to minimising its impacts on the environment. One of its key objectives was to identify how to substantially reduce greenhouse gas emissions within Lincoln and how we should adapt to deal with predicted changes in climate.

The City Council signed up as a Member of the **Low Carbon Lincoln Partnership** and have as such made a commitment to working together to reduce Lincoln's carbon footprint by signing up to the **Low Carbon Lincoln Charter**.

In March 2012, City of Lincoln Council also hosted Lincoln's first low carbon conference, with attendance from 45 organisations out of which a **Low Carbon Lincoln Plan 2014-2020** was developed which included a delivery plan and annual monitoring commitment.

As part of the council's vision 2020 programme the council committed to refreshing the Low Carbon Lincoln Action Plan and is currently working with strategic partners to establish the Lincoln Climate Commission and develop a Lincoln roadmap to zero Carbon.

The City Council has included various projects/initiatives in its annual work programmes in response to the plan, including introduction of EV charging points; energy efficiency improvements to the Council's Housing stock; adoption of a corporate staff travel Plan; City Hall energy and water saving initiatives (rooftop solar panels and motor censored lighting and LEDs; improvements to other Council managed properties including Yarborough, and Birchwood Leisure Centres and the managed workspaces.

Works carried out to date that support the low carbon strategy (2008 – 2019)

Area	Project carried out between 2008 – 2016
City Hall	Extra on-site bike storage (City Hall)
City Hall	Showers at City Hall
City Hall	Electric van for parking services
Car Parks	EV (electric vehicle) charge points in 4 council car parks
Car Parks	Discount residents parking rate for anyone with a low emission vehicle
City Hall	Low energy lifts have been installed

City Hall	Investment of solar thermal panels and photovoltaics on roof of City Hall
The Terrace	Solar thermal and photovoltaics on roof of Terrace
City Hall	Motion censored lighting in refurbished toilets in City Hall
City Hall	LED lighting in refurbished offices in City Hall
City Hall	LED lighting in all communal areas of City Hall
City Hall	New roof covering, with added insulation at City Hall
Birchwood Leisure Centre	LED lighting at Birchwood Leisure Centre
Managed workspaces	LED lighting in communal areas of managed workspace
Car Parks	Solar panels have been added to the roofs of Lucy Tower car park and Broadgate car park
Yarborough Leisure Centre	M & E refurbishment (new boiler and pipework) at Yarborough Leisure Centre, substantially reducing energy costs
Council Houses	Implementation of strategy to replace windows in council owned housing stock with triple glazed windows
Council housing	Installation of bio-mass heating system at Shuttleworth House
Council Housing	Housing Investment programme includes upgrading boilers with energy efficient models
Council Housing	A range of energy efficient measures included on all new council houses, including EV charge points and PVs on 5 council bungalows
Various	Power perfector installed in 5 council buildings
Yarborough Leisure Centre	Yarborough sports pavilion has a green roof, rainwater capture and solar thermal hot water
City Hall	Switched to only 1 air-con unit in the IT server room
City Hall	Introduction of Skype facility in CR3 & 4
City Hall	Recycling bins in offices
City Hall	Involved in an office furniture recycling scheme
City Hall	New taps and low flush toilets installed in all toilets at City Hall, reducing water consumption
City Hall	Server virtualisation in IT (reducing the number of servers and AC)
City Hall	T5 lights in corridors and offices replaced with LED lighting as part of ongoing refurbishments
Car Parks	LED and light sensors at Broadgate and LTS MSCP
Car parks	A range of energy efficient measures included at the Transport Hub
various	2 Bike to work schemes offered to CoLC employees
Various	Travel Plan in place (recently reviewed in 2019)
Planning	All new housing developments over 10 units are encouraged to provide EV recharge points

Projects listed within Vision 2020 that support low carbon

Directorate	Vision 2020 Project (in progress)	RAGB Rating
Housing	Deliver the Lincoln Homes Standard across all Council owned homes by 2021	
Housing	Survey, identify and improve all Council owned properties with a SAP of 38 or less	
Housing	Survey, identify and establish an action plan to improve all Council owned properties with an E rated SAP (39-54)	
Housing	Improve 10% of all properties in the private sector which have an SAP rating of less than 38	
Housing	Raise awareness of free ways to reduce energy bills	
Housing	Maximise intervention for private sector properties with solid wall insulation	
Housing	Average SAP rating for residential council owned properties to be 70 or more	
Housing	Reduce the number of households in the city living in fuel poverty by 5% (230) households	
Housing	New build houses are SAP band B. Looking at opportunities to increase this to band A for future new build homes.	
Housing	Reviewing the Housing repair service vehicle fleet contract to identify opportunities to include more electric vehicles.	
Housing	Prepare an Asset Management Strategy to identify how Band E and F properties can be brought up to band D	
Major Development	Refresh the Low Carbon Lincoln Strategy and Action Plan	
Major Development	Explore the potential for a Lincoln Smart City Group (A smart city is a term given to a city that incorporates information and communication technologies (ICT) to enhance the quality and performance of urban services such as energy, transportation and utilities in order to reduce resource consumption, wastage and overall costs.)	
Major Development	Application to ERDF for Environmental Improvement grant	
Major Developments	Delivering the new homes programme, identifying all opportunities for zero carbon homes that are low maintenance and future-proof for not only for the tenants but also the environment.	

Communities & Environment	Recycling campaign (once LWP strategy has evolved)	
Communities & Environment	Supporting the Plastic free Lincoln campaign	
Communities & Environment	Update of the Air Quality Action Plan 2019	
Communities & Environment	Delivering the refurbishment of the new Crematorium which will include energy efficiency measures to reduce the sites Carbon Dioxide emissions by 50%.	
Housing	Promote bulk energy switching to lower energy bills for residents and prepare a statement of intent to enable council to utilise flexible eligibility powers to increase residents access to ECO3 funding	

Appendix 2 Investors in the Environment (IIE) – Accreditation criteria and action plan

	Bronze	Silver	Green	Actions in place	Actions required
<p>Step 1 - Environmental policy</p> <ul style="list-style-type: none"> • Senior management commitment • Commitment to reducing environmental impact • Legal compliance • Identify staff champion responsible for implementing the policy 	<p>Environmental policy in place.</p>	<p>Environmental policy in place.</p>	<p>Environmental policy in place.</p>	<p>ClIr Preston –Sustainability Advocate. Kate Ellis – CMT Climate Champion</p> <p>Low Carbon Taskforce (LCT) made up of officers from all Directorates with a wide range of knowledge of sustainability issues. Also attended by ClIr Smith, Portfolio holder for Remarkable Place</p>	<p>LCT to prepare a draft Environmental Policy to be considered by CMT</p>
	<p>Environmental champion appointed</p>	<p>Environmental champion appointed</p>	<p>Environmental champion appointed</p>		
<p>Step 2 - Measure resource use</p> <p>Resource use must be recorded and monitored on a regular basis</p>	<p>Monitor gas, electric and water use.</p>	<p>Monitor gas, electric and water use</p>	<p>Monitor gas, electric and water use</p>	<p>Half Hourly meter readings available for buildings accountable for 90% of energy consumption</p> <p>Community, sports buildings, central market – currently record Gas and Elec meter readings monthly.</p>	<p>Total Gas and Power (TG&P) will install smart meters for free on request. See spreadsheet for list of buildings requiring AMR.</p> <p>Water – consumption figures need to be requested from AW and monitored.</p>
	<p>Monitor use of 1 other resource</p>	<p>Monitor use of 2 other resources</p>	<p>Monitor use of 3 other resources</p>		

	Bronze	Silver	Green	Actions in place	Actions required
	Readings taken at least quarterly*	Readings taken at least quarterly*	Actual meter readings taken at least monthly*	<p>Monitor use of other resources</p> <p>The council's fleet mileage and business miles are recorded</p>	<p>Need to work with TG&P to collect gas data or for responsible officers to record gas meter readings monthly.</p> <p>Monitor use of other resources</p> <p>Waste contract requires data to be provided on weight of recycling/ paper collected. Data could be monitored to identify opportunities to reduce waste.</p> <p>Record and monitor purchased materials paper/plastic cups?</p> <p>Monitor fleet mileage and review as part of the new fleet contract in 2021.</p>
<p>Step 3 - Set targets</p> <p>SMART targets to achieve reduction in environmental impact and increase efficiency</p>	Targets for reduced impact identified.	Targets for reduced impact identified and progress towards targets can be demonstrated.	Targets for reduced impact identified and annual 2+% reduction in resource use for gas, electricity and water has been achieved from baseline figures.**	Greenhouse gas emissions baseline 2008/9, emissions monitored up to 2015. Reduction of 35% CO2 achieved since 2008/9	Re-establish monitoring of GHG emissions to determine a new baseline and set SMART targets to reduce environmental impact and increase efficiency.

	Bronze	Silver	Green	Actions in place	Actions required
Step 4 - Action Plan Assign completion dates and staff responsible Document actions taken and results Essential actions	Action plan in place	Action plan in place	Action plan in place	This table is the start of an Action Plan Green House Gas reports up to 2015/16 providing data required to calculate carbon footprint	Action plan to be developed once an accurate baseline established. Need to add timeframe, resources required and Directorate/Service area responsible for delivery, Update the Low Carbon Lincoln Plan with partners
		Adopt a travel plan	Calculate carbon footprint and set targets to reduce	Recycling system in place at City Hall, Hamilton House, MWPs Additional essential actions:- Fair Trade Policy.	
	Recycling system in place.	Undertake 2 additional essential actions	Undertake 3 additional essential actions	2013 Travel Plan in place. New 2019 TP in progress. City wide low carbon plan 2020 (needs refresh) Sustainability included in procurement policy Small business support officer working with businesses to help them reduce the use of single use plastics and organise awareness raising events in the Central Market	CoLC to support Plastic free Lincoln campaign to achieve plastic free community status. Requires the council to agree a resolution to support plastic free communities.

	Bronze	Silver	Green	Actions in place	Actions required
<p>Step 5 – Monitor and report progress</p> <p>Review progress towards targets</p> <p>Present progress to senior management and staff</p>	Present progress annually	Present progress annually	Present progress biannually	Low Carbon Task force in place to advise on improvements required to monitoring data, identify opportunities to improve efficiency and undertake reporting.	<p>Based on data currently available monitor and report to CMT/EXEC annually.</p> <p>Work towards collecting wider range of data to enable detailed monitoring a reporting biannually</p>
Step 6 - Accreditation	Online self-audit, 5% spot checks	Online self-audit, 5% spot checks	Onsite audit	Some actions required to achieve accreditation are already in place and outlined in this action plan.	<p>Year 20/21 CoLC to become a member of IIE and prepare to complete a self assessment audit.</p> <p>Year 21/22 –Aim for Green accreditation award.</p>

Appendix 3 City of Lincoln Council actions to support the plastic free Lincoln campaign and 2019/20 Audit

The following table outlines how the council are supporting the campaign towards plastic free community status for Lincoln:

OBJECTIVE 1	
<p>LOCAL GOVERNANCE</p> <p>Your local council makes a resolution supporting the journey to Plastic Free Community status</p>	
Requirements to achieve objective 1	CoLC actions
Council to work with Plastic Free Community leaders on the motion or resolution supporting Plastic Free Communities	<p>Cllr Bob Bushell, Cllr Preston and Cllr Metcalfe met with Plastic Free Community Leaders in July 2019 to discuss the issues and opportunities for actions the council could take to promote the reduction of single use plastic.</p> <p>Cllrs proposed a motion at Full Council on the 24th September 2019, which was approved without amendments, to support plastic free communities.</p>
Council must lead by example to remove single-use plastic items from their premises and council events.	<p>To carry out a plastic free audit to review where single use plastic items are still in use and identify replacements. (currently underway)</p> <p>Christmas Market 2019 - A letter will be sent to stall holders requesting that they make every effort to abscond from using single use plastic for all food service. Disposables and serve ware – including straws and hot drink lids – should ideally be made from biodegradable materials such as paper, card, wood or leaves and be fully compostable. For all traders who provide plastic bags for customers, they are asked to consider replacing them with a non-plastic or reusable alternative.</p> <p>Christmas Market December 2020 – The council are preparing a Christmas Market Environment Policy to enforce a limit of single use plastic.</p> <p>Christmas Market Post 2020 -to work with installers over the next few years to make Lincoln Christmas market a greener event. To review and update the CM Environment Policy as and when necessary.</p> <p>To review contracts with suppliers of goods and services to the council to identify where SUP are in use and where there is a viable</p>

	<p>alternative request that SUPs are eliminated. The council will aim to eliminate SUP from the supply chain wherever possible by 2022.</p> <p>Lincoln 10k event – Currently sponsored by Asda who as part of this arrangement supply 10 000 bottles of water. There are alternatives available such as edible water capsules which currently would be to expensive or paper cups, which would still generate waste.</p> <p>July 2019 CoLC have approached the organisers for the event ‘Run for All’ to discuss alternative options.</p>
<p>Council to encourage plastic-free initiatives, promoting the campaign and supporting events.</p>	<p>Saturday 13th April 2019- Plastic Free Lincoln Information Day – Lincoln Central Market (FOC)</p> <p>Information day with examples of single – use plastics, City of Lincoln Council donated some free Proud to be Lincoln hessian bags to encourage shoppers in the market to use these instead of plastic bags. Plastic Free Lincoln also gave advice to stall holders on going plastic free by encouraging bringing reusable containers and bags.</p> <p>CoLC providing The Terrace as a venue to host the following:</p> <p>26th September 7 - 9pm for a workshop ' Making and Building with Eco Bricks'</p> <p>3rd December 19 7 - 9pm for a workshop 'Living with Less Plastic'</p> <p>November Clean GB Week 2019– Central Market and City of Lincoln Council</p> <p>Working with a number of different partners including Plastic Free Lincoln to inform businesses and the community on single use plastics and promote the tool kit - https://drive.google.com/file/d/0B2MogL-iUQ2vZ0JtOU9zVUFpMms3b2Z5Uk8zaVRadEU0Zkpj/view</p> <p>CoLC Contractors – to prepare an environmental policy to include a requirement for council contractors to stop using single use plastics from their own operations</p> <p>Lincoln Social Responsibility Charter – a commitment to plastic free initiatives and reduction in Single Use Plastics be added to the Social Responsibility Charter for businesses.</p>

	<p>Councillor Involvement - To build on councillors' existing environmental work such as the litter picks to further encourage these activities throughout the city.</p> <p>Increase the supply of free drinking water in the city centre - A water refill station will be installed in the central market in 19/20. City to Sea refill app provides information on where the nearest refill facilities are – currently showing 49 in Lincoln (as of August 2019) https://refill.org.uk/get-the-refill-app/</p> <p>Communication - Identify opportunities to communicate the need to reduce single use plastics to CoLC employees and wider population through City People, Home!, Your Lincoln and provide further information on the council's website.</p>
<p>A representative of the council must be named on the Plastic Free Community steering group.</p>	<p>Cllr Preston and Rebecca Taylor, small business support officer attend the meetings and provide a venue for meetings free of charge at the Terrace.</p> <p>Thursday 4th April 2019 - Plastic Free General Meeting – The Terrace (FOC) Meeting was held at the Terrace free of charge to discuss Plastic Free Lincoln's Campaign. Becki Taylor Small Business support Officer attend the meeting and discussed holding an information day in Lincoln Central Market and to encourage businesses to go plastic free.</p> <p>18th July 2019 Cllrs Metcalfe, Bushel and Preston met with the Plastic Free Lincoln Coordinators to discuss how the City Council can continue to support the campaign.</p> <p>First Steering Group meeting arranged for 31st January 2020 10 - 12</p>

Single Use Plastic Audit 19/20

Across City of Lincoln council sites single use plastics are used for a variety of reasons and occasions. The type of plastic considered as part of audit included: bags; bottles; cups; straws; stirrers; plates; bowls; cutlery; milk cartons; individual tea bags; sachets of coffee and cling film. Plastic items such as Biro's, folders, wallets, etc. were not included in this audit as they are used more than once.

Audits

The audits are an opportunity to gather information and understand why different types of single-use plastics were procured by services. The following sites and services were audited:-

1. City Hall – council offices with a high number of staff on-site;
2. The Guildhall – function hall regularly used by councillors and external parties;
3. Lincoln Transport Hub – managed by CoLC and used by residents/visitors to Lincoln

4. Community Centres – used for a variety of sports, activities and community events delivered throughout the day/evening.
5. Managed Workspaces – council managed workspaces rented to tenants
6. Hamilton House – council offices and depot
7. Central Market – Retail area
8. Crematorium – Crematorium building for Services Monday to Friday and Garden of Remembrance
9. Parks /open spaces – managed by CoLC and used by residents/visitors to Lincoln

City Hall

Location	Single Use Plastics used	Alternative options for consideration/implemented
Various	<p>PHS Water machines – plastic cups have been replaced by paper cups</p> <p>The Homelessness Team provide plastic water to the homeless during a heat wave.</p>	<p>Property Services reviewed the most sustainable alternatives to the previously used plastic cups, initially these were replaced with biodegradable plastic however as they still take a long time to biodegrade it was decided that the most sustainable option would be to use paper cups.</p> <p>There are no plastic cups provided with the water machines available for office staff.</p> <p>Staff campaign to encourage people to use their own glass/cup/bottle.</p> <p>To ensure that the homeless receive enough water, plastic bottled water is currently provided. There are an increasing number of locations in the city that will provide free water to refill bottles. Currently providing plastic bottled water is the most viable option to distribute water.</p>
Committee rooms	<p>Coffee machine (City Hall)</p> <p>P3 ply paper cups.</p> <p>Plastic milk pots.</p> <p>Plastic sachets of tea/coffee</p>	<p>Plastic stirrers have recently been replaced with wooden stirrers?</p>
Kitchen areas	<p>Bin bags.</p>	<p>No viable alternative. Large, communal recycling and general waste bins are located in the kitchens reducing the need for small, individual bins in offices.</p> <p>Larger paper recycling bin located in offices and paper is emptied into a large wheelie bin. No need for bags</p>

The Guildhall

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides glasses/cups/cutlery for external meetings.
External Catering	Clingfilm	<p>Currently use Cibus or Thomas 2 and they provide a combination of ceramic service plates or reusable plastic containers for food.</p> <p>Most food containers have reusable plastic lids, ie sandwiches and cake trays. However on occasion bowls of crisps are covered with Clingfilm. CoLC to request that external caterer seek to find alternatives to Clingfilm, i.e. vegware covers or silicone airtight lids.</p>

Lincoln Transport Hub

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	No SUP supplied. Bin bags.	N/A No viable alternative.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. No viable alternative.
Cafe		Encourage Grade Coffee House to provide a water refill facility

Community Centres

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	No SUP supplied. Bin bags.	N/A No viable alternative.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. No viable alternative.

Managed Workspaces

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides tenants with washing facilities to enable them to use their own glasses/cups/cutlery. CoLC employees have their own glasses/mugs for drinks so no need for plastic/paper cups.
External Catering	Clingfilm	Currently use Café Portico for catering and they provide a combination of ceramic service plates or reusable plastic containers for food. Most food containers have reusable plastic lids to keep the food fresh, ie sandwiches and cake trays. However on occasion bowls of crisps are covered with Clingfilm. Where CoLC provide refreshments for external meetings ceramic cups and glasses are used. CoLC to request that external caterer seek to find alternatives to Clingfilm, i.e. vegware covers or silicone airtight lids.
Tenants	Limited SUPs	Tenants are encouraged use their own glass/cup/refill bottle and have access to water refill facilities. Café Portico also encourages tenants to bring their own refillable cups to use and also provide them to purchase in the Café. CoLC to encourage Café Portico to provide free water refills

Hamilton House

Location	Single Use Plastics used	Alternative options for consideration/implemented
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Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides glasses/cups/cutlery for external meetings. Employees have their own glasses/mugs for drinks so no need for plastic/paper cups.
Warehouse	Some packaging has plastic wrapping, bin bags used for waste	Work with manufacturers and suppliers to identify alternatives.

Central Market

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	Some traders use plastic bags	CoLC to encourage traders to reduce plastic bags, hold events to encourage public to bring their own bags. See 'other information' for more details. Plans are underway to install a refill water station to reduce the need for the public to purchase bottled water.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. Currently no viable alternative.

Crematorium

Location	Single Use Plastics used	Alternative options for consideration/implemented
Chapel and waiting room.	Coffee vending machines – plastic cups	Currently our machine dispenses plastic cups, the company does supply paper cups so we will look into changing to paper cups. Water machines – We currently supply paper cups
Book Room	Plastic associated with flower arrangements	Some flower arrangements come with plastic water trays, plastic ribbons and an oasis (expandable, ridged plastic foam) which can't be recycled. We propose that the CoLC work with the plastic free Lincoln group and local

		florists to prepare some guidance to be issued to the florist industry in an attempt to encourage an alternative to plastics used in floral tribute construction and consequently reduce the environmental impact from these items The CoIC will promote florists that support this initiative on the council website.
Staff kitchen	No SUPs identified	
Garden of Remembrance	No SUPs identified	The Garden of Remembrance is a natural area in the grounds of the Crematorium where cremated remains can be buried. This is a natural area and visitors are requested not to leave any items, only loose flowers.

Parks /open spaces

Location	Single Use Plastics used	Alternative options for consideration/implemented
Parks and open spaces-general.	Plant pots/ planting packs	Identify suppliers who take back plastic pots/packs for reuse. To be considered as part of the contractual requirement post 2022.
Hartsholme Country Park offices	No SUP identified	
Private facilities within parks eg. cafes	Unknown	Facility providers to be asked to support the reduction/removal of single use plastics for such as straws/cups etc. Property Services to consider as requirement in new/renewed leases.
Events	Varies according to the event/event organiser	Facility providers to be asked to support the reduction/removal of single use plastics for such as straws/cups etc. Option to refuse permission to use the site in the future.

Other Information

- Staff – Across all sites and services staff bring single-use plastic on to site. It could be breakfast, lunch or snacks. We cannot restrict staff from doing this but we can highlight the benefits (health, environmental and financial) of bringing in a homemade lunch or snacks. We could run a communications campaign to reduce single use plastics and ask staff to bring plastic cups to meetings.
- Cleaners – Have an understanding of what can be recycled.

- Procurement – To prepare an environmental policy to include a requirement for council contractors to have an accredited EMS/Env Policy and stipulate a requirement to reduce or replace single use plastics from their own operations where possible.

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SUBJECT:	EXCLUSION OF THE PRESS & PUBLIC
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
REPORT AUTHOR:	CAROLYN WHEATER, MONITORING OFFICER

1. Purpose of Report

1.1 To advise members that any agenda items following this report are considered to contain exempt or confidential information for the reasons specified on the front page of the agenda for this meeting.

2. Recommendation

2.1 It is recommended that the press and public be excluded from the meeting at this point as it is likely that if members of the press or public were present there would be disclosure to them of exempt or confidential information.

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