

EXECUTIVE

Thursday, 14 May 2020

10.00 am

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

Virtual Meeting

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<https://zoom.us/j/95973804690>

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A G E N D A

SECTION A

Page(s)

MINUTES AND EXTRACTS

1. Confirmation of Minutes - 24 February 2020 **3 - 20**

2. Declarations of Interest

Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.

OUR PEOPLE AND RESOURCES

3. Procedure Rules Relating to Remote Executive Meetings **21 - 26**

4. Covid19 - Financial Challenges **To Follow**

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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.

96. Confirmation of Minutes - 20 January 2020

RESOLVED that the minutes of the meeting held on 20 January 2020 be confirmed.

97. Declarations of Interest

Councillor Ric Metcalfe declared a Disclosable Pecuniary Interest with regard to the agenda item titled 'Brayford Trust'. Reason: He sat as a trustee on the Brayford Trust Board.

He left the room during the consideration of this item and took no part in the vote on the matter to be determined.

98. Medium Term Financial Strategy 2020-2025

Purpose of Report

To recommend to the Executive the draft Medium Term Financial Strategy for the period 2020-2025, the budget for 2020/21 and the Capital Strategy 2020-2025 for referral to Council.

Decision

That the Executive:

- (1) Recommends to Council for approval the draft Medium Term Financial Strategy 2020-2025 and the draft Capital Strategy 2020-2025, including the following specific elements:
 - a proposed Council Tax increase of 1.9% for 2020/21;
 - a housing rent increase of 2.7% for 2020/21, as agreed at Council on 21 January 2020;
 - the inclusion of the Council as a member of the Lincolnshire Business Rates Pool in 2020/21;
 - the General Fund revenue forecast 2020/21-2024/25 as shown in Appendix 1 of the report and the main basis on which the budget has been calculated, as set out in paragraph 4 of the report;
 - the General Investment Programme 2020/21-2024/25 as shown in Appendix 2 of the report and the main basis on which the programme has been calculated, as set out in paragraph 6 of the report;
 - the draft Housing Revenue Account forecast 2020/21-2024/25 as shown in Appendix 3 of the report and the main basis on which the programme has been calculated, as set out in paragraph 5 of the report;

- the draft Housing Investment Programme 2020/21-2024/25 as shown in Appendix 4 of the report and the main basis on which the programme has been calculated, as set out in paragraph 7 of the report).

Alternative Options Considered and Rejected

None.

Reason for Decision

Further to consideration of the Medium Term Financial Strategy 2020-2025 and the budget and Council Tax proposal for 2020/21 at the meeting of the Executive held on 20 January 2020, the initial draft had been subject to public consultation and scrutiny via the Council's Budget Review Group. In addition, an all member workshop was undertaken during January 2020 to ensure that as large a number of members as possible had the opportunity to fully understand the financial position of the Council.

The minutes of the Budget Review Group's meeting held on 5 February 2020 were appended to the report and it was noted that the Group had supported the Medium Term Financial Strategy in terms of its principles and the process that had been followed to develop it. No comments had been received in response to the public consultation.

99. Council Tax 2020/21

Purpose of Report

In light of the report on the Medium Term Financial Strategy, which appeared elsewhere on this agenda, the report set out the City Council's Council Tax requirement and, together with the requirements of the County Council and the Police and Crime Commissioner, allowed Members to make a formal recommendation to Council for the overall levels of Council Tax for 2020/21.

Decision

That Council be recommended to:

- (1) Accept the 6 January 2020 Executive recommendation that the Council Tax Base for 2020/21, as calculated in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, be 24,689.50.
- (2) Calculate the following amounts for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
 - a) £105,217,640 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - b) £98,302,610 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

- c) £6,915,030 being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A (4) of the Act).
- d) £280.08 being the amount at 2(c) above (Item R), all divided by Item T (1 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £0 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
- f) £280.08 being the amount at 2(c) above less the amount at 2(e) above, all divided by the amount at 1 above, calculated by the Council in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year

g) **City of Lincoln Council**

A	B	C	D
£186.72	£217.84	£248.96	£280.08
E	F	G	H
£342.32	£404.56	£466.80	£560.16

being the amounts given by multiplying the amount at 2(f) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular band divided by the number which in proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken for the year in respect of categories of dwellings listed in different bands.

- (3) Note that for the year 2020/21 Lincolnshire County Council have stated the following amounts in precepts issued to the Council, in accordance with the dwelling bandings shown below:

Lincolnshire County Council

A	B	C	D
£891.72	£1,040.34	£1,188.96	£1,337.58
E	F	G	H
£1,634.82	£1,932.06	£2,229.30	£2,675.16

- (4) Note that for the year 2020/21 the Police and Crime Commissioner has stated the following amounts in precepts issued to the Council, in accordance with the dwelling bandings shown below:

Police and Crime Commissioner for Lincolnshire

A	B	C	D
£167.58	£195.51	£223.44	£251.37
E	F	G	H
£307.23	£363.09	£418.95	£502.74

- (5) Having calculated the aggregate in each case of the amounts at 2(g), 3 and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby set the following as the amounts of Council Tax for the year 2020/21 in accordance with the dwelling bandings shown below:

Total Council Tax Charge 2020/21

A	B	C	D
£1,246.02	£1,453.69	£1,661.36	£1,869.03
E	F	G	H
£2,284.37	£2,699.71	£3,115.05	£3,738.06

Alternative Options Considered and Rejected

None.

Reason for Decision

In terms of the City Council requirement for 2020/21, the net General Fund budget requirement as set out in the Medium Term Financial Strategy report totalled £12,963,220 which included a contribution to balances of £286,310.

For 2020/21 a Council Tax increase of 1.90% had been applied, with the Council Tax requirement for 2020/21 noted as £6,915,030. By reference to the Band D level, the 2020/21 Council Tax would rise by £5.22 to £280.08 per annum, with the range of Council Taxes for bandings set out in paragraph 2.4 of the report.

The requirements of Lincolnshire County Council and the Lincolnshire Police and Crime Commissioner were also set out in the body of the report.

Councillor Ric Metcalfe highlighted that the precept of the Lincolnshire Police and Crime Commissioner, at 13% of the share, was nearly as high as the City of Lincoln Council's share which would be 15%. It was noted that the vast majority of the Council's hereditaments were in bands A and B who would experience a modest increase.

100. Pay Policy Statement 2020/21

Purpose of Report

To request that Council approve the attached Pay Policy Statement, drafted in compliance with section 38(1) of the Localism Act 2011.

Decision

That Council be recommended to approve the Pay Policy Statement.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Localism Act 2011 required local authorities to produce pay policy statements which articulated an authority's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

The Government also considered that decisions on pay policies should be taken by elected members, as those directly accountable to local communities. The Localism Act 2011 therefore required the Pay Policy Statement and any amendments to be considered by a meeting of full Council.

The Pay Policy Statement met the relevant requirements of the Localism Act 2011, which were to define the Council's policy on:

- the level and elements of remuneration for chief officers;
- the remuneration of the lowest paid employee, and the definition of 'lowest paid employee';
- the relationship between the remuneration of chief officers and other officers;
- specific aspects of chief officers' remuneration, including at appointment, increases, termination and any other payments.

101. Financial Performance - Quarterly Monitoring

Purpose of Report

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

Decision

That Executive:

1. Note the progress on the financial performance for the period 1 April to 31 December 2019 and the projected outturns for 2019/20.
2. Note 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. Approve the proposed contributions to and from reserves in paragraph 3.5 and the carry forward requests detailed in paragraph 3.6 of the report.
4. Approve the changes to the General Investment Programme and Housing Investment Programme as approved by the Chief Finance Officer and detailed in paragraphs 7.3 and 7.10 of the report.

5. Approve the changes to the General Investment Programme as detailed in paragraph 7.5 of the report.

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 which 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 £222,080, 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:

- Homeless Bed and Breakfast – increased expenditure: £107,800;
- Savings Target – shortfall in delivery: £201,750;
- Housing Benefit Overpayment – reduced income: £318,000;
- Houses in Multiple Occupation – reduced income: £74,260;
- City Bus Station – reduced expenditure: £104,800;
- External Interest payable – reduced expenditure: £225,945;
- City Hall, Industrial Estates and Lincoln Property – increased income: £159,360;
- Car Parking – increased income: £162,000;
- Car Parking – increased expenditure: £135,000;
- Bereavement Services – increased income: £124,150;
- Bereavement Services – increased expenditure: £88,020;

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 £222,080, at this stage in the financial year forecast outturns were difficult to predict and often subject to volatility.

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

It was reported that the forecast overspend of £222,080 did not take into account any requested carry forwards. Assistant Directors had requested a number of items be transferred to an earmarked reserve and spent in future years as set out in paragraph 3.6 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 three performance, showed that secured and confident projections totalled £4,448,250, which resulted in a current forecast under achievement of the target in 2019/20 of £201,750. Although there were still a number of reviews in progress these were not expected to deliver savings in this financial year. The current year target was therefore unlikely to be achieved in full. A summary of the current position was illustrated in paragraph 3.9 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 third quarter of the financial year, was provided at paragraph 3.10 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 £1,078,609.

The Housing Revenue Account was currently projecting an in-year underspend of £79,582. 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: £177,000;
- Repairs Costs – increased expenditure (Offset from the Housing Repairs Service Surplus): £62,400;
- Council Tax – increased expenditure: £67,000;
- Depreciation: increased expenditure: £375,000;
- Interest Payable – increased expenditure: £129,000;
- DRF Contribution – reduced expenditure: £429,000;
- Housing Repairs Service Surplus – increased income: £117,000;

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 three the Housing Repairs Service was forecasting a surplus of £117,075 in 2019/20, with a summary and details of main variances set out in Appendices E of the report.

General Fund Investment Programme

The last quarterly report approved a General Fund Investment Programme for 2019/20 of £14,755,906. Movements in the programme during the third quarter had decreased overall planned expenditure in 2019/20 to £12,509,748. 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 3.

One new project recommended by the Capital Programme Group was subject to Executive approval, as follows:

- Stamp End Depot demolition works: £134,440 funded from the unallocated capital contingency budget, relating to 50% recharge of capital works undertaken in agreement with a third party.

The overall spending on the General Fund Investment Programme for the third quarter was £8.847million, which was 70.7% of the 2019/20 programme and 75.4% of the active programme. This was detailed further at Appendix I of the report.

Housing Investment Programme

The last quarterly report approved a Housing Investment Programme for 2019/20 of £20,629,324. Movements in the programme since had decreased overall planned expenditure in 2019/20 to £14,906,247. 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 J and K of the report and summarised as follows:

- Movements back to available resources from:
 - Hermit Street regeneration 2019/20 £18,725;
 - New Services 2019/20 £51,828;
 - Over bath showers 2019/20 £300,000;
 - Safety Flooring 2019/20 £10,169.
- Movements from available resources into
 - Fire Compartment Works 2019/20 £40,000.

Expenditure against the Housing Investment Programme budget during the first 3 quarters was £8.025 million, which was 53.84% of the programme. The expenditure was detailed further at Appendix K to the report.

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

- an element of the programme in 2019/20 related to the De Wint new build scheme and Markham House, construction of which was yet to commence;
- 11 Property acquisitions which were yet to be completed.

Councillor Ric Metcalfe thanked the Council's Chief Finance Officer and her team for their excellent stewardship of the Council's finances, reflecting that it had been another challenging year.

102. Q3 2019-2020 Operational Performance Report

Purpose of Report

To provide the Executive with a summary of the operational performance position for quarter three 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 – 11 strategic measures were above their target, 5 strategic measures were below their target, 1 was acceptable and 3 volumetric. Whilst some measures negatively changed in direction, the majority of these measures still remained above or within target;
- Communities and Environment Directorate – 12 strategic measures were above their target, 2 strategic measures were below their target, 7 were acceptable and 8 volumetric. Whilst thirteen measures negatively changed in direction, most of these measures still remained above or within target;
- Housing and Investment Directorate – 7 strategic measures were above their target, 3 strategic measures were below target, 4 were acceptable and 5 were volumetric. Whilst six targeted measures negatively changed in direction, eight saw a move in a positive direction.

With regard to sickness performance, the overall sickness data as at the end of quarter three was 7.75 days per full time equivalent post, excluding apprentices. This was only slightly higher than the 7.28 days per full time equivalent post in quarter three of 2018/19. During quarter three, the long term sickness per full time equivalent stood at 4.29 days, slightly higher than the 4.14 days in quarter three in 2018/19, with short term sickness standing at 3.45 days.

In quarter three 104 complaints, five less than quarter one, were received by the Council. The cumulative average time across all directorates to respond to formal complaints was 6.9 days and was 6.8 days in quarter three alone. In quarter three 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:

- awarded as the 'Best Innovative Environmental Health Solution' for the City of Lincoln Council's multi-agency approach to tackling Anti-Social Behaviour;
- Shortlisted alongside Aaron Services for the H&V News Awards Collaboration of the Year;
- one of the Council's Apprentices had been shortlisted for the Lincolnshire Public Service Apprentice of the Year Awards 2019.

In presenting the report it was noted that the percentage of planning applications determined was one of the best rates in the country at 98%, which in turn had a significant impact on the local economy.

Further work was taking place to address call waiting times which at the moment were averaging at one minute, twenty seconds and was below target. One of the reasons for this was that calls taken by the Customer Services Team were complex due to the increased vulnerability of some of the Council's customers. It was important, therefore, that customers' calls were fully resolved therefore adding to the length of calls. Members agreed, in comparison to other organisation's call centres, that a waiting time of one minute twenty seconds actually represented a very good service. It was noted that further consideration be given to a less ambitious target regarding call waiting times.

It was also reported that the performance of housing voids still provided some challenges but an action plan had been put in place to address this. Despite not meeting locally set targets, however, performance of voids for Council properties was still in the upper quartile compared to other authorities. One of the priorities in respect of voids was making sure that they were of an acceptable standard before making them available for tenants, which in some cases did take longer than the targeted turnaround time. Members agreed that this was justified as it would lead to better outcomes for residents. Consideration would be given to the target for void properties, taking into account outcomes as opposed to timescales.

Councillor Ric Metcalfe thanked officers for all of the hard work they were doing.

103. 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 third quarter 2019/20.

Decision

That the Executive note the Strategic Risk Register as at the end of the third 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. The Council's draft Vision 2025 has been developed, with a new fifth strategic priority, and had been subject to both internal and external consultation. The final document would be presented to Council for approval on 3 March 2020;
- Risk 2 - Failure to deliver a sustainable Medium Term Financial Strategy. The draft Strategy had been prepared and was based on revised financial planning assumptions and was subject to public consultation and Member scrutiny during February. The Medium Term Financial Strategy would be approved in March 2020;
- 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 future Vision and the transformational journey to one Council approach. A Staff Charter known as "The Lincoln Way" had been developed with staff consultation to commence in February 2020;
- Risk 7 – Insufficient levels of resilience and capacity exist in order to deliver key strategic projects and services. As part of the development of Vision 2025 timelines for existing, legacy projects have been undertaken along with scheduling of new projects to allow capacity to deliver.

Whilst positive progress had been made in relation to control actions, and these continued to be implemented and risks managed accordingly, there was one risk where the assessed levels of likelihood and impact had increased, as follows. The levels of assessed risks were summarised in paragraph 3.4 of the report.

104. Prudential Indicators 2019/20 - 2022/23 and Treasury Management Strategy 2020/21

Purpose of Report

To provide the Executive with an opportunity to consider the adoption of the 15 statutory prudential indicators and eight local indicators for the period 2019/20 to 2022/23, together with the 2020/21 Treasury Management Strategy prior to reporting to Council for final approval.

Decision

The Executive recommended to Council for approval:

- (1) The Prudential Indicators detailed in paragraph 4.1 and Appendix 1 of the report.

- (2) The Treasury Management Strategy, including the treasury management prudential indicators and the Investment Strategy, set out in paragraph 4 and Appendix 3 of the report.
- (3) The revised Minimum Revenue Provision Policy in Appendix 2 of the report.
- (4) The revised Treasury Management Practices and Schedules in Appendix 4 of the report.

Alternative Options Considered and Rejected

None.

Reason for Decision

The report set out the operation of the Council's prudential indicators, its treasury function and its likely activities for the forthcoming year which incorporated the following key reporting requirements:

- Prudential and Treasury Indicators – the reporting of the statutory prudential indicators together with local indicators, in accordance with the requirements of the CIPFA Prudential Code for Capital Finance in Local Authorities and the CIPFA Treasury Management Code of Practice;
- Minimum Revenue Provision Statement – the reporting of the Minimum Revenue Provision Policy which set out how the Council would pay for capital assets through revenue each year;
- Treasury Management Strategy – which set out how the Council's treasury activity would support capital decisions, the day-to-day treasury management and the limitations on activity through treasury prudential indicators. The key indicator was the Authorised Limit, the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term. This was the Authorised Borrowing Limit required by Section 3 of the Local Government Act 2003 and was in accordance with the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code;
- Investment Strategy – this was included within the Treasury Management Strategy and set out the criteria for choosing investment counterparties and limiting exposure to the risk of loss.

105. Celebrating Vision 2020

Purpose of Report

To celebrate with the Executive Vision 2020, the Council's Strategic Plan covering the period April 2017 to March 2020, a vision for the city shared with key stakeholders and partners, encapsulated in the key vision statement:

“Together, let's deliver Lincoln's ambitious future”

The report highlighted the excellent progress made in this first stage of the Council's longer vision to 2030.

Decision

That the Celebrating Vision 2020 summary be referred to Council.

Alternative Options Considered and Rejected

None.

Reason for Decision

Vision 2020 was published in January 2017 and formed the first three-year phase of a wider plan for the city to be delivered by 2030. This vision set out what the Council wanted to achieve over the longer term, and how it would start achieving it.

Progress had been monitored throughout the three years through a series of Strategic Priority Groups aligned to the four priorities identified within the vision.

Performance on the projects commenced as part of the vision was then reported annually to the Performance Scrutiny Committee and the Executive, aligned with the Portfolio Holder reports.

The summary document of vision 2020 was detailed at Appendix A of the report and as part of the presentation to the Executive, members noted the significant schemes and initiatives that had been delivered over the last three years as part of the vision:

- opening of the Lincoln Transport Hub;
- significant invest in Boultham Park;
- significant investment in the CCTV network;
- redevelopment of Birchwood Leisure Centre;
- a house building programme which had seen more new homes built in the last three years than had been built in the last forty years;
- the launch of the Social Responsibility Charter;
- the launch of the Community Lottery.

Another key aspiration of vision 2020 was to instil pride in the city. This led to the development of the 'Proud to be Lincoln' brand which would continue to be celebrated as part of vision 2025.

Councillor Ric Metcalfe thanked the Chief Executive, Corporate Management Team and all officers involved in delivering these achievements, adding that it was this was remarkable for an authority the size of the City of Lincoln Council.

106. Vision 2025 Strategic Plan

Purpose of Report

To present to members the final draft Vision 2025 content, which detailed where the Council would focus its resources between now and 2025.

Decision

That the final draft contents of the Vision 2025 Strategic Plan, as detailed at Appendix A to the report, be referred to Council for approval.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Vision 2025 Strategic Plan outlined the direction for the City of Lincoln Council for the period 2020-2025, forming phase two of the Council's wider vision for the city to be delivered by 2030.

With a new strategic priority around addressing climate change added to the priorities from Vision 2020, each strategic priority continued to be underpinned by five aspirations and a range of cross-cutting projects which would help the Council and partners to deliver its vision for the city. The vision would be supported each year by an Annual Delivery Plan, detailing which of the projects would commence or be delivered during that particular year of the strategy.

It was proposed that Vision 2025 would be launched at the Lincoln Delivering a Sustainable and Inclusive Future Growth Conference in March 2020.

Councillor Nannestad stated that the inclusion of climate change as a priority was extremely important, particularly in support of the Council's declaration of a climate emergency in 2019.

Councillor Chris Burke was pleased to see that support for people rough sleeping would continue as part of Vision 2025, stating that the Council had an excellent track record in this respect. He also complimented the fantastic work undertaken in the Sincil Bank area especially since the opening of the community hub and felt that Vision 2025 provided a very good forward plan of activities to look forward to.

Councillor Ric Metcalfe was particularly pleased to see the extent to which the four original strategic priorities of Vision 2020 had been integrated so well. The thoroughness of the revised vision was the basis of learning from Vision 2020 but also taking into account public consultation and understanding what residents, key stakeholders and partners wanted to see as priorities moving forwards. The priorities and aspirations of Vision 2025 were therefore built upon a strong evidence base.

107. Brayford Trust

Councillor Ric Metcalfe left the meeting during consideration of this item following his declaration of a disclosable pecuniary interest.

Councillor Donald Nannestad chaired the meeting for this item.

Purpose of Report

To seek Executive's endorsement of the new five-year business plan from the Brayford Trust.

Decision

That the Brayford Trust's five year business plan for 2019/20 to 2023/24 be endorsed and that the Brayford Trust is encouraged to work in a more transparent manner.

Alternative Options Considered and Rejected

None.

Reason for Decision

The report enclosed the Brayford Trust's Business Plan for 2019/20 to 2023/24, as set out at Appendix 1. The Business Plan set out the intentions of the Trust over the next five years and how the Trust had performed over the last 5 years.

The Brayford Trust, being both a company and registered charity, operated on a not for profit basis with a remit to manage, conserve and develop Lincoln's Brayford Pool to the benefit of all.

In January 2010 the Trust entered into a revised lease with the Council for a term of 125 years, and a Management Agreement for the Pool for five years, which required the Trust to produce a five year business plan for the Council's approval and to account to the Council for the delivery of such.

The lease set out a number of obligations for the Trust such as:

- to manage the Pool in accordance with the Trust's charitable objectives;
- to keep the Brayford Pool open and available for recreational use by the public;
- to provide moorings;
- to keep the Pool in good condition;
- to maintain and where necessary to shore up and pile the natural banks;
- to use reasonable endeavours to ensure a sufficient depth of water for navigation by dredging the pool.

It was noted that the Trust was complying with these requirements and continued to make considerable improvements to the Pool since the revised lease was entered into.

A letter had been received by the Brayford Watch Group, which called for greater openness and transparency of the Brayford Trust.

It was reported that there was no requirement for the Trust to operate in an open and transparent manner, with their only legal obligations from the perspective of the City of Lincoln Council being to comply with the requirements of the lease.

Members agreed that the Brayford Trust should be encouraged to operate in a more open and transparent manner, reflecting that the Brayford was an important part of the city which the Trust was managing on behalf of the city's residents and visitors.

108. 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.

The following items were considered in private as they were 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 these items in private.

109. Strategic Risk Register - Quarterly Review

The minute associated with this item was set out in item 103 above.

Decision

That the recommendation contained within the report be approved.

110. Business Case for the Creation of An Assistant Director for Planning

Purpose of Report

To seek Executive approval of a business case for the creation of an Assistant Director for Planning as detailed at Appendix A to the report.

Decision

That the business case for the creation of an Assistant Director for Planning 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 21 January 2020 was appended to the report, which recommended approval of the recommendations contained within the report.

111. Write Outs of Irrecoverable Non Domestic Rates and Overpayment of Housing Benefit

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 and B 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.

112. Settlement of a Dilapidations Claim and Disposal of Freehold Interest

Purpose of Report

To seek the approval of the Executive to settle a dilapidations claim against the Council arising out of a sub-lease of industrial units that it had held and for disposal of the Council's freehold interest in the land on which the industrial units were sited.

Decision

That the recommendations contained within the report be approved.

Alternation Options Considered and Rejected

None.

Reasons for Decision

Reasons for the decision were set out in the report.

113. Brayford Trust

The minute associated with this item was set out in item 107 above.

Decision

That the recommendation contained within the report be approved.

114. Boultham Park Lake Restoration Project Update and National Lottery Heritage Fund Terms

Purpose of Report

To update the Executive on the Boultham Park Lake Restoration Project, including the funding plan and National Lottery Heritage Fund terms.

Decision

That the recommendations contained within the report be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons for the decision were set out in the report.

115. Consideration of an Offer Received Relating to Street Scene Contracts

Purpose of Report

To provide the Executive with details of an offer received with regard to the existing contracts for street scene services.

Decision

That the recommendations contained within the report be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons for the decision were set out in the report.

116. Establishment of Climate Change Manager

Purpose of Report

To seek approval to create the post of Climate Change Manager on the Council's staffing establishment.

Decision

That the post of Climate Change Manager be added to the Council's staffing establishment.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons for the decision were set out in the report.

SUBJECT: PROCEDURE RULES RELATING TO REMOTE EXECUTIVE MEETINGS

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: CAROLYN WHEATER – CITY SOLICITOR

1. Purpose of Report

- 1.1 To consider the adoption of revised procedure rules relating to remote meetings of the Executive. These are to cover the period in which the Council members are unable to meet in person, due to the impact of the coronavirus, and includes provision for video conferencing and live interactive streaming.

2. Background

- 2.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 make provision for remote attendance at, and remote access to, council meetings held on or before 7 May 2021.
- 2.2 The regulations enable the Council to hold meetings without all, or any, of the members being physically present in a room. This allows for remote meetings through electronic, digital, virtual locations, live webcast, live interactive streaming, video and telephone conferencing.

3. Procedure Rules

- 3.1 The ‘place’ at which the meeting is held may be a council building, or where the organiser of the meeting is located, or an electronic, digital or virtual location, a web address, or a conference call telephone number.
- 3.2 In order for members to be able to attend meetings of the council remotely, they need not be physically present, provided they are able to hear and be heard (and, where possible, see and be seen by) other councillors and members of the public attending remotely or in person.
- 3.3 The revised procedure rules relating to remote meetings, as appended to this report, set out how remote meetings will be facilitated at the City of Lincoln Council for meetings of the Executive. These procedure rules will apply to remote meetings in the same way as they do for other meetings of the council except where they conflict, in which case this procedure rule takes precedence over other procedure rules in relation to the governance of remote meetings.

3.4 Access to information rules will still apply to remote meetings, such as the publication of agendas and reports at least five clear working days prior to the date of the meeting.

4. Organisational Impacts

4.1 Finance (including whole life costs where applicable)
There are no financial implications arising from this report.

4.2 Legal Implications including Procurement Rules
As outlined in the report.

4.3 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

5. Recommendation

5.1 That the revised procedure rules relating to remote meetings, and to cover the aforementioned period, be approved.

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

Remote Meetings at the City of Lincoln Council

Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings (England and Wales) Regulations 2020 this protocol will apply to virtual meetings of the Council and its committees, until the 7 May 2021.

1. The Council will use video conferencing technology to hold meetings. The platform to be used by the Council is Zoom. These rules modify the Council's standing orders in so far as they facilitate meetings to be held remotely.

Preparing to start a meeting

2. Members should arrive in the virtual meeting room **at least 10 minutes before the scheduled start** of the meeting, so that connectivity and other matters can be checked, and so that the Chair can make it clear how he or she intends to run the meeting.
3. The dress code for any virtual meeting of the Council or a Committee is 'business as usual'. Members should remain seated and undisturbed as would be the case if attending the meeting in person.
4. Screen backgrounds should be neutral, for example, by choosing a location in front of a plain wall or door. There should be adequate lighting. Novelty virtual backgrounds should not be applied.
5. When entering the meeting, each Member should set their name to display full name. Each Member should include the word 'Councillor' prior to their first name. (Within Zoom the "More" tool is used to amend the displayed name.) The Chair should add their title after their name so it is clear to anyone observing who is chairing the meeting.

Joining the meeting

6. Members should, if possible, join the meeting and enable **both** video and audio. However, Democratic Services will include in the invitation to Members the UK telephone numbers to be used to dial into the meeting if a Member should experience connectivity problems. Members should make a separate note of the telephone numbers as well as the invitation meeting ID and any passwords, in case of lost connectivity.
7. If a Member does not appear to be able to hear the proceedings then, time permitting, steps should be taken to resolve that issue before the meeting starts. If this happens, Democratic Services will contact the Member directly by telephone or email to offer support to resolve the issue or ensure that they can join the meeting via telephone. If the Member cannot join the meeting after it has already started but joins later, they may do so but may only vote on an item for which they have heard the full debate. If a Member is unable to access the meeting at all, the meeting will still be valid as long as it is quorate.

During the meeting

8. The chat function should not be used by Members. This is because any chat will be recorded and could be included in any transcript of the meeting as a public document, so should not be used to send private messages between Members. Neither should there be other forms of communication such as WhatsApp, text or emails. The meeting should function in exactly the same way as it would in a physical meeting room.
9. In order to minimise background noise, all Members with the following exceptions will be set to “mute” at the start of the meeting to minimise background noise. Exceptions are the Chair and any Member who is dialled in via telephone. During the meeting, Members should ensure they set themselves to mute when not speaking.
10. If a Member cannot view the proceedings but can hear them, he or she will need to notify the Chair at the start of the meeting. Not being able to view the proceedings will not debar the Member from taking part in the meeting but the Chair and Democratic Services Officer will need to be aware that the Member is participating by audio only. In the case of a Member who can only participate by audio, and if they cannot communicate their intention to speak by other means, then the Democratic Services Officer will unmute them for the duration of the proceedings so that they can indicate when they wish to speak.
11. If a Member loses internet connection, they will be treated as if they have left the room, and the Chair will pause the meeting to allow time for them to either reconnect or to dial in. The Democratic Services Officer will ensure the Chair is aware of anyone losing connection or leaving the meeting, and of their return. If the meeting is quorate, it may continue. The Democratic Services Officer will minute the point of departure in the minutes, and point of return.

Public participation

12. Members of the public will be able to view and listen to the meetings by going to the link published with the agenda pack for each meeting.
13. Public speakers will be invited to submit representations as a recording which will be played at the meeting using the share screen option. A written emailed representation stating exactly the same as the recording will also be required in case of technical difficulties. This statement if needed will be read out by an officer.

Voting

14. This will be conducted by show of hands by Members raising their hands physically, to be viewed on screen. Where a Member has had to dial in, the Chair will ask them to confirm verbally how they vote. Where necessary, the Chair will ask each Member to state how they are voting, in the interests of clarity, even if a recorded vote has not been requested. The voting in this case will be minuted as if it had been a show of hands.

Disclosable Pecuniary Interests

15. Members are reminded that they should read their papers thoroughly in advance of the meeting in order to identify whether they may have a Disclosable Pecuniary Interest. If a Member is of the opinion that they do have a Disclosable Pecuniary Interest they should contact the City Solicitor or Democratic Services Officer in order that they can assess the nature of the interest and advise whether or not it will require the Member to leave the meeting.
16. If a Member has declared a Disclosable Pecuniary Interest and is therefore required to leave the meeting during the consideration of the item in respect of which he or she has made the disclosure, they will be required to leave the remote meeting at the relevant point of proceedings. The Democratic Services Officer will telephone the Member immediately at the point they are able to re-join the meeting. The meeting will be adjourned until the Member who declared a Disclosable Pecuniary Interest re-joins the meeting.
17. If a Member wishes to speak, they should gain the Chair's attention by raising their hand physically. This should be done clearly and the hand kept in view. Neither of the Zoom functions for raising hands ("react" or the blue hand icon) may be used. A Member participating by telephone should say that they wish to speak.

Exempt or confidential paperwork

18. At a meeting where papers are considered which are exempt from publication, Members should take care the papers are not visible from their screen.

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