

## POLICY SCRUTINY COMMITTEE

**Tuesday, 23 November 2021**

**6.00 pm**

**Committee Rooms 1-2, City  
Hall**

Membership:	Councillors Bill Bilton (Chair), Calum Watt (Vice-Chair), Liz Bushell, Jane Loffhagen, Bill Mara, Mark Storer and Pat Vaughan
Substitute member(s):	Councillors Gary Hewson
Officers attending:	Democratic Services, Legal Services, Kate Bell, Chris Morton and Martin Walmsley

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### A G E N D A

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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.	
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**Present:** Councillor Bill Bilton (*in the Chair*),  
Councillor Calum Watt, Councillor Alan Briggs, Councillor  
Gary Hewson and Councillor Jane Loffhagen

**Apologies for Absence:** Councillor Liz Bushell, Councillor Bill Mara, Councillor  
Mark Storer and Councillor Pat Vaughan

**13. Confirmation of Minutes - 24 August 2021**

RESOLVED that the minutes of the meeting held on 24 August 2021 be confirmed and signed by the Chair.

**14. Declarations of Interest**

No declarations of interest were received.

**15. Renewal of Public Spaces Protection Order allowing for the Gating of St Peters Passage**

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

- a. presented a proposal regarding the review of an existing Public Space Protection Order (PSPO) which prevented access to the St Peters Passage in the City Centre area of Lincoln.
- b. advised that the proposal was in consultation with the public and relevant partners prior to consideration by Executive.
- c. gave the background to the report and advised that the implementation of the PSPO permitting access to St Peters Passage by way gating either end of the passage was agreed at Executive in April 2018.
- d. explained the legal conditions of the PSPO as detailed in paragraph 4 of the report.
- e. referred to paragraph 6 of the report and detailed the consultation that had taken place with both the public and partner agencies and gave an overview of the 9 responses received.
- f. referred to the draft order at Appendix D of the report and proposed that the PSPO be continued in its current form for a further 3 years.
- g. advised that Officers would continue to work collaboratively with partners to actively manage ASB across the city centre.
- h. invited committee's questions and comments.

**Question:** Asked if there had been any displacement to St Peters at Arches Passage.

**Response:** There had not been any evidence of displacement. The St Peters Passage was used by on street cohorts, whereas the passage at St Peters at Arches was mostly linked to the night time economy. Officers were working with the Police to address this.

**Question:** Referred to the consultation response relating to the broken locks on the gates and commented that the issues had recommenced straight away once access was available to the passage and had stopped when the locks had been repaired. This suggested that this was evidence to show that there was still a need for the passage to be gated.

**Response:** Officers agreed that the evidence suggested that the passageway should continue to be gated.

**Question:** Asked if the gating of the passage affected the fire escapes to businesses nearby.

**Response:** Consultation had taken place with both the Fire and Rescue Service and local businesses. Officers would double check that there were no active fire escapes in the passage.

**Question:** Asked if the passage would revert back to public access once the PSPO ended.

**Response:** The passage would become public access once the PSPO ended, unless the redevelopment of the area took place in the mean time, which would resolve the issue.

RESOLVED that the proposal to continue the PSPO permitting the gating of St Peters Passage for a further period of 3 years be supported and referred to Executive for consideration.

## **16. Health Scrutiny Update**

The Chair of Policy Scrutiny Committee updated members of the business that had been discussed at the Health Scrutiny meeting held on 21 July 2021.

Councillor G Hewson referred to a press report which stated that there was an 18 year difference in life expectancy between residents of Park Ward and people living in other areas of the City. He expressed his concern and asked why there was a gap in life expectancy and what was being done to tackle this issue.

The committee discussed in detail the issues raised and the options available for scrutiny. It was suggested that Simon Walters, Director of Communities and Environment be asked to provide some data on the life expectancy across all areas of the City and provide information on what work was being done to address this issue.

RESOLVED that Simon Walters, Director of Communities and Environment be requested to provide a report on Health Inequalities for a future Policy Scrutiny Committee.

## **17. Policy Scrutiny Work Programme 2021-22 and Executive Work Programme Update**

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2021 -22 and Executive Work Programme Update'.
- b. presented the Executive Work Programme September 2021 – August 2022.
- c. requested councillors to submit what items they wished to scrutinise from the Executive Work Programme and policies of interest.
- d. invited members questions and comments.

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

RESOLVED that:

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

**18. Exclusion of Press and Public**

RESOLVED that the press and public be excluded from the meeting during consideration of the following item(s) of business because it is 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.

**19. CCTV Update**

Caroline Bird, Community Services Manager:

- a) updated Policy Scrutiny Committee on the operation of the CCTV service
- b) invited members' comments and questions.

Members discussed the content of the report in further detail.

RESOLVED that the proposal be supported and referred to Executive for consideration.

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**SUBJECT: LOCALISED COUNCIL TAX SUPPORT SCHEME 2022/23**

**DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK**

**REPORT AUTHOR: MARTIN WALMSLEY, HEAD OF SHARED REVENUES AND BENEFITS**

## 1. Purpose of Report

- 1.1 To provide an opportunity for Policy Scrutiny Committee to discuss and comment, as part of the formal consultation period, on the proposed scheme of a 2022/23 Council Tax Support scheme, and accompanying Exceptional Hardship Payments scheme.

## 2. Background

- 2.1 The national Council Tax Benefit system was abolished on 31<sup>st</sup> March 2013 and replaced by the Council Tax Support Scheme (CTS). (CTS is also sometimes known as 'Council Tax Reduction' – CTR). This scheme can be determined locally by the Billing Authority having had due consultation with precepting authorities, key stakeholders and residents.

- 2.2 As at the end of August 2021, there were 8,870 residents claiming CTS in Lincoln. 2,704 being pensioners who are protected under the legislation and receive CTS as prescribed by the Government (broadly similar to the level of Council Tax Benefit). It is the 6,166 working age claimants where a local scheme can be determined which can change the level of support provided. Unless a decision by the Council is made to apply scheme changes to vulnerable working-age customers, the localised CTS scheme would historically only be applied to non-vulnerable working age. Vulnerable working-age customers are those that have one of the following for CTS purposes:

- Disability Premium;
- Enhanced Disability Premium;
- Severe Disability Premium;
- Disabled Child Premium;
- In receipt of a war pension;
- Qualifies for disabled or long-term sick earnings disregard;
- Employment and Support Allowance (income-related, where the support or work-related component is received and has been recorded separately).

As at the end of August 2021, the split of the 6,166 working age CTS recipients is as follows:

- Working age – employed: 598;
- Working age – vulnerable: 3,069;
- Working age – other – i.e. not employed: 2,499.

- 2.3 The initial City of Lincoln CTS Scheme from 2013/14 effectively 'protected' working age Council Tax payers seeking support, retaining eligible entitlement of up to 100%

and not restricting other areas of entitlement calculation. However, in recent years the scheme has changed in light of increasing scheme costs and budget pressures.

2.4 The proposed CTS scheme must go through certain steps to comply with the provisions stated in the Local Government Finance Act 2012, before it can be adopted by this Council as a Billing Authority:-

- *Before making a scheme, the authority must (in the following order):-*
  - *Consult any major precepting authority which has power to issue a precept to it,*
  - *Publish a draft scheme in such manner as it thinks fit, and*
  - *Consult such other persons as it considers are likely to have an interest in the operation of the scheme.*

### 3. Impacts of Covid-19

3.1 Covid-19 has had an impact on the amount of CTS awarded, with significant increases in caseload and cost of the scheme.

3.2 The table below shows how Lincoln's CTS caseload has changed over the last two years.

	<b>Working age</b>	<b>Pension age</b>	<b>Total</b>
September 2019	5,639	2,903	8,542
December 2019	5,578	2,881	8,459
January 2020	5,601	2,865	8,466
February 2020	5,586	2,865	8,451
March 2020	5,638	2,853	8,491
April 2020	5,684	2,840	8,524
May 2020	5,972	2,835	8,807
June 2020	6,197	2,842	9,039
July 2020	6,159	2,832	8,991
August 2020	6,177	2,814	9,021
September 2020	6,225	2,806	9,031
October 2020	6,163	2,797	8,969
November 2020	6,193	2,786	8,979
December 2020	6,182	2,773	8,955
February 2021	6,227	2,754	8,981
April 2021	6,253	2,726	8,979
May 2021	6,250	2,726	8,976
June 2021	6,220	2,720	8,940
July 2021	6,191	2,718	8,909
August 2021	6,166	2,704	8,870

3.3 The level of CTS caseload is an important factor when considering the potential cost of a local CTS scheme – as effectively an increase in caseload increases the cost of the scheme, and vice versa the cost decreases when the CTS caseload reduces. Understandably, the Covid-19 pandemic had a direct impact on the number of residents claiming Council Tax Support. This increase now seems to have

plateaued somewhat, and is falling slightly. Although impossible to predict with certainty, it would appear likely that the caseload may rise again in the latter half of 2021/22 due to certain national ‘protections’ ending – for example, furlough scheme. Whether or not an increased CTS caseload continues into 2022/23, very much depends on the economic climate and impact on jobs and businesses from the Covid-19 pandemic.

#### 4. City of Lincoln Council 2021/22 CTS Scheme

4.1 The current, 2021/22 scheme has the following restrictions for working age customers: -

- Capital limit £6,000;
- Minimum entitlement of £2 per week;
- Property banding capped at Band B e.g. a customer in Band C (and above) property, will only have their CTS calculated on Band B liability;
- Backdating restricted to 1 month; and
- Temporary absence from home in line with Housing Benefit regulations.

#### 5. Council Tax Support Scheme options for 2022/23

5.1 In this Council’s Medium Term Financial Strategy (MTFS), the budgeted cost of the 2022/23 CTS scheme is £1,339,316 (i.e. City of Lincoln Council’s share 14.9%, - (with the total scheme cost £8,988,698)).

If the Council wishes to continue protecting vulnerable working age CTS recipients, then any changes to the CTS scheme will only apply to 3,097 customers or 34.92% of the caseload. Changes to the CTS scheme may be made for vulnerable working age customers too, however pension age residents are ‘protected’ and the ‘default’ government scheme effectively applies.

City of Lincoln’s CTS caseload at the end of August 2021 can be broken down as follows:

Caseload breakdown	Caseload	% of total caseload
Total caseload	8,870	
Pensioner	2,704	30.48%
Working age vulnerable	3,069	34.60%
Working age non-vulnerable	3,097	34.92%

5.2 Based on the current core elements of the existing scheme, caseload increases of 0% and 5% have been modelled, along with Council Tax increases of 1.9% and 2.5%. These are summarised in **Appendix 1**, giving an indication of the potential cost and savings to City of Lincoln Council. Also included is the potential value for non-collection, based on the collection figure currently included in the MTFS (98.75%).

5.3 As a billing authority the Council can decide whether or not to amend core elements of its scheme each year. Officers are proposing options for consultation to change certain core elements of the scheme, these are summarised in **Appendix 1**.

There will be some technical changes that will still need to be applied to ensure that the Council's scheme complies with the Prescribed Scheme Regulations (for example, covering Universal Credit, premiums and discounts). These details are awaited from the Ministry of Housing, Communities and Local Government (MHCLG).

Technical amendments to the scheme in relation to uprating income, applicable amounts, disregards and allowances are to be collated once statutory details have been released by the Secretary of State.

5.4 In developing the modelling for each of the Council Tax Support Scheme options a number of assumptions have been made, as follows:

- **Uprating freeze for social security benefits**, based on current national policy;
- As the Council and major preceptors are likely to set differing levels of Council Tax increases, this creates a variety of modelling scenarios. **Council Tax increases of 1.9% and 2.5%** have therefore been assumed for modelling purposes. The final costs of the scheme will though be increased by the actual level of Council Tax increases applied. The modelling does not though take into consideration that the Council's percentage share of the overall cost of the scheme would slightly reduce if other preceptors increase their Band D by a greater percentage than the Council, this would in effect reduce the cost of the scheme to the Council.
- **No increase in caseload for 2022/23, also a 5% caseload increase.** The 0% caseload change would effectively allow for the slightly decreasing CTS caseload to continue, then potentially rise slightly as national Covid-19 'protections' end and as the economy becomes more buoyant the CTS caseload falls again. However, a company offering advice to Revenues and Benefits services has indicated there could be caseload increases of up to 5%. Of course, officers can only predict the economy and subsequent impacts on Covid-19 caseload, particularly in the current climate this cannot be an 'exact science'.
- **Collection rate of 98.75%.** The Council Tax base 2020/21 included a collection rate of 98.75%, however this was reduced to 97.75% for 2021/22 to take into account impacts on collection due to Covid-19. The MTFS assumes a return to the pre Covid-19 collection rate of 98.75% from 2022/23.

Another key factor to be considered is to ensure our software supplier, Northgate, can accommodate the changes being proposed. Normally, Northgate would need to know about any potential significant changes required to the software system by the end of September preceding the new year a CTS scheme is being proposed – i.e. by the end of September 2021, for the 2022/23 scheme.

5.5 The options considered, are as follows, (all options are modelled including the factors as set out in paragraph 5.4 (above):

- **Option 1: No change to the current scheme;**

- **Option 2: ‘All working age’ banded scheme** - \* see paragraph 5.6 (below) for further information ;
- **Option 3: ‘De Minimis’ scheme** - \* see paragraph 5.7 (below) for further information. (Not modelled – A ‘De Minimis’ scheme is not included in the Northgate CTS modelling tool).

Options 2 and 3 very much focus on simpler schemes for customers where many will receive less re-assessments of CTS entitlement in-year, reducing the number of complex CTS notifications they receive as well as subsequent Council Tax Bills with revised payment instalments. These options would also make a more efficient scheme for officers, reducing the cost of outgoing correspondence.

## 5.6 ‘All Working Age’ Banded Scheme

For 2022/23, an option being put forward is to make a fundamental change to the way CTS is calculated for all working-age customers.

Part of this proposal is due to the way Universal Credit (UC) is re-assessed on a monthly basis by Department for Work and Pensions (DWP) – this means many Council Tax payers have their UC entitlement altered each month – for example, where they have a fluctuating wage. If the UC recipient is also receiving CTS, this subsequently means that they then have a re-assessment of their CTS entitlement – meaning that it is possible to keep having a new bill sent each month, with instalments for repayment being ‘re-set’ – which can be confusing for customers, as well as administratively inefficient for officers – and preventing recovery progressing where there is non-payment of Council Tax. This is a particular issue with customers who have opted to pay by direct debit, as month after month the instalment resets and the direct debit is never taken. This moves their whole debt to the end of the year where potentially they are asked to pay more than they can afford, when they may have made every effort to pay this during the year.

Although income changes for UC customers are more likely to be more frequent, other working age CTS customers can also have numerous changes in income throughout a financial year, also causing numerous re-assessments in entitlement and multiple entitlement notifications and Council Tax bills being issued – which result in enquiries to the Revenues and Benefits Service, as well as to Customer Services.

Therefore, an option is an income-banded scheme which would apply to UC and non-UC working age customers – (otherwise effectively a ‘two-tier’ scheme would be in place, if the scheme was for UC recipients only). This would include groups currently protected as ‘vulnerable’ – which could potentially mean some customers receive a lesser award of CTS than under the current scheme. However, through effective use of the Exceptional Hardship Payments scheme (see paragraph 5.8), some of these effects may be mitigated.

For the purposes of modelling such a scheme, the following parameters have been included. Further work is being carried out on these income bands and level of non dependant deduction. To make the scheme work effectively, the ‘bands’ will need to be as reflective as possible of current caseload earnings levels – to reduce numbers

that may 'lose out' under a banded scheme, - as well as also removing excessive changes between income bands throughout the year. The levels initially proposed are as follows – income bands shown are weekly figures:

Discount	Passported	Single Income Band £	Couples Income Band £	Family with 1 child £	Family with 2+ children
Band 1: 100%	Relevant benefit	0.00 to 120.00	0.00 to 165.00	0.00 to 220.00	0.00 to 275.00
Band 2: 85%	N/A	120.01 to 160.00	165.01 to 210.00	220.01 to 265.00	275.01 to 315.00
Band 3: 50%	N/A	160.01 to 245.00	210.01 to 285.00	265.01 to 345.00	315.01 to 385.00
Band 4: 25%	N/A	245.01 to 315.00	285.01 to 365.00	345.01 to 420.00	385.01 to 470.00

Under this scheme, it is proposed the following incomes would be disregarded (not taken into account):

- Disability Living Allowance;
- Personal Independence Payment;
- Armed Forces Independence Payment;
- Child Benefit;
- Child Maintenance;
- War Disablement Benefits.

The following fixed-rate non-dependant deductions would apply:

Non dependant deduction where non-dependant is not working. Also, a non-dependant deduction will not apply in some circumstances, such as where certain household members have disabilities, are pensioners, students, receiving war pension incomes (including Armed Forces Independence Payments) or members of the armed forces away on operations.	Deduction – Nil
Non dependant deduction where non-dependant is in work or their level of income has not been ascertained	Deduction - £4.00 per week

## 5.7 'De Minimis' Scheme

An option, which could be applied across all working age CTS recipients, would be to effectively 'ignore' any change in circumstance which affects weekly CTS entitlement by less than £4.00 (either increased or decreased entitlement). This would reduce the number of CTS re-assessments being made affecting the level of entitlement, reduce the number of updated Council Tax bills being issued, reduce the need for customers to contact the Revenues and Benefits Office, or Customer Services, to query their change to entitlement/ new Council Tax bill.

This is a relatively straightforward scheme to implement and administer, producing efficiencies for the service – allowing officers to deal with more complex cases and the increased workload in other areas of Revenues and Benefits administration.

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

The Council is required to provide financial assistance to the most vulnerable residents, who have been disproportionately affected by the changes made in 2021 to the Council Tax Support Scheme. Since April 2013, the Council has agreed to introduce an EHP scheme each year, in order to provide a safety net for customers, in receipt of Council Tax Support who were experiencing difficulty paying their Council Tax. Exceptional Hardship falls within Section 13A(1) of the Local Government Finance Act 1992 and forms part of the Council Tax Support Scheme.

The current EHP budget is £20,000 and the cost of EHP awards is borne solely by City of Lincoln. As at 31<sup>st</sup> August 2021, a total of £9,070 EHP has been awarded for 2021/22. It should be noted though there is an additional government-funded Council Tax Hardship Scheme available in 2020/21 and 2021/22, which has also been utilised to assist those receiving Council Tax Support (and others who may require this kind of financial assistance) – officers are unaware of any plans for this latter hardship fund to be available in 2022/23. It is therefore proposed that the EHP budget be increased from £20,000 to £25,000 for 2022/23.

The EHP scheme could be vital if any of the options in paragraphs 5.6 and 5.7 are implemented – as this could potentially be used in appropriate circumstances to make payments to CTS recipients with reduced awards under the scheme and suffering exceptional hardship as a result.

## 5.9 **Timetable**

- 5.10 The timetable to approve any changes to the new scheme takes into account the existing calendar of meetings. Full Council of the Billing Authority needs to approve the scheme after consultation as outlined in paragraph 2.3.

- 5.11 The timetable is as follows:

- Executive: 25<sup>th</sup> October 2021, *approved options for consultation*
- Consultation start (6 weeks): 3<sup>rd</sup> November 2021, *including consultation with public, other appropriate organisations (e.g. Citizens Advice), and major precepting authorities*
- Policy Scrutiny Committee: 23<sup>rd</sup> November 2021, *as part of consultation process*
- Consultation Ends: 14<sup>th</sup> December 2021
- Executive: 4<sup>th</sup> January 2022, *to refer to Council a recommendation on a proposed 2022/23 scheme*
- Council: 18<sup>th</sup> January 2022, *the Local Government Finance Act 2012*

*requires a full review of the scheme by the Billing Authority. City of Lincoln Council will need to approve a new scheme after consultation by 31<sup>st</sup> January 2022.*

## 6

### 6.1 Strategic Priorities

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

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

Council Tax Support awards are notified on Council Tax bills. If the scheme were likely to change, consultation with precepting authorities, stakeholders (such as Citizens Advice and Financial Inclusion Partnership) and residents would be required. Once a decision has been made, notification within Council Tax bills and annual CTS uprating letters would be issued advising claimants of the decision once their award for the new financial year is known.

### 6.2 Organisational Impacts

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

The actual cost of the discount scheme in 2022/23 will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the City Council and the major precepting authorities.

An indicative range of costs for 2022/23 based on various scenarios and the options set out in section 5 of this report are set out in **Appendix 1**.

It should be noted that modelling financially for the proposed banded scheme and De Minimis scheme comes with a real 'disclaimer' that the modelling can only be based on information available at that time within the CTS caseload – and due to the nature of these schemes it is almost impossible to predict with any certainty which new claims and changes will affect the levels of CTS being awarded in 2022/23 – therefore, the cost of the scheme is unpredictable.

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

It is proposed the Exceptional Hardship Payments fund of £20,000 for 2021/22, be increased to £25,000 for 2022/23 – the cost of this fund is wholly borne by City of Lincoln Council as Billing Authority.

### **6.3 Legal implications inc Procurement Rules**

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

The regulations for the City of Lincoln Council scheme proposed to be adopted are to be collated and made available for Council in January 2022.

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

The Authority will be obliged to comply with its general equality duty under the Equality Act 2010 – an Equality Impact Assessment is included at **Appendix 2** to this report.

### **6.5 Staffing**

No change to current staffing arrangements as a result of this policy.

## **7. Risk Implications**

7.1 The Council, along with the other preceptors, bears the risk of the cost of the Council Tax Support scheme should caseload increase causing the cost to increase more than predicted.

7.2 Any revisions to the scheme must be approved by 31<sup>st</sup> January 2022 before the financial year begins.

7.3 The scheme cannot be changed mid-year and therefore it is vital an appropriate scheme is in place.

## 8. Recommendations

8.1 Policy Scrutiny Committee is requested to:

- 1) Comment on and consider the Council Tax Support scheme options for 2022/23 as part of the public consultation, as set out in Section 5.
- 2) Comment on the proposed increase of £5,000, to £25,000, in the Exceptional Hardship Payments scheme fund for 2022/23 to top up Council Tax Support awards in appropriate cases.

<b>Key Decision</b>	Yes
<b>Do the Exempt Information Categories Apply</b>	No
<b>Call In and Urgency:</b> Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply?	No
<b>Does the report contain Appendices?</b>	Yes
<b>If Yes, how many Appendices?</b>	1
<b>List of Background Papers:</b>	Appendix 1 – Council Tax Modelling 2022/23 Appendix 2 – Equality Impact Assessment None
<b>Lead Officer:</b>	Martin Walmsley – Telephone 01522 873597

**Appendix 1: 23<sup>rd</sup> November 2021 Policy Scrutiny Committee - City of Lincoln Council – Council Tax Support 2022/23 scheme**

<b>Option 1: No change to the current scheme</b>	<b>Estimated Total Spend (all preceptors)</b>	<b>City of Lincoln Spend – 14.90%</b>	<b>Difference to MTFS (£1,339,316) – (saving) / cost</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 1.9% Council Tax increase</li> </ul>	£8,705,500	£1,297,120	(£42,197)	(£41,670)
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 2.5% Council Tax increase</li> </ul>	£8,760,650	£1,305,337	(£33,980)	(£33,555)
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 1.9% Council Tax increase</li> </ul>	£9,138,611	£1,361,653	£22,337	£22,058
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 2.5% Council Tax increase</li> </ul>	£9,196,325	£1,370,252	£30,936	£30,549

**Appendix 1: 23<sup>rd</sup> November 2021 Policy Scrutiny Committee - City of Lincoln Council – Council Tax Support 2022/23 scheme**

<b>Option 2: 'All Working Age' Banded Scheme</b>	<b>Estimated Total Spend (all preceptors)</b>	<b>City of Lincoln Spend – 14.90%</b>	<b>Difference to MTFS (£1,339,316) – (saving) / cost</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 1.9% Council Tax increase</li> </ul>	£7,519,109	£1,120,347	(£218,969)	(£216,232)
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 2.5% Council Tax increase</li> </ul>	£7,562,759	£1,126,851	(£212,465)	(£209,809)
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 1.9% Council Tax increase</li> </ul>	£7,893,085	£1,176,070	(£163,246)	(£161,205)
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 2.5% Council Tax increase</li> </ul>	£7,938,905	£1,182,897	(£156,419)	(£154,073)

**Appendix 1: 23<sup>rd</sup> November 2021 Policy Scrutiny Committee - City of Lincoln Council – Council Tax Support 2022/23 scheme**

<b>Option 3: 'De Minimis' Scheme</b>	<b>Estimated Total Spend (all preceptors)</b>	<b>City of Lincoln Spend – 14.90%</b>	<b>Difference to MTFS (£1,339,316) – (saving) / cost</b>	<b>Amount expected to be collected using collection figure of 98.75%</b>
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 1.9% Council Tax increase</li> </ul>	<p><i>A 'De Minimis' scheme is not included in the Northgate CTS modelling tool. An initial Northgate report has been looked at for the year 2021/22 so far – the report shows there has been 257 changes which have reduced CTS entitlement by up to £4.00 per week, and 223 changes which have increased CTS entitlement by up to £4.00 per week.</i></p> <p><i>However, more work is required to establish the effect of multiple changes on CTS claims that might include higher changes in entitlement.</i></p>			
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 2.5% Council Tax increase</li> </ul>				
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 1.9% Council Tax increase</li> </ul>				
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 2.5% Council Tax increase</li> </ul>				

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Equality with Human Rights Analysis Toolkit



SECTION A

Name of policy / project / service	Council Tax Support Scheme 2022/23
Background and aims of policy / project / service at outset	<p>The Council must review and reapprove its Council Tax Support scheme each year as part of its budget setting process, and make any necessary changes for 1<sup>st</sup> April 2022.</p> <p>It is recognised that the combined effects of the wider welfare reform package on the residents of the District requires a robust and detailed Equality Impact Assessment (EIA).</p> <p>This EIA makes reference to data derived from the current Council Tax Support caseload.</p> <p>Following publication of the draft scheme, formal consultation will commence on 27<sup>th</sup> October 2021, utilising a combination of means, e.g. press releases, social media and letters issued to those in receipt of Council Tax Support directing the public to the on-line consultation documents, as well as potentially interested organisations such as Citizens Advice, and other Council Tax major precepting authorities.</p> <p>The level of changes to the current scheme are not yet known but the individuals / groups impacted by the selection of changes is.</p> <p>Each of these has been considered in relation to how the changes might differently and / or adversely affect people with protected characteristics.</p> <p>The EIA assesses our approach to consultation on the proposed scheme and will be added to during and following the results of this consultation. The consultation will be monitored with information used to develop the draft scheme.</p>
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality	Martin Walmsley, Head of Shared Revenues and Benefits

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**Appendix 2 – 23<sup>rd</sup> November 2021 Policy Scrutiny Committee – Council Tax Support Scheme 2022/23 Equality Impact Assessment**

analysis	
Key people involved <i>i.e. decision-makers, staff implementing it</i>	<ul style="list-style-type: none"> <li>• Decision Makers – City of Lincoln Members, and Executive</li> <li>• Staff implementing any changes</li> </ul>

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**SECTION B**

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

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this?*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age	Y	Y		Pensioners are a protected group for the purposes of Council Tax support Scheme so	Yes	Action dependant on outcome of consultation and Executive

Appendix 2 – 23<sup>rd</sup> November 2021 Policy Scrutiny Committee – Council Tax Support Scheme 2022/23 Equality Impact Assessment

23			<p>will not be financially affected, therefore the reduction in benefit will be borne by the remainder of those in receipt of Council Tax Support (working age).</p> <p>There could be a risk people of working age who will bear all the financial impact of the changes, may resent the fact that pensioners are exempt. Working age claimants with younger children under 5 are more likely to be unemployed or work part-time hours (and are mostly female), therefore childcare costs could be a barrier to employment. However, the current Council Tax Support scheme takes childcare costs up to a certain level into account, also Universal Credit takes account of childcare costs in the assessment of entitlement.</p> <p>Due to the current economic climate, it is more difficult for younger people to access employment providing further financial difficulties. Council Tax Support will only be available to those young people who are liable to pay Council Tax and this only applies to householders over 18 years of age. If the young person is living in their parent or other householder's home they will not be liable to pay Council Tax so will not be affected by the Council Tax Support scheme unless they are a non-dependent in the householder's home.</p>		<p>recommendation on 4<sup>th</sup> January 2022</p> <p>With effect from 1<sup>st</sup> April 2022</p>
	Disability including carers	Y		The Department for Work and Pensions states that disabled people are less likely to	Yes

Appendix 2 – 23<sup>rd</sup> November 2021 Policy Scrutiny Committee – Council Tax Support Scheme 2022/23 Equality Impact Assessment

<p>(see Glossary)</p> <p>24</p>				<p>be in employment, therefore the proposals do not impact on this group to the extent that they are regarded as a vulnerable group – or certain incomes would be disregards under the ‘All working age banded scheme’.</p> <p>To qualify as ‘disabled’ the person must</p> <ul style="list-style-type: none"> <li>• Qualify for a disability, enhanced disability or severe disability premium for the claimant or partner, or</li> <li>• Qualify for disability or enhanced disability premium for a dependent, or</li> <li>• Qualify for a disability earnings disregard, or</li> <li>• Receive a disability related council tax reduction.</li> <li>• Be in receipt of Employment and Support Allowance (Work Related or Support Group component).</li> </ul>		<p>recommendation on 4<sup>th</sup> January 2022</p> <p>With effect from 1<sup>st</sup> April 2022</p>
Gender re-assignment			Y	This does not have any effect on the decisions made under this policy.	N/A	
Pregnancy and maternity			Y	This does not have any effect on the decisions made under this policy.	N/A	
Race			Y	<p>Persons from abroad are excluded from provision by statute but race or ethnicity itself does not have any effect on the application of the scheme.</p> <p>Scheme rules do not take into account race or ethnicity.</p>	N/A	

**Appendix 2 – 23<sup>rd</sup> November 2021 Policy Scrutiny Committee – Council Tax Support Scheme 2022/23 Equality Impact Assessment**

				<p>Council Tax Support is proposed to be considered to potentially affect all working age customers.</p> <p>It is proposed within one of the options to introduce temporary absence from home rules in line with Housing Benefit and Universal Credit.</p>		
Religion or belief			Y	There is no evidence at this stage of an impact in relation to religion or belief	N/A	
Sex			Y	This does not have any effect on the decisions made under this policy.	N/A	
Sexual orientation			Y	This does not have any effect on the decisions made under this policy.	N/A	
Marriage/civil partnership			Y	This does not have any effect on the decisions made under this policy.	N/A	
Human Rights (see page 8)			Y	This does not have any effect on the decisions made under this policy.	N/A	

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

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

**SECTION C**

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

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

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

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

When and how will you review and measure the impact after implementation?	<p>The policy and Council Tax Support is the responsibility of City of Lincoln Council. It is approved by Executive and then Full Council. It will be administered by the Council's Shared Revenues and Benefits Service.</p> <p>The Council continually analyses its Council Tax Support caseload and produce figures showing the main groups of working age claimants getting Council Tax Support now and likely to be affected by changes to the current scheme. Extracts of the data will allow monitoring of the main types of people affected by the policy can take place as required.</p>
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**Appendix 2 – 23<sup>rd</sup> November 2021 Policy Scrutiny Committee – Council Tax Support Scheme 2022/23 Equality Impact Assessment**

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Checked and approved by responsible officer(s) (Sign and Print Name)	 Martin Walmsley	Date	24 <sup>th</sup> September 2021
Checked and approved by Assistant Director (Sign and Print Name)		Date	

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**SUBJECT: DRAFT COLC DECARBONISATION STRATEGY AND ACTION PLAN REPORT**

**DIRECTORATE: MAJOR DEVELOPMENTS**

**REPORT AUTHOR: KATE BELL, CLIMATE CHANGE MANAGER**

## 1. Purpose of Report

- 1.1 The purpose of this report is to request that the Policy Scrutiny Committee consider and refer the City of Lincoln Council's Decarbonisation Strategy and Action Plan to Executive for approval.

## 2 Background

- 2.1 On the 23rd of July 2019 Full Council passed a Motion to Declare a Climate and Environmental Emergency, resolving to deliver a carbon neutral vision for Lincoln by 2030.
- 2.2 The Council's Climate Change Vision group, which includes representatives from a range of service areas and all Directorates, have worked together to review the Council's carbon dioxide emissions and identify opportunities to achieve a net zero carbon target for the Council's own emissions by 2030.
- 2.3 In September 2021 the Council submitted an environmental performance report to Investors in the Environment for external audit, this included the draft Decarbonisation Strategy and Action Plan. The Council achieved a green level and 92% score for its environmental performance and plans in place to achieve a net zero carbon target. The Council were also shortlisted and won the Overall Outstanding Achiever Award 2021.

## 3 City of Lincoln Council Decarbonisation Strategy and Action Plan

- 3.1 To achieve the net zero carbon target and adhere to all the council's commitments in the Climate and Environmental Emergency Declaration a draft Decarbonisation Plan has been prepared following extensive internal consultation.
- 3.2 The plan sets out how the Council intends to achieve net zero carbon for its own operations and services and contribute towards Lincoln's area wide carbon neutral ambitions. **A draft copy of the Decarbonisation Plan is provided in appendix 1 of this report.**
- 3.3 The basis of the draft Decarbonisation Plan is to provide a comprehensive assessment of the carbon impact of the Council's own operations, including a calculation of our carbon footprint and an action plan.

- 3.4 The plan identifies eight decarbonisation pathways, includes Carbon data where available and identifies key challenges and opportunities for each pathway towards a net zero carbon target by 2030.
- 3.5 The plan would need to be reviewed and updated annually to reflect emerging knowledge and understanding to ensure the council achieve a net zero carbon target by 2030.

#### **4. Corporate Strategic Priorities**

##### **Let's Address the Challenge of Climate Change**

The proposals covered in this report are part of a programme of projects that will deliver the Council's aspirations and priorities outlined in the Vision 2025 Strategic Plan.

#### **5. Organisational Impacts**

##### **5.1 Finance**

- 5.1.1 The Decarbonisation Plan has no direct financial implications. Subject to the plan being approved, delivery of actions will be funded under existing budgets or, where required, external funding will need to be identified and secured to carry out feasibility or capital works.

##### **5.2 Legal Implications including Procurement Rules**

The Decarbonisation Plan has no legal implications

##### **5.3 Human Resources**

The projects within the Decarbonisation Action Plan report will be managed by existing staff within the Major Development Directorate. The Vision 2025 Climate Challenge taskforce is a multi-disciplinary team and will oversee this programme and ensure a coherent approach to delivery.

##### **5.4 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.

An Equality with Human Rights Analysis has been undertaken in relation to the Climate Assembly and Lincoln 2030 consultation process, this is attached at Appendix three. An EIA will be carried out as part of the Assembly selection and workshop planning process.

## 6. Risk Implications

### 6.1 Options Explored

- 1) To progress a 2021/22 Decarbonisation Programme which delivers the Council's Vision 2025 ambitions and the commitments made in the Climate Emergency Declaration.
- 2) To reduce the scale and ambition of the council's 2021/22 project proposals and deliver the programme over a longer timescale to relieve pressure on Council resources.

### 6.2 Key risks associated with the preferred approach

The preferred approach, option 1, seeks to mitigate the risks associated with option 2, which include the failure to respond to the Climate Emergency declaration in a timely fashion.

## 7. Recommendations

- 7.1 The Policy Scrutiny Committee are asked to consider and refer the Decarbonisation Strategy and Action Plan to the Executive for approval.

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

One

**List of Background Papers:**

None

**Lead Officer:**

Kate Bell, Climate Change Manager

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# **Draft City of Lincoln Council Decarbonisation Strategy and Action Plan**

## **Responding to the Climate Emergency**

**2021-2030**



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## Introduction

### What does carbon neutrality mean?

Carbon neutrality means reducing net emissions by at least 95% of 2008 levels, there may be a residual 5% of emissions that is not technically feasible to eliminate by 2030. The UK Government ambition is for carbon neutrality across the entire UK public sector, i.e. some public sector organisations may be able to achieve negative emissions, to balance out unavoidable emissions in other organisations. Our contribution to this ambition will reflect future UK Government guidance.

### What is a Decarbonisation Plan?

The purpose of a Decarbonisation Plan is to describe how the City of Lincoln Council intends to replace fossil fuel reliant systems with low carbon alternatives (e.g. Electric Vehicles, renewable energy). To meet the challenge of net zero, the Council will need to decarbonise its buildings and transport over the next 10 years.

The Plan describes the current state of the Council's energy use and its plans for reducing and/or decarbonising its energy use. The plan outlines what the Council has already done, what it is currently doing, what it plans to do in the future. The plan explains what actions are going to be taken, over what timescales, and the intended outcomes.

### Scope of the Decarbonisation Plan

The Plan looks at emissions that are in our direct control, i.e. the Council's transport fleet or how we heat our buildings, as well as the services that the Council provides such as managing parks and open spaces or waste collection.

We recognise that some elements of our emissions are not solely in our direct control and/or will require additional support to achieve, e.g. the availability of low carbon technology and decarbonisation of the power grid. We will seek to collaborate with partners and advocate for actions in these areas. The Council are working closely with the [Lincoln Climate Commission](#) to develop a citywide Climate Strategy and Action Plan which will focus on how we are collectively going to achieve a net zero Carbon target for Lincoln by 2030.



## Climate change and the need for decarbonisation

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Source: NASA Climate Change

In 2015 the UK government joined an overwhelming majority of countries from around the world by signing the Paris Agreement. This consensus acknowledged the scientific advice and evidence of thousands of the world's best climate scientists and the need to ensure the average temperature of the earth's surface warms by no more than 1.5oC from the earth's temperature in approximately 1850-1900 (pre-industrial levels). The earth's average temperature is currently approximately 15oC. This shows why the constant human activity which causes additional increases to the global average temperature (in addition to any irregular but essential natural events that have a warming effect e.g. volcanic eruptions) must be addressed by mankind's next evolution to a new low carbon age.

Reducing emissions to safe levels can be done with existing technologies and knowledge. Governments know the cost and risk of inaction far outweighs the cost of action. After advice from the Committee on Climate Change, the UK government amended the Climate Change Act and made reaching a target of 'net zero' emissions by 2050 a binding target.



## City of Lincoln Council's Climate and Environmental Emergency Declaration

On the 23<sup>rd</sup> of July 2019 CoLC's Full Council unanimously resolved that, This Council;

- Acknowledge the reality of the climate and environmental crises and commits to urgent emergency action.
- Join with Parliament and other Councils in declaring a Climate and Environment Emergency, and commit to the vision of a carbon neutral LINCOLN by 2030 at the latest.
- Sign up to a science based carbon reduction target that is consistent with achieving the Paris Agreement of no more than 1.5oC global temperature increase.
- Call on central government to provide the funding and powers to make this possible, and ask local MPs to lobby government to achieve this.
- Call on Lincolnshire County Council to cooperate with the City and District Councils to enable the City & District Councils to deliver on the carbon neutral vision by 2030, especially in such critical areas as highways & transport, energy, waste, food and health & wellbeing.
- Work with partners in the area to deliver carbon reductions and support environmentally sustainable industry, business & employment.
- Ask the Lincoln Climate Commission to consider ways of involving all interested people to have a voice through a citizens assembly or something that serves this purpose.
- Facilitate the work of a Lincoln Climate Commission to draw upon expertise in the community (industry, commerce, education, health etc.) and general public, to devise a carbon reduction road map with staged targets and policies consistent with carbon neutrality by 2030, and bring a report to the Council's Executive as soon as practicable.



# Vision 2025 Strategic Plan

## Let's Address the Challenge of Climate Change

Vision 2025 is a five-year plan, based on many conversations we have had with members of the public and our partners. The plan sets out in some detail what we think needs to be done to deal with the most pressing issues we face in Lincoln. Our plans aspire to achieve a dynamic, resilient, inclusive and carbon neutral city, but importantly as well, to have Lincoln as a place of advanced social progress, with a high degree of social cohesion, a city of cultural, generational and ethnic diversity. Having declared a climate emergency in 2019, Vision 2025 places a new focus on this priority as a key element of the council's strategic plan.

A Climate Challenge taskforce has been set up to deliver the following climate aspirations:-

- Let's ensure our development approach reduces our carbon footprint
- Let's set the Lincoln standard for sustainable zero carbon development
- Let's make walking, cycling and the use of public transport the best and favourite way to move around Lincoln
- Let's ensure the city's infrastructure is fully adaptable and resilient to the challenges of climate change
- Let's make our existing housing and business premises energy efficient

The taskforce is made up of officers representing all Directorates and service areas within the council with responsibility for environmental management, business support, property management, air quality, planning policy, communications, procurement and climate change.

This Decarbonisation Plan sets out how the Council intends to achieve some of its climate aspirations.

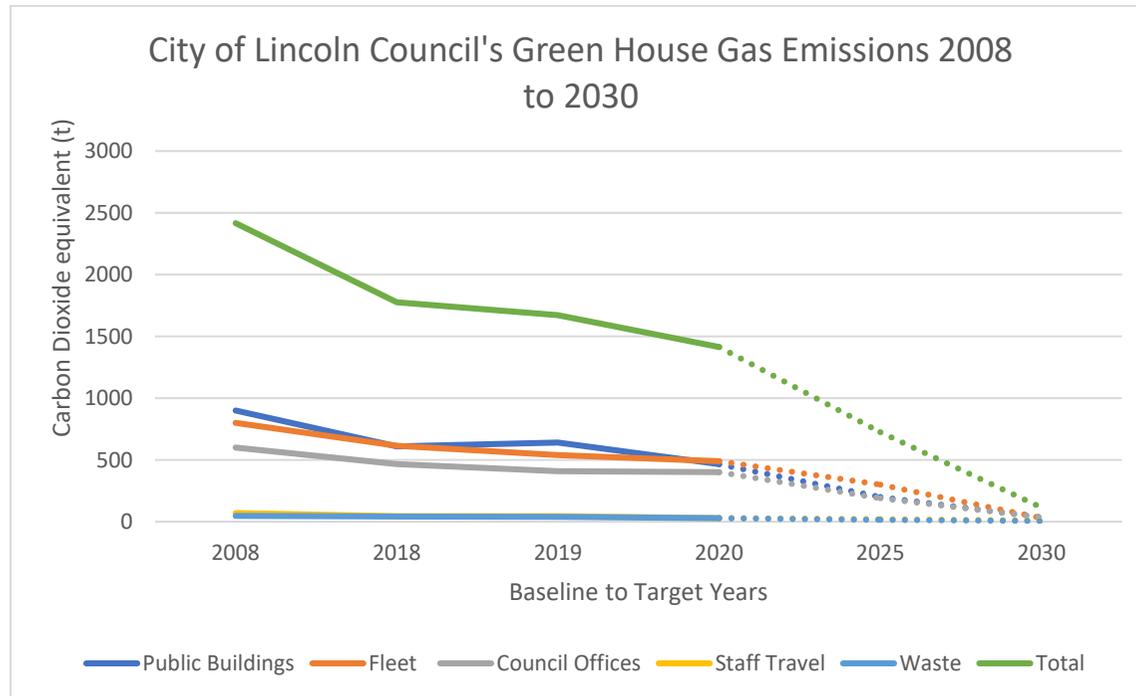
[vision-2025-strategic-plan \(lincoln.gov.uk\)](https://www.lincoln.gov.uk/vision-2025-strategic-plan)



# Building on success

## What we have already achieved

We have a strong track record of delivering emission reductions and financial savings. There have been significant reductions in emissions over time against both the target and business as usual (BAU) scenarios. Since 2008/9 the Council's Green House Gas emissions have reduced by 36% and the current reduction trend sets a solid foundation upon which to aim for carbon neutrality.



Green house gas emissions are measured as **Carbon Dioxide equivalent (CO<sub>2</sub>e)** have reduced in all council buildings since 2008, public buildings have been slowest to reduce due to a significant increase in gas consumption at the Council's Crematorium between 2018/19 and 2019/20.

The Council's 50 year old Crematorium will undergo a refurbishment in 2022 and will include a range of energy efficiency measures to significantly reduce CO<sub>2</sub>e emissions.



Some examples of successes we have had in reducing our carbon footprint to date include:

- An Environmental Management System to record monitor and identify opportunities to reduce the council's emissions produced directly or indirectly from gas, electricity, waste, waste and vehicle fuel.
- Replacing some of our IT servers with virtual servers significantly reducing electricity consumption.
- LED lighting and sensor controls in our MSCPs and offices.
- Electric fleet vans and recharge points in six council managed car parks
- Solar thermal and PV projects on seven housing sites and four Council buildings.
- Rainwater harvesting, solar thermal hot water and ground source heat pumps at Yarborough sports pavilion.
- New Transport Hub completed in 2018, designed to absorb thermal heat and natural ventilation and shading to prevent overheating with on site Solar PVs



**Parking Services Electric Van**



**Photovoltaic Panels on the roof of City Hall**

In 2020 the Council undertook an independent audit of its Environmental Management System. An environmental management system (EMS) is



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"a system and database which integrates procedures and processes for training of personnel, monitoring, summarizing, and reporting of specialized environmental performance information to internal and external stakeholders of a firm".<sup>1</sup>

Having a recognised EMS accreditation demonstrates a continued environmental commitment to residents, contractors, suppliers, the wider business community and voluntary & community groups. In September 2020 Investors in the Environment announced that the City of Lincoln Council has achieved the Silver level accreditation with a score of 74%.



'The Investors in the Environment (iiE) accreditation consists of organisations working toward high-level criteria and targets, followed by an official auditing process. The objective is to identify how City of Lincoln Council is performing against agreed targets and environmental performance. By qualifying for the accreditation, City of Lincoln Council (CoLC) are demonstrating their organisation's commitment to minimising its environmental impact and helping to set the standard for the environment.' (City of Lincoln Council iiE Audit. Sept 2020)



Overall  
Outstanding  
Achiever  
2021

## Carbon Reduction Pathways – What are we doing now?

<sup>1</sup> Sroufe, Robert. "Effects of Environmental Management Systems on Environmental Management Practices and Operations." Production and Operations Management. 12-3 (2003): 416–431.



The Council has set an ambitious target to be net zero carbon in all its buildings operations and services by 2030. In order to achieve this ambition it is necessary to break decarbonisation down into six manageable pathways to identify the key actions required.

<b>Decarbonisation Pathway</b>	<b>What does this cover?</b>	<b>% of total CO2e</b>
Electricity	This transition is now well underway, with the grid becoming increasingly green as a variety of forms of renewable power are installed (solar, wind, hydro). Energy efficiency is also improving, with the council making substantial investments in energy efficiency throughout its buildings. Low carbon electricity will also play a key area in decarbonising other areas such as heating and transport, placing pressure on supply.	11%
Heat	Decarbonising space and water heating (and cooling) in CoLC's buildings will be part of a wider transition away from a national heating system based on a standardised gas grid. It is very early in this transition but it seems clear that the switch will not be to a single technology, but involve a range of alternatives such as district heating networks, heat pumps, hydrogen and solar thermal to fit local circumstances.	66%
Transport	Direct transport includes all work related travel by CoLC employees, whether in their own, or in CoLC fleet, vehicles or by public transport. This also covers indirect transport such as the refuse fleet vehicles owned and operated by a contractor to deliver a council service.	12%
Waste	This pathway focuses on waste from council offices and depots as well as waste generated by the public at council owned and managed sites such as Hartsholme County Park. Public behaviour has a large impact on the volume and type of waste entering our waste system. Not just at the point of waste disposal, but in consumer choices made prior to this. Waste that is not recycled is converted to energy, at the Energy from Waste facility at North Hykeham.	11%
Built Environment	The Council has some influence on Lincoln's built environment, through the building, renovation, repair and remodelling of over 7000 council homes. The Council is also the Planning Authority for Lincoln and has a joint Central Lincolnshire Local Plan with an ability to influence carbon neutral planning policy.	NA
Natural Environment	There are 47 Local Wildlife Sites, making up 740 hectares and account for 21% of the land in the City of Lincoln administrative boundary. The natural environment plays an important role in decarbonisation, removing emissions from the atmosphere, these negative emissions are crucial to achieving carbon neutrality. In addition, as land owner the council is responsible for substantial carbon stocks already captured, grasslands, wetlands, trees and soil are the main natural carbon stores in the city.	-2%



# Decarbonisation Action Plan 2021-2026

## Electricity – Council Buildings

In 2021/21, the Council consumed 1,513,778 kWh of electricity in its operated buildings. These emissions calculated for electricity generation are associated with the generation, and transmission and distribution of electricity.

First and foremost, this should be reduced through energy efficiency measures. However the emission factor for purchased electricity is reducing as conventional power generation from coal and gas is replaced by low-carbon generation (e.g. from renewables and nuclear). This will result in reduced emissions, even during a business as usual approach.

As the carbon intensity of electricity reduces it will become more beneficial in terms of emissions to use electricity as a fuel in the place of gas, diesel etc. This electrification of heating and transport sectors will likely cause this electricity consumption to increase by 2030.

Overall target to reduce CO2 emissions from electricity by 2% year on year.

### Council Buildings

Year	Kg CO2 e	Total Percentage +/-
18/19 Baseline	213720	
19/20	192480	- 10%
20/21	120301	- 37%

Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
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1.1	Transition to new workstyles and agile working practices	<p>Reduce the number of IT Servers</p> <p>Reduce the Air Conditioning in the server room.</p> <p>Roll out new ICT devices to teams for remote working.</p> <p>Transforming the way we work through the new workstyles – making more efficient use of our assets.</p>	Carbon Dioxide equivalent (CO2e) emissions	10% reduction on baseline.	Amber	<p>Reduce electricity demand from IT servers and air conditioning.</p> <p>Reduce office space and improving energy efficiency.</p> <p>Reduce the Council's overall CO2e emissions.</p>	IT/Agile Working Group
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**Progress Update (Sept 2021 Status)**

The transition to agile working is progressing and the following outcomes have been achieved:-

- The number of physical servers has reduced from 100 to 25
- Power Hosting kit installed which runs a further 257 virtual servers.
- Only one air con unit is now required, (second unit turned off and only used if required as a backup)
- All remote workers have and are using ICT devices.
- Office plans are being prepared for a trial in the Housing Tenancy Service area at City Hall.
- A longer term implementation of full work styles transformation is on hold due to budget restrictions.



Full programme details available at [Work Styles - Home \(sharepoint.com\)](#)

	Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
1.2	Switch to Automated Meter Readings	Upgrade meters	Number of sites with AMR	100% completion by June 2022	Green	AMRs help with more accurate recording and monitoring of energy consumption and CO2 emissions. This helps identify any variation on energy consumption and enable planned energy efficiency measures.  Improve electricity consumption recording and monitoring	Responsible Officers/property Services

**Progress Update (Sept 2021 Status)**

- 85% of CoLC sites have been installed with an AMR, all large sites now have AMRs and remaining small or remote sites planned to be upgraded by June 2022.
- Liaison underway with electricity supplier to plan installations.
- Electricity data from sites with AMRs are recorded and monitored monthly.



- Preparation of a new energy dashboard for all Council sites underway to assist responsible officers to monitor electricity consumption more accurately and identify and investigate unexplained peaks in demand.
- There is currently no internal or external costs associated with this project.

	Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
1.3	LED lighting and motion sensors in all council buildings.	Replace T5 lighting with LED and fit motion sensors in communal areas	Electricity consumption and CO2 emissions	4% CO2e reduction on baseline	Green	Replace all internal and external lighting with LED	Property Services

**Progress Update (Sept 2021 Status)**

- All corridors and refurbished offices in City Hall installed with LED lighting.
- LED Lighting and sensors installed at all Multi Storey Car Parks
- Plan to include LED lighting upgrade as part of future building refurbishment. Lighting recently upgraded at the Crematorium, planned for Beaumont Manor and Lincoln Central Market in 2022.
- Decarbonisation Plans to be prepared for community centres will include LED lighting upgrades as part of funding application.

	Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
1.4	Procure 100% clean energy by 2030 at the very latest.	Review cost of green electricity supply when contract is due for renewal in 2023.  Due to the additional internal cost associated with this project approval would have to	CO2 emissions	100% switch	Amber	Currently 42% of electricity from the National Grid is produced from renewable sources. Target 2030 to 100% renewable electricity through energy contracts.	Finance/property services



be secured before proceeding.

**Progress Update (Sept 2021 Status)**

- 43% of the Council's current electricity supply is from a renewable source.
- Review of additional cost of switching to renewables from our current supplier based on 2021/22 prices was £3000 pa. Electricity saving opportunities to be reviewed to identify savings first before switching to renewables.
- Energy supplier due to release renewable energy tariffs in May 2022. Additional price to be reviewed and considered in line with electricity savings achieved.

	Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
1.5	Consider opportunities for renewable energy generation	Review opportunities for onsite renewable energy generation.  External Funding would need to be secured from the Public sector decarbonisation Fund or a Local Climate Bond for this project to proceed.	Electricity generation and CO2e	5% of electricity generated on site	Green	Current onsite renewable energy reduces the council's CO2 by 9 tonnes a year	Property Services/Climate Change Manager

**Progress Update (Sept 2021 Status)**

- Solar Photovoltaics installed on 7 sites generating 593 MWh.
- Solar PVs to be considered as part of more detailed site decarbonisation plans and grant opportunities to be explored through the public sector decarbonisation fund.
- The Council have engaged with Local Partnerships Re:Fit programme to review sites and prepare more detailed site based decarbonisation plans and investigate further opportunities for renewables at Council Sites.



- Local Climate Bond scheme being investigated to raise funds for green projects in Lincoln.

	Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
1.6	Deliver a staff awareness programme on saving energy.	Intranet messages.  Laminated or framed notices in shared areas/offices.  A1 Poster in stairways  Publish a net zero carbon sharepoint site	Electricity generation and CO <sub>2</sub> e	1% reduction of CO <sub>2</sub> e		Engage staff in net zero programme Reduce electricity consumption.  Achieve behavioural change.	Communications/HR/Property Services

**Progress Update (Sept 2021 Status)**

- Marketing and Communications Plan currently being prepared for 2022 onwards aimed at CoLC staff and the wider community.
- Net zero Lincoln sharepoint site underway to include online training programme.

**Electricity - Public Buildings**

In 2021/21, the Council consumed 1,513,778 kWh of electricity in council owned public buildings. These emissions calculated for electricity generation are associated with the generation, and transmission and distribution of electricity.



First and foremost, this should be reduced through energy efficiency measures. However the emission factor for purchased electricity is reducing as conventional power generation from coal and gas is replaced by low-carbon generation (e.g. from renewables and nuclear). This will result in reduced emissions, even during a business as usual approach.

As the carbon intensity of electricity reduces it will become more beneficial in terms of emissions to use electricity as a fuel in the place of gas, diesel etc. This electrification of heating and transport sectors will likely cause this electricity consumption to increase by 2030.

Overall target to reduce CO2 emissions from electricity by 2% year on year.

Year	Kg CO2 e	Total Percentage +/-
18/19 Baseline	364,810	
19/20	305,757	- 16%
20/21	201,120	- 34%

2.1	Priority Objective	Actions	Measure	Target	RAG	Outcome	Responsible service area
	Crematorium Refurbishment	Install internal and external LED lighting and PIR sensors as part of the building and car park refurbishment.	Electricity consumption and CO2 emissions	10% reduction on site baseline	Green	Improve quality of the lighting and reduce electricity demand	Major Developments
<b>Progress Update (Sept 2021 Status)</b>							



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<ul style="list-style-type: none"> <li>• A budget has been approved for all refurbishment works at the Crematorium, including low carbon measures.</li> <li>• Refurbishment works commenced in April 2021 and second chapel complete in June 2021.</li> <li>• Refurbishment of main facilities commenced in due to complete in December 2021.</li> </ul>							
<b>2.2</b>	<b>Priority Objective</b>	<b>Actions</b>	<b>Measure</b>	<b>Target</b>	<b>RAG</b>	<b>Outcome</b>	<b>Responsible service area</b>
	Central Market refurbishment	Install new lighting and air source heat pumps, double glazed windows and improve fabric efficiency.	Electricity consumption and CO2 emissions	Remain the same but achieve carbon savings for gas	Green	Due to the replacement of gas heating with Air Source Heat Pumps (ASHPs). There is likely to be an increase in electricity but overall a decrease in CO2e	Major Developments
<p><b>Progress Update (Sept 2021 Status)</b></p> <ul style="list-style-type: none"> <li>• Towns Fund secured in March 2021 for capital works and feasibility works have been completed.</li> <li>• Planning permission approved in June 2021</li> <li>• Businesses Case to be submitted to BEIS October 2021 and final approval.</li> <li>• Public Sector Decarbonisation Funding id submitted in October 2021 to fund LED lighting, insulation, ASHP</li> <li>• Start on Site planned for early 2022</li> </ul>							
<b>2.3</b>	<b>Priority Objective</b>	<b>Actions</b>	<b>Measure</b>	<b>Target</b>	<b>RAG</b>	<b>Outcome</b>	<b>Responsible service area</b>
	Hartsholme Country Park Restoration	Prepare a feasibility Study to identify energy efficiency measures for existing office and visitor centre and opportunities for renewable energy.	Electricity consumption and CO2 emissions	TBC on completion of feasibility Study		Improve the thermal comfort and efficiency of existing office space and visitors centre. Improve the visitor experience to the park.	Community services



**Progress Update (Sept 2021 Status)**

This project has not yet commenced and is subject to internal/external funding

**Heat (Gas)**

Gas is required for space and water heating in buildings. The Council consumed 3,300,071 kWh of gas in 2020/21, 53% of which was in Council office buildings. As the national grid decarbonises, it is recommended that heat sources are electrified where possible (e.g. through the installation of heat pumps). The Council should consider electric heating for all new-builds with high energy performance. For existing buildings, where possible a fabric first approach should be taken and retrofit actions should be performed to reduce heat loss and drafts before electrification.

Year	Kg CO2 e	Total Percentage +/-
18/19 Baseline	474,242	
19/20	553,210	- +14%
20/21	505 547	- -9%

Priority Objective	Actions	Measure	Target	RAG	Responsible service area
3.1 Crematorium refurbishment	Construct new plant room, install new fuel efficient cremators and heat recover unit.	kgCO2e	10% reduction on site baseline	Green	Major Developments/Community Services

**Progress Update (Sept 2021 Status)**

- Second Chapel completed in July 2021



- Construction of new plant room underway and due to complete by December 2022 ready for installation of new cremators.

3.2	Priority Objective	Actions	Measure	Target	RAG	Responsible service area
	Central Market refurbishment	Undertake a feasibility study and secure planning permission.  Carry out fabric improvements to the building fabric, new extension, and low carbon heating.	Kg CO2e	100% reduction on site baseline	Green	Major Developments
<b>Progress Update (Sept 2021 Status)</b>						
<ul style="list-style-type: none"> <li>• Towns Funding secured.</li> <li>• Feasibility complete and identifies the following measures</li> <li>• Fabric first approach, replace lantern roof with new double glazing, replace gas heating with ASHP EPC G to B 263 kg CO2 to 49kgCO2</li> <li>• Planning permission granted in June 2021</li> <li>• Await final decision on the business case from BEIS (Towns Deal project).</li> </ul>						
3.3	Priority Objective	Actions	Measure	Target	RAG	Responsible service area
	Heat Decarbonisation Plan	Review heating of all buildings and identify appropriate low carbon solutions to be implemented over the next 10 years to achieve net zero.	Kg CO2 e	TBD		Property services Manager/ CCM
<b>Progress Update (Sept 2021 Status)</b>						
External funding required to deliver this project and will need to be secured from the Public Sector Decarbonisation Skills fund or the Midlands Energy Hub 'Decarbonisation of the Public Estate in the Midlands' fund in 2022/23						



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**Transport – Council’s direct and indirect**

The Council lease and operate a fleet of 84 vehicles which deliver the council’s housing repair services, as well as community support, environmental health and parking services. In addition the Council have a contract to deliver the Council’s refuse, recycling and street cleansing services which requires 11 refuse vehicles and 16 vans and account for 65% of total fleet emissions due to their size and high mileage. Most vehicles are diesel powered, with one electric vehicle used by the parking services team. The common decarbonisation pathway for transport is electrification, and the share of electric vehicles in the Council’s fleet will have to grow to achieve decarbonisation targets over the next 10 years.

Year	Kg CO2 e	Total Percentage +/-
18/19 Baseline	220214	
19/20	<b>160454</b>	- <b>27%</b>
20/21	<b>122465</b>	- <b>24%</b>

Priority Objective	Actions	Measures	Targets	RAG	Responsible Service Area	
4.1	Agile Working Policy	Introduce Agile working practices to enable staff to work from home, attend virtual meetings on a long term basis.	Kg CO2e	20% of 37351	G	Agile Working group

**Progress Update (Sept 2021 Status)**

- Staff consulted on agile working policy and new ways of working determined for all teams.
- Roll out of IT devices to officers adopting agile working practices underway.
- Significant reduction in staff travel by rail and car due to transition to virtual meetings.

Priority Objective	Actions	Measures	Targets	RAG	Responsible Service Area
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4.2	Transition to ultra low emission fleet vehicles by 2030	Review Council fleet contract and opportunity to increase the number of ultra low emission vehicles.	Kg CO2e	10% reduction on fleet emissions baseline.	G	Housing Repair Service
<b>Progress Update (Sept 2021 Status)</b> <ul style="list-style-type: none"> <li>Review of lease contract determined the introduction of 5 ULEVS to the fleet in 2022 complete.</li> <li>Parking Service van is currently the only electric vehicle in the fleet.</li> <li>Contract to be reviewed in 2026 with the intention to increase the number of electric vans where possible in the fleet.</li> <li>Plans in place for Mayors car to be sold and new lease for an electric vehicle due to commence in 2022.</li> </ul>						
	<b>Priority Objective</b>	<b>Actions</b>	<b>Measures</b>	<b>Targets</b>	<b>RAG</b>	<b>Responsible Service Area</b>
4.3	Trial new working practices for housing repair service	Introduce a new area based working for the housing repair service to improve efficiency of repair work and reduce vehicle mileage.	kgCO2e	20% reduction on baseline	G	Housing Repair Service
<b>Progress Update (Sept 2021 Status)</b> Successful trial of area based repair work completed and introduced across the whole housing repair service with 44% reduction in CO2e emissions from fleet vehicles since the baseline year. (42815kg exceeding target set)						
	<b>Priority Objective</b>	<b>Actions</b>	<b>Measures</b>	<b>Targets</b>	<b>RAG</b>	<b>Responsible Service Area</b>
4.4	CoLC Staff Travel Plan	Complete staff travel survey  Review and update TP  Deliver new sustainable travel initiatives	Kg CO2e	5% reduction on baseline	Green	Travel Plan Working group (HR, Finance, CCM, procurement)
<b>Progress Update (Sept 2021 Status)</b> <ul style="list-style-type: none"> <li>Staff travel survey completed in July 2021.</li> </ul>						



- Report to CMT in October on findings of the survey and confirm priority incentive schemes to be introduced for 2022/23
- TP working group commenced investigation of incentive schemes
- Travel Plan updated and latest version published on the Council's website [Microsoft Word - City of Lincoln Council Travel Plan 2019 - 2024 \(updated Sept 2021\)](#)

	Priority Objective	Actions	Measures	Targets	RAG	Responsible Service Area
4.5	Working with Refuse contractor to reduce refuse fleet vehicle emissions.	Review of refuse contract and opportunity for introducing fuel efficient vehicles	Kg Co2 e	TBC following review	Amber	Community services

**Progress Update (Sept 2021 Status)**

- A review of new refuse fleet is currently underway and the council are seeking to purchase fuel efficient vehicles as part of the new refuse contract.
- Fleet route reviews take place on a regular basis to reduce mileage and to include new housing sites.
- Contract to be reviewed in 2025 and opportunities for replacing diesel fleet with electric vehicles will be considered.

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**Transport – City Wide**

2018 63.1 kt CO2

2019 61 kt CO2 - 3% reduction

	Priority Objective	Action	Measure	Target	RAG	Responsible service area
5.1	Ensure Lincoln is Electric Vehicle ready	Work with Lincolnshire Highways Authority to secure ORCS funding for EV charge points for use by city centre residents without access to off road parking.	No of EV charge points	100 by 2025	Green	Parking Services/Climate Change Manager

**Progress Update (Sept 2021 Status)**



- Installation of 8 additional EV charge points completed in July 2021.
- As of Sept 2021 Lincoln has 60 electric vehicle charging devices (EV chargers) and is in the top 10 in the UK
- A review of new locations underway in preparation for new application to ORCS fund
- Opportunity to trial on street electric vehicle charge points in Castle and West End wards being investigated with Lincolnshire County Council

**External funding will need to be secured from the Office for Zero Emission Vehicles to support this project going forward**

	Priority Objective	Action	Measure	Target	RAG	Responsible service area
5.2	Let's make walking, cycling and the use of public transport the best and favourite way to move around Lincoln	<p>Launch the online Lincoln sustainable toolkit.</p> <p>Work with Lincolnshire County Council to secure funding for cycling infrastructure and secure cycle storage.</p>	<p>% of cycling 3 times per week.</p> <p>City tCO2 e Transport</p>	<p>1% increase</p> <p>2% reduction</p>	Green	Major Developments

**Progress Update (Sept 2021 Status)**

- DfT Active Travel fund secured for temporary new cycle route, 18 month trial underway for 2021/22 on Newark Road, Wigford Way and Brayford Wharf East and additional cycle storage in the city centre. Awaiting news from LCC on whether routes to become permanent in 2022/23.
- Additional funding application being prepared to make new cycle routes permanent
- Towns Funding secured to complete feasibility study for Wigford way improved cycling and pedestrian provision and reduce vehicles.
- FT funding secured to create Sincil Bank green corridor for new cycling pedestrian priority route.
- Sustainability Toolkit published on council website. [Green and sustainable living – City of Lincoln Council](#)
- 18/19 6.7% of people in Lincoln cycle 3 times per week and 5% cycle 5 times per week.

Progress is subject to external funding from Lincolnshire County Council, Department for Transport, or any other external funding source to deliver infrastructure projects.



Priority Objective		Action	Measure	Target	RAG	Responsible service area
5.3	Work with our strategic partners on the Lincoln Transport Taskforce to deliver the Lincoln Transport Strategy.	Prepare Cycling and Walking Network Plans to identify priority routes for investment for 2020-2025	tCO2 e	2% reduction of city wide CO2e on 2018 level	Green	Lincoln Transport Board
<b>Progress Update (Sept 2021 Status)</b>						
<ul style="list-style-type: none"> <li>Lincoln Transport Strategy completed and published on County Council website.</li> <li>Local Transport Plan consultation underway (October -December 2021)</li> <li>Cycling and Walking Network Plans underway</li> <li>Awaiting Planning permission for Western Growth Corridor and new cycling and walking infrastructure upgrade and transport hub.</li> </ul>						

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<b>Waste - Council Offices</b>		
Waste and recycling is produced from council offices the volume of waste is recorded on a monthly basis and the CO2e emissions are calculated based on the volume and type of waste		
Year	Kg CO2 e	Total Percentage +/-
18/19 Baseline	<b>5887</b>	
19/20	<b>1539</b>	<b>-74%</b>



	20/21	<b>844</b>		-	<b>-45%</b>	
6	Priority Objective	Action	Measure	Target	RAG	Responsible service area
6.1	Reuse and recycle all IT waste where possible.	IT Recycling Contract	kg CO <sub>2</sub> e	TBC	Green	IT
<b>Progress Update (Sept 2021 Status)</b> <ul style="list-style-type: none"> <li>Contract in place to ensure all IT equipment no longer required is reused or recycled.</li> <li>Not currently included in the council's waste stream so need to start recording and monitoring volume of IT waste and CO<sub>2</sub>e</li> </ul>						
6.2	Priority Objective	Action	Measure	Target	RAG	Responsible service area
	Promote recycling in offices to reduce waste.	<p>Ensure all office communal areas have access to recycling for plastic, cans and glass.</p> <p>Reduce, reuse and recycle paper waste</p> <p>Undertake an audit of general waste and recycling bins to establish content and extent of contamination.</p>	Kg CO <sub>2</sub> e	Convert 1% general waste to recycled waste stream	Amber	Property services
<b>Progress Update (Sept 2021 Status)</b> <ul style="list-style-type: none"> <li>Waste Audit completed in June 2021 – Overall volume of waste reduced significantly, largely due to reduced staff presence in offices during 2020. There was a 4% increase in general waste to recycling ratio and therefore this project is on Amber.</li> <li>All kitchen areas on each wing have access to separate glass bin and combined plastic/cans bin.</li> <li>All offices have a paper recycling bin (confidential waste) and shared general waste bin.</li> <li>All individual desk rubbish bins have been removed to encourage staff to use the recycling bins provided.</li> <li>Caretakers regularly check bins and remind staff if they identify recycling bins are not being used.</li> <li>Posters and stickers are located in communal areas to remind staff what to put in the bins.</li> </ul>						



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6.3	Priority Objective	Action	Measure	Target	RAG	Responsible service area
	Review of Housing Repair Service to identify opportunities to reduce waste materials.	Research and Development group set up to identify the next generation of materials and products within the housing stock.	kgCO2e	100% recycled	Green	Housing repair Service
<p><b>Progress Update (Sept 2021 Status)</b></p> <ul style="list-style-type: none"> <li>• Currently no housing repair waste is sent to landfill, 37 % recycled, 63% RDF</li> <li>• Reduce and reuse policy in place for disposal of materials, reducing overall waste.</li> <li>• Target 100% of household waste materials to be recycled.</li> <li>• To reduce waste and materials used tiles have been replaced by boards. Reducing waste tiles/offcuts and grout.</li> </ul>						

**The Natural Environment**

We have a responsibility to conserve Lincoln's natural environment and enhance it, not only for the fabric of the natural environment, but for the health of our future economy. Lincoln has 47 Local Wildlife Sites, making up 740 hectares and account for 21% of the land, including grassland, woodland and wetlands areas which sequesterate carbon, act as shade reducing the Urban Heat Island effect and an important blue water footprint to reduce flooding.

7	Priority Objective	Action	Measure	Target	RAG	Responsible Service area
7.1	Maintain and enhance biodiversity, green spaces, woodlands, wetlands in the City.	Complete audit of local wildlife sites.  Brayford Pool Environment Plan	TBC	TBC	Green	Community Services/ Planning Policy/Development Management



	CoLC Rewilding programme								
7.2	<b>Progress Update (Sept 2021 Status)</b>								
	<ul style="list-style-type: none"> <li>Review of Local Wildlife Sites completed in Feb 2020.</li> <li>Trial rewilding sites completed in 2020 and rolled out over multiple sites in 2021 including wildflower planting on roundabouts, grass verges. Reduced grass cutting/hay meadow for large grass areas.</li> <li>ERDF application for enhancement of Boultham Mere and Swanpool, subject to planning permission</li> </ul>								
7.3	Boultham Park Restoration Project	<p>Improving the water quality of the lake</p> <p>Improvements to the biodiversity of the plants and wildlife</p> <p>Restoring the lake banks.</p>	NA	NA	Blue	Community services			
	<b>Progress Update (Sept 2021 Status)</b>								
	<ul style="list-style-type: none"> <li>Marginal Planting around the lake.</li> <li>Dredging the lake to improve water quality.</li> <li>New pumps installed to aerate the water and maintain water quality.</li> <li>New information boards and wildlife trails in place.</li> </ul>								

<b>8</b>	<p><b>The Built Environment</b></p> <p>The City of Lincoln Council is responsible for various aspects of the built environment through the planning process as well as the Council's New Homes Programme. Domestic properties in Lincoln make up 35% of Lincoln's total emissions and so if we are to meet a net zero target for the whole city, all new homes need to be 'zero carbon.' It is also important to take into account the embodied carbon in new buildings as well as ensure new housing developments are 'climate ready' and can adapt to our changing climate.</p>
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	Priority Objective	Action	Outcome	Measure	Target	RAG	Responsible Service area
8.1	Review the Lincoln Homes Standard to improve the energy performance of Council homes.	Carry out review (following Gov't decent homes standard.)  Deliver Lincoln Homes Standard across all council homes	Raise the standard of all council homes to an average EPC 'C' rating.	EPC	C rating	Amber	Housing Strategy and Housing Investment Teams.
8.2	Deliver new energy efficient, low carbon homes on Rookery Lane	Homes due to be completed	Achieve a 20% carbon uplift on current Building Regulation requirements.  Includes:- -EV charge points -Sustainable Urban Drainage -Mechanical Heat Recovery.	EPC	B		Housing Strategy / Major Developments
8.3	All new Council Homes to be 'zero carbon' ready.	Review opportunities for ensuring the council's new homes are net	Raise the standard of all new council homes to an EPC 'A' rating.	EPC	A	Commence 2022/23	Housing Strategy / Major Developments



		zero carbon or 'A' rated.	Commence zero carbon ready homes				
8.4	Consider deep retrofit solutions to raise the EPC of existing Council homes.	Commence trials (subject to funding)	Identify solutions to retrofit 'hard to treat' homes to the net zero standard.  2019 fuel poverty data for Lincoln – 6568 homes (15.4%) <sup>2</sup>	EPC	A	Commence 2022/23	Housing Investment/Climate Change Manager
8.5	Central Lincolnshire Local Plan (CLLP) review	CLLP review underway	Adopt new policies related to climate change.	Citywide CO2	TBC	Green Due to complete 2022	Planning Policy Manager and CLLP Team
8.6	Sustainable Warmth Strategy	Strategy drafted and approved.  Secure Sustainable Warmth Funding and delivery private sector housing retrofit scheme .	Reduce fuel poverty and raise the standard of private housing	No of Households in Fuel Poverty	10% reduction	Green, due to complete Jan 2022	Housing Strategy/Private Sector Housing/ Climate Change Manager

<sup>2</sup> [Sub-regional fuel poverty data 2019 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



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**SUBJECT: RESIDENT ENGAGEMENT, BUILDING SAFETY**

**DIRECTORATE: HOUSING AND INVESTMENT**

**REPORT AUTHOR: ROSS O'LOUGHLIN & CHRIS MORTON, RESIDENT INVOLVEMENT MANAGER**

**1. Purpose of Report**

1.1 To present the draft resident engagement strategy for building safety to Policy Scrutiny Committee and to seek feedback.

**2. Background**

2.1 Following the Grenfell tragedy in 2017 the government launched a review to improve building safety in Higher Risk Residential Buildings (HRRB's). Following the review, the Building Safety Bill was developed, which has currently passed the committee stage in the House of Commons.

2.2 The bill contains a requirement to have a specific building safety resident engagement strategy, that sets out how we will involve residents building safety and communicate key messages. This is to address one of the key findings, which stated there was a lack of involvement and communication with residents at Grenfell in the years leading up to the tragedy.

2.3 The strategy should cover high risk buildings these are properties such as multi-storey blocks over 18 metres and potentially secondary legislation expected to cover sheltered housing. The regulator has advised that significant efforts should be made to engage all residents living in these properties and should not be limited to residents who are already involved in resident engagement. A reaction to building safety by residents requires tangible results, so KPI's will be developed to show how residents are engaging, following suggestions from the committee.

2.4 In response to the requirement, we have developed a strategy for Lincoln in consultation with elected members, staff and the Lincoln Tenants' Panel. It has also been developed in line with best practice from the housing sector.

2.5 The strategy that we have developed sets out our approach to engaging with residents and has three main strands. These are:

- Information and understanding
- Resident and landlords' responsibilities
- Action to take in the event of a fire

The draft strategy can be found at appendix 1

2.6 To deliver this strategy engagement the strategy contains a draft action plan at appendix 2.

2.7 Once the strategy has been approved by Executive the council will begin the process of implementing the strategy and carry out and where necessary adjust the action plan.

### 3. **The strategy**

3.1 This strategy has considered both the legal responsibility but tried to look for innovate and engaging ways, to tackle the issues around communication with residents and getting 'buy in'. The traditional push approach for informing works but more importantly this aims to create the pull approach from residents. Its wider implications around ensuring fire safety management and emergency plans are enacted, will result in a clear approach to meet the requirements.

3.2 To deliver the engagement the strategy, the council will need to meet all of the action points contained in the draft action plan at appendix 2.

3.3 Once the strategy has been approved by Executive the council will begin the process of implementation.

### 4. **Strategic Priorities**

#### 4.1 **Let's deliver quality housing**

The strategy is a key part of delivering quality housing in Lincoln, making sure buildings are safe and residents are involved with us as their landlord.

### 5. **Organisational Impacts**

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

There are no direct financial costs as a result of the strategy.

#### 5.2 **Legal Implications including Procurement Rules**

The strategy will meet the requirement in the Building Safety Bill to have an engagement strategy.

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

The strategy will allow for us to engage with residents from a range of backgrounds.

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 It is recommended that Policy Scrutiny Committee give feedback on the strategy and action plan.

**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?** 3

**List of Background Papers:** None

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# Resident Engagement Strategy 2021



## City of Lincoln Resident Engagement Strategy

### 1. Introduction

1.1 This is the City of Lincoln Council's (CoLC) first Building Safety - Resident Engagement Strategy. The strategy is valid at the time of publication but may change as and when new legislation comes into place.

1.2 Following the tragic fire at Grenfell Tower a new regulatory regime is being introduced for High-Risk Residential Buildings, the principles within this strategy apply to any CoLC residential building with communal space. The strategy is about how we will engage and communicate with residents about building safety for new and existing buildings. It should be considered the first steps in achieving meaningful engagement with residents about the safety of their homes.

1.3 This strategy will lay out the ways in which the CoLC will respond to legislation but also define success, in terms of tangible response to this activity from our residents.

### 2. Objectives

2.1 The key aims of this strategy are to:

- Ensure residents are empowered to play an effective role in ensuring their building is, and continues to be, safe.
- Set out the ways residents can get involved and the benefits to them from participating in engagement on building safety.
- Identify the building safety information residents wish to be provided with.
- Identify the way in which residents wish to be provided with building safety information.
- Establish how we can improve the way we engage with residents in relation to the safety of their home.
- Engage staff with regards to residents' rights to have a say in relation to their homes.
- Clarify our responsibilities and residents' responsibilities to ensure their homes remain safe.

2.2 The strategy will be reviewed as part of our preparations for the implementation of the draft Building Safety Bill or as other changes of legislation or regulation come into place, and in response to priorities identified by the Building Safety Regulator.

### 3. Background

3.1 Following the tragedy at Grenfell in June 2017, the Government commissioned the Independent Review of Building Regulations and Fire Safety led by Dame Judith Hackitt. This report was published in May 2018. In December 2018 the Government accepted all 53 of the report's recommendations and many are being progressed in the Fire Safety Bill and the draft Building Safety Bill. Within the report there is a huge emphasis on landlords engaging with residents about building safety. This strategy outlines how we will engage with and involve residents in the safety of their homes.

3.2 In June 2019 the Government published a consultation document setting out how they plan to overhaul the system for high rise residential buildings through:

- Clearer responsibilities for those building or managing these buildings.
- A stronger voice in the system and better information for residents.
- Greater oversight by regulators; and
- Tougher enforcement when things go wrong.

3.3 The Grenfell Inquiry – Phase 1 Report was published on 30 October 2019 with 16 recommendations for either landlords or the London Fire Brigade to review. We have established a new Building Safety focused team and we will be reviewing these recommendations and overseeing all required remedial work to our buildings. The draft Building Safety Bill was published in July 2020 and consultation on the bill was completed in June 2021 when it was introduced to parliament. The timetable for the introduction of new legislation and implementation of the recommendations has not yet been decided.

## 4. Actions

4.1 We are actively reviewing the proposed requirements in the High-Risk Residential Building's (a building where the impact of a fire can be catastrophic) legislation and will carefully review elements that we could take forward in advance of regulatory requirement changes. We aspire to be at the forefront of organisations addressing the building safety crisis but are also mindful of clarity and value-for-money.

4.2 This strategy explains how we will engage and involve residents about the safety of their homes. It doesn't include specific building safety information about individual homes.

We have worked with staff, councilors and the LTP to develop this strategy through focus groups and wider consultation. The next step is to develop this plan with residents via various means such as text, email, paper survey and focus groups. We want to make sure it meets residents needs and requirements. It explains what residents can expect in terms of communication from us and how they can get involved and where required, raise concerns.

There is a difference between building safety and building security. If the front door to the building is left open (for example) this is a building security issue but not a building safety issue. It could lead to a building safety issue if an unauthorised person entered and committed an act that endangers the safety of the building such as arson. This strategy will not discuss building security.

## 5. Understanding our responsibilities

5.1 Building safety is something that all residents and landlords must work on together. Everyone in the building can have a positive impact on the safety of their household and neighbours, and it is all our responsibility to do what we can to keep the building and its occupants safe. That includes letting us know of any safety concerns residents may have, understanding building safety messaging and taking responsibility for the safety of each home. As a landlord we are responsible for undertaking different types of building safety inspections monthly, annually or bi-annually such as gas safety checks, fire risk assessments, legionella testing.

## 6. The Plan

6.1 There are three main strands to how we will engage with residents around building safety:

- Information and understanding.
- Resident and landlords' responsibilities.

- Action to take in the event of a fire.

### 7. Information and understanding

7.1 We will use a range of ways to communicate and engage with residents to cater for, as much as possible, the diverse needs of residents. Examples of the way in which we can communicate with residents may include but is not limited to:

- At sign up
- New tenant visit
- Website
- Portal
- Notice boards
- App
- Text
- Email
- Letter
- Pop up sessions to talk about building safety
- Video

7.2 We will also ensure we cater for residents at our sheltered and grouped housing schemes who may prefer face to face meetings to discuss the strategy and the specific arrangements for their building. Following all meetings, information provided will be delivered to each resident's home. If there are any significant changes to the strategy or action plan, we will update residents on an annual basis (or more frequently if required).

7.3 For residents at our Schemes we can share building safety information with their relatives if they request us to. Where we have identified a serious issue with a building affecting the safety of all residents, we will update residents regularly about any interim safety measures we have put in place, remedial works and further investigations that are required.

A fire action notice is installed within each building. These confirm whether the building has a 'stay put' or 'evacuation' strategy in the event of a fire.

We will encourage residents to get involved in making decisions relating to the safety of their building. If residents would like to get involved in building safety matters, then contact the Resident Involvement team who will welcome their input. Residents can contact them directly at [LTP@Lincoln.gov.uk](mailto:LTP@Lincoln.gov.uk).

7.4 Once this strategy is put in place, we will work with residents to identify a way to measure how satisfied all residents are with the way we have delivered the strategy. One way of doing this may be a reduction in the number of occasions upon which we have to remove fire hazards left by residents in the communal parts of a building. We will commit to reviewing feedback from our residents to ensure we continuously improve the service we provide to them.

### 8. Clarity and accessibility of information

8.1 We will proactively provide all residents with the information they need to help them understand the protections that are in place to keep their building safe. We will make sure the information provided is relevant and in a format that can be understood by residents. We aim to provide this information in

different formats on request, for example, for residents who have a physical or visual impairment, have other disabilities or who do not speak English.

8.2 As standard practice we can provide:

- The measures we have in place to mitigate potential fire and building safety risks to residents, e.g., fire precautions.
- Information for residents explaining how they can reduce the risk of fire in individual dwellings e.g., by not storing flammable materials.
- A process for reporting a fire risk and/or raising any other safety concerns.
- Procedures to follow where a fire occurs in the building.

8.3 This will be further confirmed during engagement activity with resident focus groups.

8.4 The draft Building Safety Bill proposes new roles of the Accountable Person and Building Safety Manager. When we have clarity in relation to the roles, responsibility and timing of these being in place we will clearly notify residents of this and their contact details. Residents can ask for further and more detailed information about the safety measures in their building if they wish and such information may include (but is not limited to):

- Full, current and historical fire risk assessments.
- Outcome of building safety inspection checks where available.
- How assets in the building are managed, e.g., frequency of lift maintenance.
- Details of preventive measures, e.g., smoke alarms.
- Fire protection measures in place, e.g., sprinklers, fire extinguishers.
- Information available on the maintenance of fire safety systems; what does this involve?
- The fire strategy for the building.
- Structural assessments, where available.

8.5 We will follow the legal framework through FOI and DPA to deal with requests for information about building safety.. Within this process we will provide guidelines to enable vulnerable residents to nominate an advocate, caregiver or representative who can request more detailed information on their behalf.

8.6 We also aspire to make additional information available to residents who are interested in it. This could include information on planned maintenance and repairs schedules and planned and historical changes to the building.

8.7 We will not release draft reports, which are likely to be subject to change but will aim to release information as quickly as possible and subject to the legal framework. Residents who have a concern about building safety can contact our Customer Services Team (who will be trained to recognise building safety issues) who will arrange for a CoLC officer to deal with this concern. Any resident who is not happy with the outcome and wishes to escalate the issue can submit a complaint.

8.8 We will be introducing a new role of Building Safety Managers, as outlined in the Hackitt report, who will deal with these issues.

Residents living in our Schemes who report repairs directly to their Independent Living Coordinator can continue to report any building safety concerns directly to them.

8.9 Home safety information should be provided when residents move in. At the start of every tenancy or lease we will provide a fire safety note within the sign-up pack or welcome pack.

Within 6 weeks of a tenancy starting, we will contact residents and discuss building safety and will answer any queries they may have at that point.

8.10 Leaseholders will also need to be consulted and involved as part of the engagement strategy, as they have separate and unique needs compared to council tenants. Therefore, it is important for leaseholders to be fully involved in the process.

8.11 The CoLC carry out building safety compliance work and compile reports on compliance, which can be provide upon request. Below is an example of the types of compliance info a resident might want sight of and the recommended time frames for compliance activity.

<b>Compliance test</b>	<b>Frequency</b>
Gas safety checks	Annual
Pressure System Safety Regulations	Annual
Fire alarms	Quarterly
Automatic Opening Vents	Monthly
Dry/wet risers	6 monthly visual inspection and annual pressure test
Sprinkler	Annual
Emergency lighting	Monthly and annual (different tests undertaken)
Fire extinguishers	Annual
Fusible links	Annual
Fire blankets	Annual
Fire Risk Assessments	Up to 3 years (dependant on perceived risk of the building)
Legionella Risk Assessments	Up to 5 years (dependant on perceived risk of the building)
Water hygiene monthly inspections (eg water outlet temperature)	Monthly

## 9. Collaboration

9.1 Residents are expected to guide access to their home for us to inspect and carry out different types of safety inspections (such as fitting fire alarms) or undertake fire and structural safety-related maintenance in accordance with their tenancy and leasehold agreements. We will consider taking legal action where tenants and leaseholders don't provide access. We will seek at recovering the costs of such legal action directly from the resident and leaseholder.

9.3 Due to the risk posed when evacuating in the event of a fire or other emergency, we have a zero-tolerance policy for residents leaving possessions in communal areas. We will need residents' collaboration to achieve this.

9.4 Within our sheltered schemes we follow specialised housing guidance and undertake people-centered risk assessments to evaluate the needs of individual residents. We will need residents coloration to achieve this. This means we can evaluate their situations and/or disabilities, minimise risks and put in place specific measures accordingly (an example of this is to use visual fire alarms for residents who are hearing impaired).

9.5 At high-risk schemes we establish specific vulnerabilities for residents using a combination of data held on internal systems and questionnaires completed by each household. This information is held on site in a premises information box which the fire brigade has access to in case of an emergency. We cannot keep track of who is moving in or out of residents' homes or new vulnerabilities (that affect a person's ability to self-rescue to a place of safety) that may develop over time. For this reason, it is residents' responsibility to inform us if they, or a member of their household, has vulnerabilities that may affect their ability to evacuate. We will work with the local fire service to electronically provide any information about the building they require. In line with our process for reporting safety concerns, any legitimate concerns will be treated seriously, and remedial action will be taken to resolve the issue.

### **10. Residents' part to play**

10.1 Encouraging residents to keep their buildings safe, we will ensure that residents are empowered to play an effective role in making sure that their building is, and remains, safe. This includes identifying and reporting hazards that may impact on the safety of the building and meeting their responsibilities to ensure their own safety and that of their neighbours. Do we need to provide a whistle-blowing service for tenants who can report neighbours anonymously for acting dangerously.

10.2 Residents should think about the needs of their household and any members of their family who may be vulnerable (such as young children or someone with a disability). They should ensure they understand the action plan for their building so they know what they should do in the event of an emergency. They should close all fire doors to contain the fire and follow the action plan for their specific building. Residents are also encouraged to consider the wellbeing of their neighbours in the building and recognise that their actions may put the lives of others at risk. For example, residents should ensure they do not prop open any communal fire doors and they do not store items in the communal hallway which may impede an escape route in the event of an emergency.

10.3 Residents must seek permission if they wish to make any changes to their fire doors. Residents who smoke should ensure they do so in a safe place and fully extinguish their cigarettes afterwards. Barbecues and patio heaters should never be used inside buildings, on balconies or in close proximity to any flammable material. Where residents see one of their neighbours acting in a way that suggests they have not understood or remembered the building safety information they can remind them of it. An example of this could be neighbours who are suspected to be hoarding, who are storing items in the communal hallway, or neighbours who may be considered vulnerable. If residents are not comfortable discussing this with their neighbours, they should report it as a building safety concern to us.

10.4 Improving communications on safety (i.e. reporting safety concerns; works to the property) We will work in partnership with residents to ensure that they are involved in decisions about their building's safety. We will provide them with information about works due to be carried out to their home so that they have a chance to talk to us about the works. If any resident feels their concerns have not been addressed, they can follow our formal complaints process to escalate the issue.

### **11. Action to take in the event of fire**

11.1 There is an action plan for each scheme with specific details for the action residents should take in the event of a fire. This information is contained on a Fire Action Notice in communal hallways in every building. All of our buildings are designed to keep residents safe. Buildings are compartmented which

means that they are built in such a way to contain a fire within a single room or multiple rooms for a limited amount of time e.g., 30 or 60 minutes. This limits the spread of fire, smoke and heat. One of the key safety measures to aid compartmentation is fire doors.

11.2 It is important that you do not make alterations to fire doors within your home and keep them free of obstruction which may prevent them from closing. If you do, we will consider taking action against you under your Tenancy Agreement or leaseholder agreement. The Fire Service advise that it is best for residents to keep fire doors closed to contain a fire and never risk injury trying to fight a fire themselves. Most tall buildings are designed to contain fire, smoke and heat within individual homes for long enough to enable the Fire Brigade to extinguish the fire. In such buildings it is safe for residents to remain in their home, as long as it is not affected by fire, smoke or heat, while the fire is being extinguished. This is known as 'stay put' advice. For buildings where this is not possible, we will advise of evacuation plans based on our fire risk assessments.

### **12. Understanding 'stay put' and when it should be used**

12.1 All buildings which have been built in such a way as to contain a fire within one of the compartments of the building will have a stay put policy in place. The Fire Service advise us that the best option for residents is to remain in their own homes rather than trying to evacuate, which may result in more danger. Residents should only evacuate if told to do so by the fire service, if the fire starts in their home, or if a resident is affected by heat or smoke from a fire not in their home.

Appendix 2-action plan

	<b>ISSUE</b>	<b>ACTION</b>	<b>WHO?</b>
1.	Resident focus groups need to be established to gather feedback and interventions from residents. Who, how often?		
2.	This action plan needs to be maintained by a suitable officer – Future Building Safety Manager?		
3.	Communicating key message. Identify key messages around building safety, frequency of sending out message, carry out customer profiling and audience segmentation		
4.	How do we carry out face to face engagement over issues, who will organise it and carry out the contact?		
5.	How will resident and their relatives (with capacity issues), get access to building safety information?		
6.	How does the CoLC inform residents of changes, information, and updates?		
7.	How does CoLC engage with residents on programmed safety work? Who?		
8.	How will FRA's et al, be presented and be accessed? Human intervention or web-based access?		
9.	How will the process for ensuring the deadline for responding to issues, within 1 month be managed and tracked?		
10.	How will customer services be able to react appropriately to building safety info requests and/or reported issues, will training be required and who will deliver?		
11.	Fire Safety Info required on sign up, stay put, fire precautions etc, who and how will updates be managed?		
12.	HO Follow up on 6 weeks to confirm resident is happy with info and knows process for reporting safety issues?		
13.	Zero tolerance on communal areas, requires approval		

Appendix 2-action plan

14.	Info of vulnerable residents who may require rescue, held within PIB, for fire service access. Who will attain and maintain this info, who will be responsible?		
15.	Escalation process examined, once info on this is given by building safety regulator. How will this info be rolled out to residents?		

**Action plan – Building Safety Resident Engagement Plan.**

This is derived from the proposed above plan, identifying areas requiring action to ensure the plan is delivered in full.

## Equality with Human Rights Analysis Toolkit

The Equality Act 2010 and Human Rights Act 1998 require us to consider the impact of our policies and practices in respect of equality and human rights.

We should consider potential impact before any decisions are made or policies or practices are implemented. This analysis toolkit provides the template to ensure you consider all aspects and have a written record that you have done this.

If you need any guidance or assistance completing your Equality and Human Rights Analysis contact: [policy@lincoln.gov.uk](mailto:policy@lincoln.gov.uk) . Alternatively contact Legal Services on (87)3840

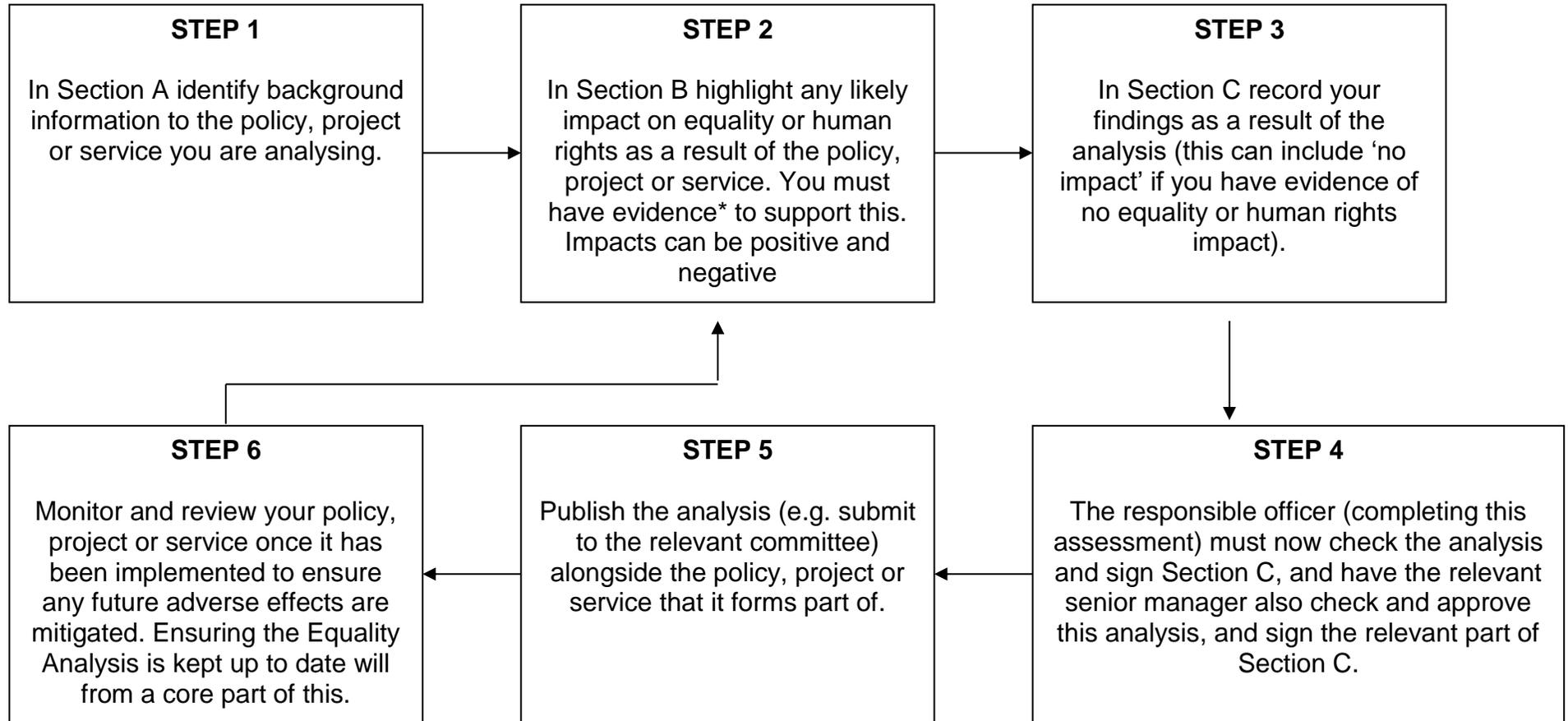
A diagram of the process you should follow is on page 2, and glossary and guidance to help you complete the toolkit can be found on pages 6-9.

Even after your policy, project or service has been implemented; it is recommended that analysis is undertaken every three years, and that this analysis is updated at any significant points in between. The purpose of any update is that the actual effects will only be known after the implementation of your policy, project or service. Additionally, area demographics could change, leading to different needs, alternative provision can become available, or new options to reduce an adverse effect could become apparent.

### Useful questions to consider when completing this toolkit

1. What is the current situation?
2. What are the drivers for change?
3. What difference will the proposal make?
4. What are the assumptions about the benefits?
5. How are you testing your assumptions about the benefits?
6. What are the assumptions about any adverse impacts?
7. How are you testing your assumptions about adverse impacts?
8. Who are the stakeholders and how will they be affected?
9. How are you assessing the risks and minimising the adverse impacts?
10. What changes will the Council need to make as a result of introducing this policy / project / service / change?
11. How will you undertake evaluation once the changes have been implemented?

## STEP BY STEP GUIDE TO EQUALITY ANALYSIS



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

## SECTION A

Name of policy / project / service	Building Safety-resident engagement strategy.
Background and aims of policy / project / service at outset	<ul style="list-style-type: none"> <li>• Ensure residents are empowered to play an effective role in ensuring their building is, and continues to be, safe.</li> <li>• Set out the ways residents can get involved and the benefits to them from participating in engagement on building safety.</li> <li>• Identify the building safety information residents wish to be provided with.</li> <li>• Identify the way in which residents wish to be provided with building safety information.</li> <li>• Establish how we can improve the way we engage with residents in relation to the safety of their home.</li> <li>• Engage staff with regards to residents’ rights to have a say in relation to their homes.</li> <li>• Clarify our responsibilities and residents’ responsibilities to ensure their homes remain safe.</li> </ul>
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	Andrew McNeil. This will be included in the action plan to do a consultation after six month of implementation to check we have reached all groups.
Key people involved <i>i.e. decision-makers, staff implementing it</i>	Andrew McNeil

(Please note – once you have completed sections A, B and C – you may delete the guidance notes)

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

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this and if appropriate who you have consulted with*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age	x			Information from consulting with Lincoln Tenants' Panel and sector best practice	Yes	We will carry out a review at six months to assess the effectiveness of the engagement to ensure we reach all groups.
Disability including carers (see Glossary)	x			Information from consulting with Lincoln Tenants' Panel and sector best practice	Yes	We will carry out a review at six months to assess the effectiveness of the engagement to ensure we reach all groups.
Gender re-assignment			x		N/A	
Pregnancy and maternity	x			Information from consulting with Lincoln Tenants' Panel and sector best practice	Yes	We will carry out a review at six months to assess the effectiveness of the engagement to ensure we reach all groups.
Race	x			Information from consulting with Lincoln Tenants' Panel and sector best practice	Yes	In terms of communication for people who struggle to read English. We will use pictorial guides and include

						translations in the common languages spoken. We will carry out a review at six months to assess the effectiveness of the engagement to ensure we reach all groups.
Religion or belief	x			Information from consulting with Lincoln Tenants' Panel and sector best practice	Yes	We will carry out a review at six months to assess the effectiveness of the engagement to ensure we reach all groups.
Sex			x		N/A	
Sexual orientation			x		N/A	
Marriage/civil partnership			x		N/A	
Human Rights (see page 8)			x		N/A	

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

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

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

Tick here

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

Conclusion of Equality Analysis (describe objective justification for continuing)	There is no equality or human right impact as a direct result of the strategy, as it is just setting out how we will approach the engagement and comply with the new building safety legislation around the engagement. A key part of the strategy will be to make sure we engage with all tenants living in the high risk properties and that we find ways to engage with residents of different nationalities. The strategy will have a positive impact on equality as it will mean more effort is made to engage with a wider range of residents.
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When and how will you review and measure the impact after implementation?*	Reviews will take place on a six-monthly basis to ensure we are reaching all tenants living in high risk properties.
--	--

Checked and approved by responsible officer(s) (Sign and Print Name)	Chris Morton	Date	05 November 21
Checked and approved by Assistant Director (Sign and Print Name)		Date	

When completed, please send to [policy@lincoln.gov.uk](mailto:policy@lincoln.gov.uk) and include in Committee Reports which are to be sent to the relevant officer in Democratic Services

The Equality and Human Rights Commission guidance to the Public Sector Equality Duty is available via: [www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/](http://www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/)

## **City of Lincoln Council Equality and Human Rights Analysis Toolkit: Glossary of Terms**

**Adult at Risk** - an adult at risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental health, age or illness, and who is or may be unable to take care of themselves, or protect themselves against significant harm or exploitation.

**Adverse Impact.** Identified where the Council's operations has a less favourable effect on one or more groups covered by the Equality Act 2010 than it has on other groups (or a section of a group)

**Carer - see also disability by association.** A carer is a person who is unpaid and looks after or supports someone else who needs help with their day-to-day life, because of their age, long-term illness, disability, mental health problems, substance misuse

**Disability by association.** Non-disabled people are also protected from discrimination by association to a disabled person. This might be a friend, partner, colleague or relative. This applies to carers who have a caring responsibility to a disabled person.

**Differential Impact.** Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.

**Disability.** It is defined under the Equality Act 2010 as 'having a physical or mental impairment which has a substantial and adverse long term effect on a person's ability to carry out normal day to day activities'.

*Physical impairment* is a condition affecting the body, perhaps through sight or hearing loss, a mobility difficulty or a health condition.

*Mental impairment* is a condition affecting 'mental functioning', for example a learning disability or mental health condition such as manic depression

**Diversity.** Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.

**Discrimination.** Discrimination has been defined as 'the unequal treatment of individuals or groups based on less because of a protected characteristic – see protected characteristic. This includes discrimination by association, perception, direct and indirect discrimination.

*Example of discrimination:* An employer does not offer a training opportunity to an older member of staff because they assume that they would not be interested, and the opportunity is given to a younger worker

**Equality.** The right of different groups of people to have a similar social position and receive the same treatment:

**Equality Analysis.** This is a detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different Protected Characteristics

**Equality Objectives.** There are specific strategic objectives in the area of equalities and should set out what services are seeking to achieve in each area of service in terms of Equality.

**Equality of Opportunity.** Equality of opportunity or equality opportunities may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities:

1. Equality of treatment is concerned with treating everyone the same. Thus, in an organisational context it recognises that institutional discrimination may exist in the form of unfair procedures and practices that favour those with some personal attributes, over others without them. The task of equal opportunities is therefore concerned with the elimination of these barriers.
2. Equality of outcome focuses on policies that either have an equal impact on different groups or intend the same outcomes for different groups.

**Evidence.** Information or data that shows proof of the impact or non-impact - evidence may include consultations, documented discussions, complaints, surveys, usage data, and customer and employee feedback.

**Foster good relations.** This is explicitly linked to tackling prejudice and promoting understanding.

**General Equality Duty.** The public sector equality duty on a public authority when carrying out its functions to have 'due regard' to the need to eliminate unlawful discrimination and harassment, foster good relations and advance equality of opportunity.

**Gender reassignment.** The process of changing or transitioning from one gender to another – for example male to trans-female or female.

**Harassment.** This is unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

**Human Rights** – Human rights are the basic rights and freedoms that belong to every person in the world - **see below**

**Marriage and Civil Partnership.** Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. Single people are not protected. Discrimination on grounds of marriage or civil partnership is prohibited under the Act. The prohibition applies only in relation to employment and not the provision of goods and services.

**Pregnancy and Maternity.** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Protected Characteristics.** These are the grounds upon which discrimination is unlawful. The characteristics are:

- Age
- Disability
- Gender reassignment
- Race
- Religion and belief (including lack of belief)
- Sex/gender
- Marriage and civil partnership
- Pregnancy and maternity
- Sexual orientation

**Public functions.** These are any act or activity undertaken by a public authority in relation to delivery of a public service or carrying out duties or functions of a public nature e.g. the provision of policing and prison services, healthcare, including residential care of the elderly, government policy making or local authority services.

**Race.** This refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

**Religion or belief.** Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Section 11 of the Children Act.** This duty is a duty under the Children Act 2004 that requires all agencies with responsibilities towards children to discharge their functions with regard to the need to safeguard and promote the welfare of children. They must also ensure that anybody providing services on their behalf must do the same. The purpose of this duty is that agencies give appropriate priority to safeguarding children and share concerns at an early stage to encourage preventative action.

**Sex.** It refers to whether a person is a man or a woman (of any age).

**Sexual Orientation.** A person's sexual attraction is towards their own sex; the opposite sex; or to both sexes: *Lesbian, Gay or Bisexual*

**Victimisation.** Victimisation takes place where one person treats another less favourably because he or she has exercised their legal rights in line with the Equality Act 2010 or helped someone else to do so.

**Vulnerable Adult.** A Vulnerable Adult is defined as someone over 16 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation'

**Human Rights** - Human rights are the basic rights and freedoms that belong to every person in the world. They help you to flourish and fulfill your potential through:

- [being safe and protected from harm](#)
- [being treated fairly and with dignity](#)
- [living the life you choose](#)
- [taking an active part in your community and wider society.](#)

The Human Rights Act 1998 (also known as the Act or the HRA) came into force in the United Kingdom in October 2000. It is composed of a series of sections that have the effect of codifying the protections in the European Convention on Human Rights into UK law.

The Act sets out the fundamental rights and freedoms that individuals in the UK have access to. They include:

- [Right to life](#)
- [Freedom from torture and inhuman or degrading treatment](#)
- [Right to liberty and security](#)
- [Freedom from slavery and forced labour](#)
- [Right to a fair trial](#)
- [No punishment without law](#)
- [Respect for your private and family life, home and correspondence](#)
- [Freedom of thought, belief and religion](#)
- [Freedom of expression](#)
- [Freedom of assembly and association](#)
- [Right to marry and start a family](#)
- [Protection from discrimination in respect of these rights and freedoms](#)
- [Right to peaceful enjoyment of your property](#)
- [Right to education](#)
- [Right to participate in free elections](#)

Many every day decisions taken in the workplace have no human rights implications. However, by understanding human rights properly you are more likely to know when human rights are relevant and when they are not. This should help you make decisions more confidently, and ensure that your decisions are sound and fair.

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**POLICY SCRUTINY COMMITTEE**

**23 NOVEMBER 2021**

<b>SUBJECT:</b>	<b>POLICY SCRUTINY WORK PROGRAMME 2021/22 AND EXECUTIVE WORK PROGRAMME UPDATE</b>
<b>REPORT BY:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER</b>

**1. Purpose of Report**

1.1 To present the Policy Scrutiny Committee Work Programme for 2021/22 and receive comments and considerations from members with items for the municipal year 2021/2022 and to advise Members of the items that are on the current edition of the Executive Work Programme.

**2. Background**

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

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

**3. Recommendation**

3.1 That Members give consideration to the Policy Scrutiny Work Programme for 2021/22 and update where appropriate to include items which they wish to consider from the Executive Work Programme as required.

**List of Background Papers:** None

**Lead Officer:** Claire Turner, Democratic Services Officer  
Telephone 873619

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## Policy Scrutiny Committee Work Programme – Timetable for 2021/22

## 15 June 2021

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Public Toilet Review	Steve Bird	
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2021 -2022	Democratic Services	Regular Report

## 24 August 2021

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Policy Scrutiny Work Programme 2020-2022 Update	Democratic Services	Regular Report
City of Lincoln Council Environmental Policy'	Kate Bell	
The Consultation & Engagement Strategy	Pat Jukes	
Draft Local Plan Consultation	Toby Forbes- Turner	
Protecting Vulnerable People	Paula Burton	Annual Update
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

## 5 October 2021

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Policy Scrutiny Work Programme 2020 -2021	Democratic Services	Regular Report
St Peters Passage PSPO	Francesca Bell	

Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
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### 23 November 2021

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Building Safety-Resident Engagement Strategy	Chris Morton	
Draft COLC Decarbonisation Strategy and Action Plan Report	Kate Bell	
City of Lincoln Council CTS Scheme 2022/23	Martin Walmsley	
Policy Scrutiny Work Programme 2020-2021 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

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### 11 January 2022

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Policy Scrutiny Work Programme 2021-2022 Update	Democratic Services	Regular Report
Corporate Policy Review	Becky Scott	
RIPA Policy Update	Becky Scott	
Review of Facilities Strategy	Steve Lockwood	
Contaminated Land Inspection Strategy	Simon Colburn	
Affordable Warmth Strategy	Kate Bell	
Health Inequalities	Simon Walters	
Recycling- paper and card collections proposal	Steve Bird	

Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
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**15 March 2022**

<b>Item(s)</b>	<b>Responsible Person(s)</b>	<b>Strategic Priority/ Comments</b>
Scrutiny Annual Report	Democratic Services	
Policy Scrutiny Work Programme 2022-2023 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

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## EXECUTIVE WORK PROGRAMME

**November 2021 - October 2022**

### NOTES

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

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

If you have any queries, please telephone 01522 873387 or email [democratic.services@lincoln.gov.uk](mailto:democratic.services@lincoln.gov.uk).

## EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
22 November 2021	SETTING THE 2022/23 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2022/23 – 2026/27	Executive are asked to;  a) note the significant financial challenges and risks that the Council faces, primarily as a result of the Covid19 pandemic,  b) note the projected budget parameters for 2022/23 and future years and note the planning assumptions, as set out in Appendix A,	Executive	No	Public
22 November 2021	Treasury Management & Prudential Code Update Report- Half Year Ending 30 September 2021	To report on the Council's treasury management activity and the actual prudential indicators for the period April 1st to September 30 2021.	Executive	No	Public
22 November 2021	Financial Monitoring Quarterly Review	To present to Executive the second quarter's financial performance 2021/22	Executive	No	Public
22 November 2021	Operational Performance Quarterly Monitoring Report	To present to Members a summary of the operational performance position for quarters one and two of the financial year 2021/22 (from April 2021 to September 2021)	Executive	No	Public
22 November 2021	Lincolnshire Transport Plan	Council's response to LTP public consultation	Executive	No	Public

22 November 2021	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the second quarter 2021/22.	Executive	No	Partly Private
13 December 2021	De Wint Court - Fees and Charges	To agree fees and charges	Executive	Yes	Partly Private
13 December 2021	Recycling- paper and card collections proposal	To formally commit to the Lincolnshire Waste Partnership initiative to undertake separate paper and card collections, alternate to existing general recycling collections, where it can reasonably be accommodated.	Executive	Yes	Public
13 December 2021	City of Lincoln Council Decarbonisation Strategy and Action Plan	To approve the Strategy	Executive	No	Public
13 December 2021	Sustainable Warmth Strategy	To approve the Strategy	Executive	No	Public
13 December 2021	Lincare Review	To agree a way forward for the Lincare services following a review of the current service	Executive	Yes	Private
04 January 2022	Localised Council Tax Support Scheme 2022/23	To approve for referral to Council, a Localised Council Tax Support Scheme 2022/23	Executive	Yes	Public
17 January 2022	Hermit Street	To agree to progress regeneration proposals at Hermit Street.	Executive	Yes	Partly Private
17 January 2022	Hartsholme Park Flood Alleviation Work	To agree a proposal for work to the lake outlet.	Executive	No	Public

21 February 2022	Operational Performance Quarterly Monitoring Report	To present to Members a summary of the operational performance position for quarter three of the financial year 2021/22 (from Oct 2021 to December 2021)	Executive	No	Public
21 February 2022	Financial Monitoring Quarterly Review	To present to Executive the third quarter's financial performance 2021/22	Executive	No	Public
21 February 2022	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the third quarter 2021/22.	Executive	No	Partly Private
24 May 2022	Financial Monitoring Quarterly Review	To present to Executive the fourth quarter's financial performance 2021/22	Executive	No	Public
24 May 2022	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the fourth quarter 2021/22.	Executive	No	Partly Private
24 May 2022	Operational Performance Quarterly Monitoring Report	To present to Members a summary of the operational performance position for quarters four of the financial year 2021/22 (from January 2022 to March 2022)	Executive	No	Public
24 May 2022	Treasury Management Stewardship & Actual Prudential Indicators Report 2021/22 (Outturn)	To report on the annual Treasury Management Stewardship Report under regulations issued under the Local Government Act 2003.	Executive	No	Public