

POLICY SCRUTINY COMMITTEE

Tuesday, 3 October 2023

6.00 pm

Committee Rooms 1-2, City Hall

Membership:	Councillors Emily Wood (Chair), Calum Watt (Vice-Chair), Debbie Armiger, Liz Bushell, Natasha Chapman, Bill Mara and Mark Storer
Substitute member(s):	Councillors Martin Christopher, Clare Smalley, Dylan Stothard, Pat Vaughan and Aiden Wells
Officers attending:	Democratic Services, Caroline Bird, Steve Bird, Michelle Hoyles, Legal Services and Martin Walmsley

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 Emily Wood (*in the Chair*),
Councillor Debbie Armiger, Councillor Liz Bushell,
Natasha Chapman, Councillor Bill Mara and Councillor
Thomas Dyer

Apologies for Absence: Councillor Mark Storer

10. Confirmation of Minutes - 13 June 2023

RESOLVED that the minutes of the meeting held on 13 June 2023 be confirmed and signed by the Chair.

11. Declarations of Interest

No declarations of interest were received.

12. Proposals for Extension of Existing Public Space Protection Order at Lucy Tower, Broadgate and Lincoln Central Multi Storey Car Parks

Ben Jackson, Public Protection, Anti-Social Behaviour and Licensing Services Manager

a. presented a report to:

- i. brief Policy Scrutiny Committee on the process and consideration given to date, to extend an existing Public Space Protection Order (PSPO) at Lucy Tower, Broadgate and Lincoln Central Multi-Storey Carparks
- ii. seek the views of the Policy Scrutiny Committee on proposals regarding the extension of the existing PSPO prior to consideration by the Executive

b. advised that the current PSPO that covered Lucy Tower, Broadgate and Lincoln Central Multi-Storey Carparks prohibited the following behaviours within the designated areas (Appendix A):

1. No person in the restricted area shall engage in any of the following activities:
 - a. Ingesting, inhaling, injecting, smoking or otherwise using and intoxicating substance unless for an exempted use;
 - b. Any activity likely to cause harassment, alarm or distress to any other person;
 - c. Congregating in a group of two or more persons so as to cause and obstruction or give reasonable grounds for annoyance to any person;
 - d. Loitering without a permitted purpose; or Anti-social behaviour, including but not limited to public urination or defecation, or any other unacceptable or offensive behaviour

- c. explained that a PSPO had a maximum duration of three years therefore it was advisable to review the order after 3 years to determine whether it should be subject to extension or variation
- d. summarised the consultation that had taken place with both public and partner agencies and explained that the five responses received called for the existing PSPO to remain in place
- e. referred to paragraph 6 of the report and detailed the evidence that had been gathered from Lincolnshire Police, the CCTV team and the Car Parking team
- f. proposed that the existing PSPO be renewed without any further variations for a further 3 years
- g. referred to paragraph 9 and 10 of the report and advised how the PSPO would be implemented and enforced
- h. invited Committees views on the proposal

Question: Commented that some of the behaviour outlined in the PSPO was already a criminal offence and asked what was the difference between having a PSPO in place and not having one in place.

Response: Originally the problem was with rough sleepers congregating at the car parks and causing anti-social behaviour. Officers enforcing the PSPO could advise rough sleepers that they were in breach of the PSPO if they were congregating without good reason and ask them to leave. The approach would be to liaise with the Council's Rough Sleeper Team and provide support rather than prosecution.

Question: Could all three PSPO's in the City be reviewed at the same time to save resources?

Response: The three PSPO's were implemented at different times and were reviewed from when they were implemented. There would not be a cost saving as each PSPO would require separate consultation.

Question: Was there clear signage in place at the car parks regarding the PSPO?

Response: Yes, there was clear signage in place.

Question: Who could enforce the PSPO?

Response: The PSPO would be enforced by authorised Council Officers and Lincolnshire Police.

Question: Have any fixed penalty notices been issued?

Response: No, the PSPO acted as a deterrent.

Question: Could the PSPO be changed if needed in future.

Response: Yes the PSPO could be reviewed.

RESOLVED that the proposal to extend the current PSPO without variations to the prohibition or location be supported and referred to Executive for approval.

13. Health Scrutiny Update

Councillor Chapman, joined proceedings at this stage

The Chair of Policy Scrutiny Committee advised that she had raised concern over the pressures that would be placed on medical services in Lincoln due to the proposed asylum seeker accommodation at Scampton. This would be added to the Health Scrutiny Work Programme for future discussions.

She further updated members of the business that had been discussed at the Health Scrutiny meetings held on 14th June and 19th July 2023, these were:

- Consultation on Paediatric Services at Pilgrim Hospital, Boston
- East Midlands Ambulance Service NHS Trust – Performance
- NHS Joint Forward Plan
- GP Provision in Lincolnshire
- NHS Dental Services in Lincolnshire
- Water Fluoridation
- Outcome of Consultation on Local Mental Health Rehabilitation Services (Ashley House in Grantham)
- Update on Adult Mental Health Services in Lincolnshire
- Lincolnshire Acute Service Review – Urgent & Emergency Care and Acute Medicine Implementation Update
- Paediatric Service at Pilgrim Hospital, Boston – Proposed Response of the Committee to the Consultation

RESOLVED that the report be noted.

14. Policy Scrutiny Work Programme 2023-24 and Executive Work Programme Update

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2023-24 and Executive Work Programme Update'
- b. presented the Executive Work Programme August 2023 – July 2024
- 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.

Councillor Mara raised concerns about the Armed Forces Covenant and action plan and expressed that it could be used more widely. He requested that the Policy be brought to committee to be considered.

Becky Scott, Legal Services Manager advised that the Armed Forces Covenant could be brought to committee, if there was scope to influence it. She advised that she would liaise with the relevant Officer to find out if this was suitable to be reviewed.

Councillor Calum Watt asked for clarification on the Housing Pipeline Approach which was scheduled on the Executive Forward Plan for 16 October 2023 and asked if this could come to Policy Scrutiny Committee if appropriate.

Becky Scott, Legal Services Manager responded that she would liaise with the Lead Officer for the Housing Pipeline Approach to find out more details and schedule it in to the Policy Scrutiny Work Programme if appropriate.

Councillor Calum Watt, referred to the Executive Forward Plan and asked if the report on the Transfer of Selected Museum Artifacts to Lincolnshire County Council could be scheduled into the Policy Scrutiny Work Programme for 3 October 2023.

The Democratic Services Officer, would liaise with the Lead Officer and schedule into the work programme if appropriate.

RESOLVED that:

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

POLICY SCRUTINY COMMITTEE**3 OCTOBER 2023**

SUBJECT:	WASTE COLLECTION & STREET CLEANSING SPECIFICATIONS (FOR NEW CONTRACTS FROM 1/9/2026)
DIRECTORATE:	COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	CAROLINE BIRD, COMMUNITY SERVICES MANAGER (PROGRAMME)

1. Purpose of Report

- 1.1 To provide an update on the specification for the waste collection and street cleansing contract prior to commencing procurement, with specific reference to comments received in the All-Member workshops.

2. Executive Summary

- 2.1 The Council has two contracts for street scene services: street cleansing and grounds maintenance, and waste collections. Both of these contracts end on 31st August 2026. Work has commenced on procuring new contracts which will commence on 1st September 2026. They will be realigned and packaged as two separate contracts: waste (which includes recycling and other domestic waste streams) and street cleansing, and a separate grounds maintenance contract.
- 2.2 The work involved is extensive, and includes reviewing and updating all the specifications for the full range of works that will be delivered as part of the new contracts.
- 2.3 This has involved consultation with all Members, as well as reviewing the specifications against changes in law, changes in best practice and environmental awareness and 'lessons learned', as well as trying to avoid significant increases in costs.
- 2.4 The waste / cleansing specifications are now drafted and are extensive. A summary is attached as Appendix A for Committee's information. The summary matches the new specifications to feedback received from Members in the All-member workshops that took place in late 2022 / early 2023. The review has considered and rewritten every requirement within the current specifications. The changes in Appendix A are just those material changes which may be noticeable to service users. Many other changes have been made in the interests of cost control, clarity, ease of navigation, ease of operational use and understanding.
- 2.5 The grounds maintenance specification is still in development, as it is programmed to go out to tender in mid-2024. That specification will be brought before Members in a separate report.
- 2.6 Of special note, this report also draws attention to the fact that the Council will require its contractors to pay their staff in accordance with the Real Living Wage as

a minimum (currently £10.90 per hour). This will relate to both the waste /cleansing and the grounds maintenance contracts.

3. Background

- 3.1 These contracts have been in place since 2006, and although variations have been made since that time, it was necessary and appropriate to carry out a full review of the specifications so that the services the Council delivers from September 2026 reflect the Council's strategic priorities, changes in legislation, and accepted best practice.
- 3.2 All of this is against a background of ever-increasing demand on limited budgets and unpredictable inflation, meaning that strategic priorities and aspirations have to be finely balanced with managing the significant potential for increased costs.
- 3.3 Recognising that specialist vehicles are required, and that the lead-in time for procuring the vehicles necessary is currently two years, there is a need to commence procurement in November 2023.
- 3.4 Waste services include the emptying of wheeled bins / collection of purple sacks from all domestic properties for residual waste, mixed recycling and garden waste. They also include the collection of clinical waste, and bulky waste both charged and free (free for residents on means-tested benefits).
- 3.5 Cleansing services include routine and reactive mechanical sweeping, litter picking, emptying litter and dog bins, removal of abandoned vehicles, graffiti and fly tipping clearances.
- 3.6 These are statutory services, highly visible, and make a difference to our residents and the street scene, day in and day out. It is vital that we specify the works to meet our legal duties and our customers' needs, to reflect the Council's strategic aims (including the environmental agenda), to encourage efficient operations, and all while managing the significant risk of rising costs.
- 3.7 However, specification development is just one element of this significant project. There are a number of work streams, involving officers across the organisation, that are making good progress against a challenging timeline. These include data collection and verification, Terms and Conditions of contract, ensuring a compliant procurement process, and consultation with all services that interact with these services.
- 3.8 At the start of the consultation programme, All-member workshops were established. Following the All-Member Workshops, officers committed to presenting a summary of the final specifications to Policy Scrutiny Committee and Executive in autumn 2023.

4. All-Member Workshops

- 4.1 Three 'all Member' workshops were held, on 28th September 2022, 31st October 2022 and 30th January 2023.

- 4.2 Workshop 1 provided Members with background information, and a briefing on the financial challenges and other challenges facing the Council, such as the potential introduction of separate paper and card collections, and food waste collections. It set out the timeline for the following two workshops and the formal decisions that would be required.
- 4.3 The slides from workshop 1 were circulated to all Members after the meeting.
- 4.4 Workshop 2 concentrated on Members' high-level priorities, such as environment, quality, staff terms and conditions, social value, in order to inform development of workshop 3 and wider development work. Members were unanimous in their wish to see 'being greener / environmental issues' as a high priority in service development. There was a clear acceptance of the need to prioritise waste services, with reference to new legislation as mentioned in 4.2 above and the environmental impacts that waste collection arrangements have.
- 4.5 A summary of the outcomes from workshop 2 was shared with all Members after the meeting.
- 4.6 Workshop 3 focussed on specific issues, informed by the strategic discussions at the previous workshop. This gave Members the chance to expand on their vision for those strategic priorities, and to raise any specific operational issues that they would like to see considered.
- 4.7 A summary of the outcomes from workshop 3 was circulated to all Members after the meeting. Members were invited to pass on any other specification – related comments they may have, within the few weeks following the meeting.

5. Specification Development

- 5.1 Over the past 5 months, officers have held an intensive series of focussed workshops, each looking at a specific area of the services, and referencing the current contract arrangements, changes in law, best practice, customer expectations, changes in technology available, 'lessons learned', and importantly, how we could contain costs and maximise our cost control. The outcomes of the All-Member Workshops were considered in these workshops.
- 5.2 Appendix A summarises the resulting material changes to the contracts, referring them to Members' aspirations from the workshops.

6. Real Living Wage

- 6.1 The Council is a recognised 'Living Wage Employer', accredited by the Living Wage Foundation. To be accredited, an employer has to have plans in place to pay its contractors the Real Living Wage when contracts are renewed, as well as to pay its direct employees the Real Living Wage.
- 6.2 It is therefore a requirement of the Council's accreditation that it makes the Real Living Wage payment a requirement of both the waste / cleansing and the grounds maintenance contracts.

7. Strategic Priorities

7.1 Let's drive inclusive economic growth

A clean city is an attractive place for businesses to grow and thrive.

7.2 Let's reduce all kinds of inequality

Our waste collection services are designed to ensure they are accessible to all residents. This includes assisted collections, free of charge bulky item collections for people on means-tested benefits, and free of charge collections of clinical waste.

7.3 Let's enhance our remarkable place

These services contribute significantly to our remarkable place in visual and environmental terms. Some examples are: Street cleansing operations (most notably the daily early morning city centre full cleanse), removing graffiti and fly tips, ensuring litter bins are available for use, ensuring streets are clean after waste collections.

7.4 Let's address the challenge of climate change

Waste services can contribute significantly towards the Council's climate change aspirations, both in terms of the waste materials collected and recycled, and the efficiency of the operations themselves. This is an opportunity to ensure that climate change benefits are maximised, as far as is practicable, in terms of maintaining reliable recycling and composting collections to maximise recycling and minimise contamination, and how they are delivered by use of efficient and clean vehicles.

8. Organisational Impacts

8.1 Finance

As presented in all three All-member workshops, cost management is essential throughout this project given the financial climate and the scale of these services. The development of specifications and terms and conditions has, by necessity, given serious consideration to managing areas of potential cost increases.

The specifying of the Living Wage requirement is likely to have financial implications. It isn't possible to predict the scale of this, although a check of the current recruitment market seems to show that most of the jobs involved are being paid at Living Wage level or above already.

After following the required procurement processes, and a final price being determined, this will need to be factored into the Council's overall medium term financial plan. It is likely to have significant implications, but these will not be known until tenders have been received and evaluated.

8.2 Legal Implications including Procurement Rules

In so far as it is simply presenting the specification for work, there are no legal or procurement issues relating to this report. Officers from Procurement and Legal

services are members of the project board to ensure that the council is fully legally compliant in all regards.

8.3 Equality, Diversity and Human Rights

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

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

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

An Equality Analysis is included at Appendix B. There are no negative impacts as a result of these specification changes.

8.4 Significant Community Impact and/or Environmental Impact

These services are high profile and impact the city's residents directly, and the street scene, routinely. They currently enjoy high satisfaction rates and are generally considered to be reliable and effective.

Environmental impacts have been considered throughout the specification development process, in terms of the services provided, and the way they are provided. This is set out in Appendix A.

By having reliable waste/recycling collection services, the Council makes it easier for Lincoln's residents to recycle and compost their waste, and to minimise residual waste. Appropriate street cleansing arrangements keep the city's streets and relevant land clean, making a better environment for people and for wildlife.

9. Risk Implications

- 9.1 Throughout the specification development process, officers have weighed legal requirements, Members' strategic and operational aims, customer expectations and the need for close cost control. The resulting specifications ensure that the Council is fully legally compliant and will continue to provide reliable services, ensuring an appropriate degree of flexibility, whilst minimising risks of escalating costs. It isn't possible to predict what prices will be submitted by bidders, especially given the current financial climate, but all efforts have been made to avoid unnecessary increases, and to ensure maximum cost control in the resulting contract.

10. Recommendation

- 10.1 Members consider the report and make known their comments.

Is this a key decision?	Yes
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	Two
List of Background Papers:	All Member workshop presentations and reports
Lead Officer:	Caroline Bird, Community Services Manager (Programme) Email: caroline.bird@lincoln.gov.uk

Waste / Street Cleansing Contract - Summary of Specification Changes

ISSUES RAISED AT MEMBER WORKSHOPS	ACTION TAKEN	ANTICIPATED IMPACT ON COST
<p>Higher priority of waste collection services, given the Environment Act changes, and impact on environment</p> <p>Ensure flexibility to incorporate changes that will increase recycling and other environmental changes</p>	<p>The contract includes a 'flexibility clause' which sets out that the contractor will be expected to have a flexible approach, both in terms of their day-to-day operations and when considering service changes. This makes reference to the Environment Act and the anticipated changes that will bring about, the potential for future Value Engineering and savings, business continuity, winter weather, and any operational changes that would reduce negative environmental impacts.</p> <p>Environment Act changes that we are aware of are included in the specification as 'options' so that as and when they are introduced (whether at the start of the contract or during the contract period) we already have an indicator of costs.</p>	<p>This will reduce the need for additional spend, by moving existing resource wherever possible.</p> <p>It will give a degree of cost control when introducing certain Environment Act service changes.</p>
<p>Making things 'Greener' / environmental / climate change considerations</p>	<p>A specific 'Environment' clause has been included. This sets out the importance of minimising any negative environmental impacts of these services, and maximising opportunities for delivering environmental benefits.</p> <p>For example the Contractor will be:</p>	<p>Environment-friendly improvements can increase costs, or can save money. Any changes would be subject to the Council's agreement if there were financial implications. Decisions would be</p>

	<ul style="list-style-type: none"> - Asked to outline their plans to reduce carbon, with reference to the Council's 2030 carbon neutral plan - Asked to maximise route efficiency - required to consider decarbonisation of their fleet when replacing vehicles - asked to use electric / battery tools and equipment - asked to embrace opportunities to minimise negative environmental impact and to offset environmental impacts <p>The Performance Management Framework will have a focus on environmental performance, including the way the Contractor delivers their services (e.g. fleet used, routine efficiency) and the reliability of the services (encouraging people to recycle and compost, for example).</p> <p>The specification allows for the introduction of on-street recycling bins in the future should this become a legal or Member-led requirement.</p> <p>It isn't possible to eradicate single-use plastics from these services at this time. There are currently no realistic alternatives to the purple sacks used by around 1,000 properties for residual waste collections. To minimise this, we are conducting a review, to ensure only properties which have no other option use plastic sacks. The Contractor will be expected to work with us to review the viability of alternative bags, such as compostable material, as and when it becomes available.</p> <p>The bin tags and stickers we use have an element of plastic in them, to make them suitably robust in all weathers. The specification asks that they are reused where possible, and that</p>	made based on affordability at the time.
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	<p>as technology progresses, that recyclable / compostable alternatives are utilised.</p> <p>Individual specification items have been included to encourage more environment-friendly services, e.g. a two-stage approach to contamination:</p> <p>Householders who occasionally present contaminated waste will be asked to remove the contamination and present on their next collection. This is consistent with other Lincolnshire authorities. For households that can't or won't remove the contamination, a 'sweep up' collection will take place the following working day, with the waste being disposed of with residual waste.</p> <p>If a household regularly contaminates their waste, their bin will not be emptied if it is presented contaminated, and contact will be made so that the resident clearly understands the requirements of the service.</p>	<p>This more streamlined and focussed approach to contamination may not bring about obvious cost savings (a contamination is included in overall contractor prices) but may bring about more efficient routing.</p>
Can savings be made on garden waste collections over the winter months?	<p>The Specification has been written to continue providing the current garden waste service, but with options that could be called on, to stop or reduce the service during the winter months.</p>	<p>We will have costed options at the start of the contract which would give an indication of any savings that may arise if we reduced the number of collections.</p> <p>This could give the Council some cost saving options if required at any stage during the contract period.</p>

Can collection routines be redesigned to be more efficient?	There are no planned changes to collection routines at the start of the contract. The specification does encourage the contractor to suggest changes for the Council's consideration, in the interests of efficiency.	No change expected at the start. If a bidder suggested a more efficient solution we would consider it, and it may result in efficiency savings.
Electric vehicles – costs are much higher and capacity smaller. Full business case would need to be considered	We are not specifying electric vehicles at the start of the contract. They are significantly more expensive, with smaller capacity and the technology is currently not proven for the service we would require, particularly with regard to refuse collection vehicles. We have however included a clause which requires the contractor to consider introducing more environment-friendly vehicles whenever any vehicles are being replaced. At that stage, and subject to operational effectiveness and affordability, they would be introduced. This policy is consistent across Lincolnshire. Smaller plant and equipment will be electric-powered from the start of the contract, wherever possible.	By not specifying an all-electric fleet at the start, we avoid the significant increase in costs this would doubtless bring about. By requiring consideration of non-diesel vehicles as vehicles are replaced, we retain the option later on, subject to affordability at the time.
Waste minimisation messages needs to be pushed / generally more education and publicity	The specification includes the use of advertising on the side of the contractor's vehicles. From a Social Value perspective, we have suggested that the Contractors would work alongside the Council to help deliver recycling and waste minimisation messages.	No additional cost Minimal (Contractors will include any costs arising from Social Value activity in their bids but these are expected to be negligible in this case).
Stop remains of waste being left in bins when emptied	This has been clearly specified.	None
Stop bins blocking driveways after being emptied	This has been clearly specified.	None

Help residents get rid of waste they can't currently get rid of (rubbish in front gardens / sheds etc)	We already have a free of charge bulky item service for people on means tested benefits. Since the workshop we have introduced a low cost paid-for bulky item collection service in partnership with WLDC, which will take anything up to and including house clearance waste. This service will become part of the overall contract and is included in the specification.	None
Watercourses that are the Council's duty to clean, need cleaning more routinely	This is specified to ensure that the Contractor plans for responsive cleansing of watercourses which meets our statutory obligations.	There will be a (currently unknown) cost impact. It is not expected to be high in the context of the overall spend on the services.
Improve leaf clearance – both responsive and reactive in tree-lined streets especially	This has been covered in the specification to ensure that leaf-fall and other such detritus is cleaned during routine works, with a suitable additional resource during key periods, and an appropriate responsive service for urgent health and safety matters.	This is not an enhanced service, but is more clearly defined and therefore enforceable. It is not expected to increase costs notably.
Akrill's Passage and other 'problem' areas that may have: Access issues Pigeon mess Need regular power cleaning Regular dumping / littering Smells	A list of 'hotspot' areas has been included in the specification, requiring the Contractor to give due attention to them, to ensure appropriate standards are maintained to ensure EPA compliance. City centre litter bins will receive a routine monthly cleanse under the new specification.	This is not an enhanced service, but instead draws the Contractor's attention to some known problem areas at the start of the contract. This should help them to organise resources more efficiently. This is currently a 'one-off' paid for service (and will remain so for bins in other areas) but the demand in the city centre is such that it is felt to be more efficient to do it this way.

THINGS INCLUDED TO HELP MANAGE COSTS	
Contextual information will be provided so that bidders understand the scope of the work, and the risks. This should mean that their submitted prices are reasonable. (Without contextual information, bidders may apply 'contingency' in their prices to cover unknowns, or assume a higher demand than will actually be the case. This could be significant across the whole contract).	Reduces tendered prices
Alongside this, Contractors will be encouraged to minimise inputs (in the interests of efficiency and being environment-friendly) whilst still delivering our statutory duties. For example, we will draw to their attention there are areas of the city which require far fewer cleansing visits to meet the statutory requirements.	This is contextual information which will reduce the risk of Contractors pricing for more routines than are required in order to meet our duties.
More detailed pricing scheme of rates provided, to ensure we only pay for what we use and therefore increase cost control, e.g. providing dayworks rates by the half hour, not hour.	Officers will have more cost control when ordering works
Although not part of the specification, we will routinely review the Controlled Waste Regulations and the Council's ability to charge certain establishments for waste collections. The specifications as written will still apply and don't obstruct us from doing that in any way.	This may bring about income opportunities, subject to Member decisions
Shopping trolleys – the Clean Neighbourhoods and Environment Act 2005 allows Councils to recharge retailers (trolley owners) for the disposal or return of fly tipped trolleys. We haven't exercised this duty before now but have included the process in the specification. We don't experience a lot of abandoned trolleys on the streets, but this will ensure that the costs of dealing with them is covered, as well as encouraging retailers to ensure trolleys aren't removed from their premises.	Minimal income to offset existing costs
The removal of Zone '2e' (referenced below under 'Environmental Protection Act Code of Practice Zone review') reduces some required proactive cleansing, which was previously prescribed over and above the legal duty. Some Zone 2e streets have been promoted to HIGH intensity zone (and no change in standards is expected as a result). Some will move to MEDIUM intensity zone (more details below).	This should reduce spend on routine cleansing which would be incurred retaining 'zone 2e'.
Throughout the whole process, specifications have been written so as to maximise efficiency, flexibility and cost control, and to avoid unnecessary work.	The purpose of this was to control costs so far as reasonably practicable

THINGS INCLUDED TO HELP INCREASE EFFICIENCY / CUSTOMER SERVICE		
The contractor will be required to put in place 'in-cab technology', integrated with our own IT systems, which will mean that updates from cleansing and collection crews will be reported immediately to their own office and to the Council. Community Services and Customer Services staff will have relevant information much faster, so they can better deal with customer enquiries. Community Services staff will have more accurate and timely updates relating to completed tasks and routines to help with performance management.		<p>The current contracts do not have use of this technology and so this is an extra expense.</p> <p>It is the norm for waste / cleansing contractors to use this technology, and so it's expected that most if not all bidders would use it routinely in any case.</p> <p>The efficiencies brought about can mean cost savings in other areas of the contract.</p>
The fly tipping process has been reviewed and streamlined to be clearer on what the Contractor is expected to do proactively, on what cases should be passed to PPASB, to avoid double-reporting of cases and to make monthly reporting easier.		No impact or modest reduction in demand.
The requirement for the Contractor to resolve access issues has been strengthened. They will be required to have suitable vehicles, e.g. narrow-bodied, appropriate for narrow streets with on-street parking. They will be expected to return to collect waste that was missed due to access problems an unlimited number of times. This includes them working with roadworks contractors, posting notices, and returning each day for up to a week to attempt waste collections.		No impact. This is very similar to the current arrangements but clarified to permit greater enforcement.
The contracts already have 'hours of operation' which will remain largely the same, with the exception of a requirement to avoid the noisiest operations (leaf blowers) before 7.30am. This is in response to complaints from residents of the city centre.		None
OTHER POINTS OF NOTE		
Changes to Housing areas cleansing	Routine sweeping of car parking bays has been removed from the specification	This will deliver a reduction in spend by Housing
Performance Management Framework	We have undertaken a review of the Performance Management Framework, to ensure it remains fit for purpose. This provides	No direct cost implication.

	the structure by which the Contractor's performance is monitored and managed.	
Environmental Protection Act Code of Practice Zone review	<p>The Code of Practice for Litter & Refuse dictates the standards and response times for cleaning streets and relevant land, based on their 'zone' (the use and busy-ness of a street).</p> <p>We have undertaken a city-wide review to ensure that the allocated zones still meet the legal definitions (which have been revised since the current contract began). This has changed the category of many streets in the city, meaning that they are all (other than special circumstances such as the bypass) in the HIGH or MEDIUM zones. This is an increase in priority for many streets. However at the same time, the legal response times have increased (giving us longer to respond to 'Grade drops' – that is accumulations of litter).</p> <p>In addition to these statutory changes, we are removing the 'zone 2e' requirement which we added to the current contract, and realigning with our legal requirements. Zone '2e' was added as it was felt that the legal requirements didn't meet the needs of certain parts of the city at that time (in certain streets such as major routes into the city centre and some 'hotspots'). This zone '2e' was over and above the Code of Practice requirements to ensure a proactive presence in those areas, on a daily basis.</p> <p>Of the old 'zone 2e' streets, around half (in terms of meterage) have moved to HIGH zone, and half have moved to MEDIUM, as a daily proactive clean is no longer considered necessary, for example due to changing use.</p> <p><u>HIGH zone (eg city centre and some other busy areas)</u></p>	The removal of zone 2e and the relaxed response times to grade drops, together with the specified efficient working practices should help mitigate any increased costs.

	<p>The specification has been developed such that we don't expect to experience any changes in litter standards in the city centre.</p> <p><u>MEDIUM zone</u></p> <p>The response time set out in law for grade drops has been relaxed (any reported accumulations of litter must be cleared by 6pm the next day) which is a slower response than the current arrangements.</p> <p>However, it is important to note that under the current arrangements, many of these streets (the previous zone 2/3) receive a fortnightly litter pick and monthly sweep, and suffer few grade drops in the middle so the revised CoP standards shouldn't make a significant difference.</p> <p>Note also that 'hotspot' areas have been flagged in the contract as requiring special consideration by the contractor (ie they may want to put on proactive cleans to manage grade drop demands).</p> <p>These streets may require more intensive monitoring, certainly at the start of the contract and we can of course move streets between zones if we find it to be necessary.</p> <p>The specification has been developed in such a way as to ensure legal compliance as a minimum and to maintain current standards as far as possible whilst managing costs.</p>	
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Social Value	<p>In accordance with our legal obligations and the Council's Social Value Policy, we have suggested SV options for Contractors to develop in their bids. This includes:</p> <ul style="list-style-type: none"> - Supporting volunteer works - Allowing their own staff to volunteer in the City of Lincoln Council - Purchasing ethically sourced goods - Assessing the environmental impact of their suppliers - Contributing staff time to Council-led environmental promotions 	<p>Contractors will include SV costs in their overall prices, however we have made every attempt to minimise the impact of this, by encouraging them to consider low / no cost activities, and by suggesting low / no cost SV actions that would make a difference.</p>
Lifts, stairs and bridges	<p>There have been a number of developments in the city centre in recent years that incorporate lifts, stairs and bridges. The specification makes clear that they are to be treated the same as the surrounding streets as far as routine cleansing applies, and will also receive a monthly 'deep-clean'.</p>	<p>This will add costs, although not significant in the context of the overall spend. At the moment we are doing this, reactively, and have absorbed the costs in existing budgets.</p>

Appendix B - 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.

SECTION A

Name of policy / project / service	Waste collection / street cleansing services specifications
Background and aims of policy / project / service at outset	<p>This assessment relates to the specifications developed as part of the 'GSW26' project</p> <p>They form part of the waste / cleansing contract that runs from 1/9/2026 and determines how these services are delivered.</p> <p>They were developed following extensive, focussed officer workshops, and have been informed by the outcomes of All-Member workshops, the Council's legal duties and requirements, best practice, officer experience, customer need, and the environmental agenda..</p>
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	<p>Caroline Bird, Community Services Manager (Programme).</p> <p>The project has been overseen by the GSW26 Board.</p>
Key people involved <i>i.e. decision-makers, staff implementing it</i>	<p>GSW26 Board, Chaired by Simon Walters.</p> <p>Cllr Bob Bushell Portfolio Holder.</p> <p>Specifications considered by Policy Scrutiny Committee and signed off by Executive.</p> <p>Community Services staff to contract / performance manage the contract.</p> <p>Quarterly Performance Management Board to oversee performance of the contract, chaired by Portfolio Holder.</p>

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 24			✓	The specifications have been designed to ensure that any arrangements previously put in place to help people access our services, such as assisted collections for elderly/disabled/pregnant/temporarily incapacitated peoples, clinical waste collections, and free of charge bulky waste collections for people on means-tested benefits, remain in place. The specifications ensure fully compliant services are delivered, offering assistance to individuals where appropriate and possible.	Yes/ No / <u>NA</u>	
Disability including carers (see Glossary)			✓	The specifications have been designed to ensure that any arrangements previously put in place to help people access our services such as assisted collections for elderly/disabled/pregnant/temporarily incapacitated peoples), clinical waste collections, and free of charge bulky waste collections for people on means-tested benefits remain in place. The specifications ensure fully compliant services are delivered, offering assistance to individuals where appropriate and possible.	Yes/ No / <u>NA</u>	
Gender re-assignment			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/ No / <u>NA</u>	

Pregnancy and maternity			✓	The specifications have been designed to ensure that any arrangements previously put in place to help people access our services such as assisted collections for elderly/disabled/pregnant/temporarily incapacitated people), clinical waste collections, and free of charge bulky waste collections for people on means-tested benefits remain in place. The specifications ensure fully compliant services are delivered, offering assistance to individuals where appropriate and possible.	Yes/No/NA	
Race			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Religion or belief 25			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Sex			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Sexual orientation			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Marriage/civil partnership			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Human Rights (see page 8)			✓	There are no Human Rights implications	Yes/No/NA	

**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?
	NO	

SECTION C

Decision Point - Outcome of Assessment so far:

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

Tick here

- **No equality or human right Impact** (your analysis shows there is no impact) - sign assessment below [☒]
- **No major change required** (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below [☐]
- **Adverse Impact but continue** (record objective justification for continuing despite the impact)-complete sections below [☐]
- **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 [☐]

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Conclusion of Equality Analysis (describe objective justification for continuing)	There are no equality or human right impacts.
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When and how will you review and measure the impact after implementation?*	Any changes to policy will be subject to a new assessment.
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Checked and approved by responsible officer(s) (Sign and Print Name)		Date	25/8/2023
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Checked and approved by Assistant
Director
(Sign and Print Name)



Steven Bird

Date

25/8/23

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SUBJECT:	PARKS AND OPEN SPACES – INCOME POLICY
DIRECTORATE:	COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	STEVE BIRD, ASSISTANT DIRECTOR COMMUNITIES AND STREET SCENE

1. Purpose of Report

- 1.1 To present a policy document that sets a framework for permitting charges to be levied, in some instances, for matters relating to parks and open spaces, so as to generate income in support of these sites.

2. Executive Summary

- 2.1 The parks and open spaces of Lincoln have a vital part to play in supporting many of the Council's future ambitions for the city and its residents.
- 2.2 To be able to realise as many aspects of that potential as possible requires funding; funding which in the current economic climate is unlikely to be forthcoming for some years.
- 2.3 It is therefore essential that the Council does not overlook opportunities to generate income in support of its parks now, but it is recognised that it is important to consider any such opportunities/charges carefully so as not to inadvertently or unintentionally impact park/open space users negatively.
- 2.4 The attached document is a proposal for a charging policy which is intended to provide a motivation to staff/volunteers/ third parties by giving an opportunity to generate income for a site they love, whilst at the same time setting it within sufficiently flexible controls to ensure that charges are applied fairly, considerately, and with the best interests of the parks/open spaces and the Council's wider aims at heart.

3. Background

- 3.1 For many years the Council has had an ad-hoc approach to levying charges/or not, for events and activities in its parks. It has done this in a varied way, either through formal fees and charges setting, or where a faster response is required, via discussion/negotiation with senior officers and members.
- 3.2 The profile of parks and open spaces has never been higher than it is now, and as the demands placed on these important sites continues to escalate, it is vital that their opportunity to contribute to the future of the city is not stifled by missing opportunities to attract investment.

- 3.3 The Council's financial position does not permit funding beyond maintaining them to a good standard, and so many aspects of desirable enhancement will go unrealised unless opportunities for new funding are exploited.
- 3.4 Mindful of the complexities that surround the various income options that exist and arise for both the Council and supporting groups, this policy seeks to provide both clear policy, and where that cannot be specified, broader guidance.
- 3.5 It is vital to be clear that through the development of this policy it is not the intention to charge for anything/everything, but to ensure that no income opportunities are missed, and that any charges that are applied are applied fairly and with full consideration to the site, the context and the Council's aims and ambitions for the city.

4. The Policy

- 4.1 The policy itself acknowledges the complexity of setting a fixed policy where each site is different, each income opportunity is different, and the context of each case may vary considerably. For this reason, the policy is careful to set clear policy where that is possible, but where it is not, it establishes a suitable decision-making route with accountability.
- 4.2 With regards to goods/items, it should be noted that every effort has been made to ensure consistency of approach, by the use of the existing guidance document in use by the Tourist Information Centre.
- 4.3 As owners of the sites the Council recognises its responsibility is ensuring all charges that might be levied are done fairly for users, and so includes within its scope reference to the key partners of Park Advisory Groups.
- 4.4 It is the intent of the policy that it generates income in support of parks and open spaces, that it enthuses stakeholders to generate income for parks initiatives, and that it does not deter use.

5. Strategic Priorities

5.1 Let's drive inclusive economic growth

An important part of the Council's agenda for growth is the recognition that it needs to create an environment that ensures that Lincoln is recognised as a great place to live, work or visit. The quality of green spaces can make a location more or less attractive simply by their apparent condition, often mirroring the prosperity of an area. This proposal provides an opportunity to significantly improve the income that parks can create, and thus provides an opportunity for future investment.

5.2 Let's reduce all kinds of inequality

The provision of public parks emerged in the Victorian era as a concept to provide the working classes with spaces that offered opportunity to improve their physical and mental wellbeing. It quickly became recognised that everyone in a community enjoyed and benefited from well run and maintained parks and open spaces. In today's world they still provide the same benefits, as well as a number of others that are relevant to the modern age, such as community cohesion and providing sanctuary for precious urban wildlife.

This proposal does nothing to prevent or deter the use of parks as free access resources. It does however provide an opportunity to enhance the visitor experience and additionally adds the potential for income generation which promotes opportunities for investment.

5.3 Let's enhance our remarkable place

Lincoln's parks and open spaces are an asset which has unquantifiable value; they are a key part of the City Council's strategic approach to improving the city for the benefit of all those who live, work or visit this magnificent city. The Council has expressed a clear aim to build on the success of its current events/activities programmes by making them more sustainable long term, and providing opportunities for inwards investment. This report underpins that and, if supported, provides the foundations from which to build an enhanced events programme in the future.

5.4 Let's address the challenge of climate change

The city's parks and open spaces are often referred to as it's lungs. This initiative aims to support the use and promotion of these sites, and to seek investment for the improvement and protection.

6. Organisational Impacts

6.1 Finance

It is the aim of the policy to generate new funds in support of enhancement initiatives. It is not possible to forecast with any accuracy the income that might be achieved as this will be subject to a wide range of undeterminable criteria. Any income generated will be ring-fenced for re-investment in parks and open spaces.

6.2 Legal Implications including Procurement Rules

Lincoln's parks and some of its open spaces have bylaws which prohibit certain uses. On common land the governing Act prevents business enterprises from being run (others than those expressly permitted).

The Council retains the right to control markets, and to seek licensing accordingly. A market is legally defined as 'a concourse of 5 or more buyers and sellers'. This can be either stalls, tables or car boots and is applicable to both indoor and outdoor markets. Under market licensing any fees applied for use of the park would not obviate the requirement to apply for a market license and (if granted) pay the required fee (this may be free for charities).

The consumption of alcohol is not expressly forbidden by the bylaws, but there are legal restrictions on the sale of alcohol. See section E) Sale of items/services/space within the policy for the stated guidance.

The issue of Subsidy Control is noted, particularly in respect of grant funding. The policy has reference of the need to be alert to the risks, and to ensure that this is a part of any grant funding procedural checks.

6.3 **Equality, Diversity and Human Rights**

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

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

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

There is nothing in this report that negatively impacts this duty.

It should also be noted that the Council is alert to the risks that not all groups or indeed charitable causes align with the aims of the Council. The policy therefore includes for options to exclude or deny requests from such organisations that might risk operating contra to the aims of the Council. Not least with regards to equality, diversity and human rights issues. An EIA is attached.

6.4 **Human Resources**

Although the report does not directly require any changes in terms of HR, it is hoped that its success will eventually lead to the creation of posts, and may require the review of Job Descriptions at some stage accordingly.

6.5 **Land, Property and Accommodation**

Issues relating to leases are referenced in the Policy so as to be clear that such issues will be addressed outside of this policy by Property Services directly.

6.6 **Significant Community Impact &/or Environmental Impact**

The Policy has been discussed with the Chair's of the Park Advisory Groups, and views will be sought from Park Advisory Groups formally when this committee has expressed an early view.

It is hoped that the policy will generate income in support of an enhanced and more sustainable event/activity programme, that will in turn bring communities together.

There are no negative environmental impacts.

6.7 **Corporate Health and Safety implications**

Events on council land, or run by Council staff need to be carefully governed to ensure health and safety requirements are met.

The Council has run events for many years now, and has policies in place to meet these requirements. Equally, by formalising the requirements for events run by third parties it ensures that the necessary health and safety requirements are in place. The procedures are regularly reviewed, and overseen by health and safety professionals.

7. Risk Implications

7.1 (i) Options explored

a) All events/activities free. In the current economic climate these are not sustainable and do nothing to promote investment in parks and open spaces.

b) All events activities charged. There is a risk that charges would deter usage in some cases and be counter-productive to council aims.

c) Development of a flexible policy. An attempt to set clear policy but provide flexibility so as to support the Council's aims and ambitions.

(ii) Key risks associated with the preferred approach

Development of a flexible policy. Given the complexity of the issue, there will always be opportunities/approaches that are outside of the scope of the policy, which will require careful thought. Some people will not want to pay, and may expect free use.

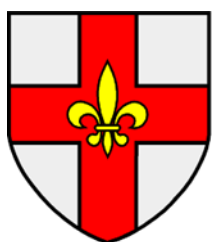
8. Recommendation

8.1 That committee consider the report.

Is this a key decision?	Yes
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	3 Policy Proposal Retail Guidance EIA
List of Background Papers:	None

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CITY OF
Lincoln
COUNCIL

A policy for financial income generation in support of parks and open spaces.

Document control

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Background

The parks and open spaces of Lincoln are beautiful places. Operating as both environmental havens and 'leisure centres without roofs', they either underpin or directly contribute to fulfilling many of the main objectives of the Council.

The Council's funding for open spaces maintains the sites at a good or Green Flag standard, but due to the almost limitless opportunities that parks and open spaces present, it will never be able to finance every desirable idea or aspiration.

As such it is vital that ways are found to fund them so that they are not only well maintained, but that investment is maximised so we can find ways to get nearer to releasing their full potential.

Purpose of the policy

Although the council has run events and activities in parks for some years, it has never had a fully developed income generation policy that set a framework for staff and important stakeholders, such as the Park Advisory Groups, or those with licenses and leases, to work within.

This document seeks to identify the main potential income streams, and to provide guidance as to how these might be developed so as to have transparency and consistency in such a diverse and variable area.

Scope

This policy applies to the following: City of Lincoln Council (CLC), Park Advisory Groups (PAGs), and those with licenses to operate in parks.

It sets out how these groups will apply charges when they have to set/agree rates applicable to others.

It also applies to clubs and groups granted short term agreements for the use of sites for specific events/activities.

Those who may wish to lead on an initiative to generate income (on behalf of a park/open space) may only do so, subject to prior agreement of the City Council as land owners.

Third parties may only proceed in any income generation project under the auspices of the official recognised PAG for the site or outside of that with specific agreement of CLC under a separate agreement.

This document does **not** cover or include for leases/licenses or other forms of agreement for buildings/services/land etc. which are managed by the Council's Property Services section. This includes for the leasing of open space, with note that

a lease can, in law, be termed a 'disposal' with all the associated legal requirements, such as the need to advertise.

Where an area is to be let/leased to a third party this will always be by following the relevant procurement policies/legislation and/or property leasing arrangement policies subject to Council policies on procurement.

Type of Contribution: This policy relates to financial support only. It is not intended to cover donations of specific items or offers of in-kind assistance. This is covered by individual donation policies for parks at the time of drafting this document, although it is hoped to align these policies into one consistent policy that can be appended to this policy to create one comprehensive policy at some point.

Sources of income: External grant bodies, corporate sponsors, CLC lotteries, advertising, direct income generation (sales/events/activities/concessions), donations, bequests.

General conditions / Guiding principles.

The policy is intended to provide guidance on how income may safely be generated to further the aims and objectives of parks and open spaces development and promotion.

All aspects of income generation under the auspices of this policy are for that purpose only.

To ensure the protection of the reputations of individuals, groups, and the spaces concerned it is vital that there is total transparency of all actions, at all times, in relation to how funds are requested and received. The rules expressed in this policy are to protect that principle of integrity.

The above is especially relevant in respect of Subsidy Control, and the Council will be diligent in ensuring that no funding attained by way of such as a grant, will unfairly benefit a supplier or bring about a competitive advantage.

No request or receipt of funding for a park may be made or accepted without the express agreement of the City Council as landowner.

Applications for funding should always be discussed with the City Council BEFORE any bid/request is made.

All requests and applications for funding must be subject to rigorous challenge on the purpose, outcomes, risk and transparency of administration.

Where applicable for scale, the Council's corporate approach to project management must be adopted.

Legal and procurement requirements must always be considered.

Engagement matrix

The following shows who may lead on a funding income stream (applicable subject to the above clauses).

	CLC	PAGs
External grant bodies	✓	✓
corporate sponsors	✓	
CLC lotteries		✓
Advertising	✓	
Sale of items/services/space	✓	✓ (Not applicable for sale of space)
Events	✓	✓
Activities	✓	✓
Concessions	✓	
Donations	✓	✓
Bequests	✓	✓

Income opportunities.

This section sets out simply where income might be derived. It does not mean that it will be, and reference should be made to the section on pricing to see where discretion applies to permit reduced or removed charges.

A) External grant bodies.

These bodies are usually responsible for giving larger sums, and as such are set up to manage detailed bids and evaluate required outcomes. Grants always have specified requirements, and these can be significant and onerous, often with penalties attached for failure.

As each grant funding body has separate requirements it is vital that before any bid is developed, it is discussed in detail and challenged as set out in the general guidance.

Those proposing such a route must be clearly aware of the extent of the resources/expertise required, and the risks.

Given the complexities of drafting bids it is recognised that bid writers may be used at times. Care must be taken in the procurement of such specialists, and any percentage charges they make must be clearly accounted for before their engagement on the drafting of any bids.

B) Corporate sponsors.

The Council is keen to encourage corporate groups to engage and support issues associated with community development and protecting our natural spaces.

However, to make sure that the highest standards of probity are maintained it is important that transparency applies to all aspects of sponsorship. For these reasons corporate sponsorship must always be managed by the City Council directly through open and transparent partnership agreements, where applicable.

The Council reserves the right to refuse sponsorship offers.

C) Lincoln Community Lottery

Lincoln Community Lottery is a weekly lottery that raises money to support the work of good causes in and around Lincoln. Tickets for the lottery cost £1 per week, with a top prize of £25,000. Of each £1 ticket sold, 60% goes directly to local good causes - 50% to the ticket buyer's chosen good cause (which can be a park/open space) and 10% to a central fund - the central fund is awarded annually via an application and selection process (and can receive bids from PAGs).

The funds raised by each cause are paid directly into the cause's bank account each month. There are no set up costs or admin fees for good causes joining the lottery and all good causes are provided with their own customisable lottery page, together with regular marketing materials to help promote their lottery.

In addition, lottery good causes receive weekly email updates and can also log in and view ticket and supporter data in real time. To be accepted onto and benefit from Lincoln Community Lottery, all good causes must meet set criteria, which ensures the lottery is fair for all good causes and supporters taking part. Further information on

how the lottery works is available via the good cause information page on the community lottery website.

This is a venture that individual parks can promote, or they can work together to achieve (but it requires a mechanism to be agreed in advance for splitting the funding received).

D) Advertising

The Council is open to income generation from advertising but, as for corporate sponsorship, is mindful for the potential for claims of inappropriate advertising or corruption. It is therefore critical that any advertising income achieved is done so in an open and transparent way.

The Council is mindful that advertising is designed to be influential, and as such the Council has a duty to ensure that all adverts are suitable. As such, all advertising must be in compliance with the council's policy on advertising.

E) Sale of items/services/space

The Council and PAGs may sell items they have made or bought, and that are without challenge rightfully in their ownership. This does not include for food/drink items unless covered by the appropriate food hygiene approvals.

It is the Council's ethos that parks and open spaces are family spaces, and as such alcohol sales are not usually considered appropriate or necessary for the hosting of a successful event or activity. The sale of alcohol is not forbidden, but must be subject to specific agreement and control. Applications for alcohol to be a part of any event/activity are not encouraged, but will be considered on a case by case basis, and subject to the usual legal restrictions.

The Council will use the Parks and Open Spaces Retail Policy (attached) to guide pricing for items. This is based on the established policy for the Tourism Visitor Information Centre. Items that might not be eligible for pricing against the policy are items that are individual purchases for a specific reason, that vary year to year, or that have unpredictable costs. E.g. Benches. Items that might be included would be items regularly sold as part of visitor facilities, such as merchandise.

PAGs will be able to set their own prices for items they provide/sell by agreement of the PAG.

The Council and PAG members may also sell services that involve the giving of time /skills where these are directly related to the park/open space (for example guided walks, talks etc). Tasks without that direct connection may be permitted, but only with the agreement of the Council in advance (e.g. car washing).

Services provided, which require the input of external providers, such as boating, will have prices set mindful of the marketplace, services offered, and costs. These will be

discussed and agreed with the Portfolio Holder in advance in cases of emergency, but should always be added to the Council's list of fees and Charges at the earliest opportunity via the usual processes, including the annual report to Council. The procurement of any external provider will be subject to Council policies and thresholds relating to such, and must be procured in accordance with the relevant procurement legislation.

Space in parks and open spaces can be available for rent with Council permission. See section on Setting Charges for guidance.

F) Events

The Council encourages the use of parks and open spaces for suitable events. All events must have the approval of the council as suitable for the proposed space, and be scheduled to avoid diary conflicts.

The Council's staff and corporate events team may organise activities and events and will set charges in accordance with this policy. The Council's corporate events team advise third parties on events so as to ensure they are safe. They will also advise on the appropriate use of any existing corporate events contract provision.

The events team must be contacted in advance to permit for consultation/feedback, and formal review by the multidisciplinary events Safety Advisory Group's required.

Event organisers who have a collection of stalls as part of their offer may be required to pay a fee under the terms of the Council's Markets Policy. This policy is prescribed in law, and so this policy is subservient to, and not in conflict with, that policy. The market rights policy can be accessed at <https://democratic.lincoln.gov.uk/documents/s14985/Markets%20Policy.pdf>

G) Activities

Aligned to provision of services, this applies where a 'class' is provided and booked. This may be for educational or recreational purposes, but should be aligned with the purposes of the park/open space. Activities must have the agreement of the Council in advance, and some that are not directly aligned with the purpose of the site may be agreed provided a wider benefit can be evidenced.

H) Concessions

The Council may choose from time to time, to let concessions at specific sites (e.g. ice cream sale concession). These will not be in conflict with other leases, and will be contracts let in accordance with the prevailing procurement legislation.

In instances where a conflict exists with an existing lease, for example a food vendor in a park where a lease for a café has been let with exclusive rights, then the lease holder will be approached to gain agreement for a suitable concession. Where the

lease is not exclusive, but may be in conflict, the Council may progress a concession and take account of the lease holder at its discretion.

It should be noted that it is most likely that any concession maybe let as a property lease and not via a procurement exercise.

I) Donations

The Council or the PAGs may receive financial donations at any time. Any donations must be used for any purposes for which they may have been specifically given, and they will be acknowledged having regards to any clauses attached to the donation.

The Council or PAG reserves the right to reject a donation if it is felt to be from an inappropriate person or body, or if there is any concern that the integrity of the Council, the PAG, or the park may be compromised in any way by acceptance.

Conditions may be attached to an acceptance if that is a mutually agreeable way to mitigate any such risks.

Where a PAG has a current Donations Policy in place this will be used as the basis for handling all donations for that site, and it is expected that the donations policy will be compatible with this policy as an overarching policy (or adjusted to be so) and additionally cover gifted items outside of the scope of this policy. E.g. benches.

The advent of electronic payments has led to a proliferation of gift stations, where individuals may tap phones/watches/cards to make cash instant donations. These will only be permitted with the express permission of the Council in advance, and ideally any such stations will make clear the purpose of the donations given in as much detail as possible. Income will be assessed on a project basis.

J) Bequests

The Council or the PAGs may receive a bequest at any time. Any bequest must be used for any purposes for which it may have been specifically given, and it will be acknowledged having regards to any clauses attached to the bequest and/or the wishes of the executor/s.

The Council or PAG reserves the right to reject a bequest if it is felt to be from an inappropriate person or body, or if there is any concern that the integrity of the Council, the PAG, or the park may be compromised in any way by acceptance.

Conditions may be attached to an acceptance if that is a mutually agreeable way to mitigate any such risks.

Setting Charges

The Council has a table of fixed Fees and Charges that cover all areas where public charges are made. These are approved annually by members and provide a transparent and an easy-to-read reference point.

By its nature this is a fixed process, so gives little opportunity, outside of the annual review, to add or remove charges, where that might be advantageous or appropriate for exceptional short-term reasons. It is noted that there is some flexibility of stated rates permitted through the corporate Financial Procedure Rules.

Several of the areas of potential income generation are completely new, and subject to a very wide range of potential variances depending on what is being purchased (e.g. item, service, space), when it is required (e.g. space in summer might be more in demand than in the winter), and why it is being requested (some may be commercial and others may be altruistic for the benefit of the local community). For these reasons it is not possible to identify a clear charging policy for all areas of new potential income generation that will cover every eventuality. Any attempt would likely be extremely complex and thereby counterproductive in terms of encouraging income opportunities to develop. It is recognised that the flexibility required has the potential to be in conflict with the aspiration of the council to set clear and transparent policies. However, not all areas of potential income generation are connected with making a charge, so it is possible to narrow the areas of focus making the issue easier to address. The table below sets out which of the main areas of income require fees and charges setting for them.

	Yes	No
External grant bodies		✓
corporate sponsors		✓
CLC lotteries		✓
Advertising		✓
Sale of items/services/space	✓	
Events	✓	
Activities	✓	
Concessions		✓
Donations		✓
Bequests		✓

From the above it can be seen that the only areas of greater complexity in terms of fee setting, are those associated with sales of items/services/space, and bookings for events and activities.

The Council's fees and charges are currently aligned with the requirements of the bookings undertaken by the council's ranger service at Hartsholme Country Park. These are:

- Activity/Visit (tier 1) Per Person and Group of 30
- Activity/Visit (tier 2) per person activity undertaken
- Hire of Activity Box
- Wreath Making
- Willow Weaving
- Meeting Room hire.

There is therefore a requirement to review this to ensure that all of the income generating opportunities identified have a clear way to charge.

Sale of items/services

For this element, purchase price shall be deemed to mean the cost of buying the item, **or** providing the service (including any/all on-cost).

It is suggested that a simple model be used for this based on full cost of purchase, with discretion for a maximum 100% mark-up, as would be consistent with such as a retail garden centre. Discretion to price at under 100% would rest with the budget holder responsible for buying the items or providing the service.

Nobody should be permitted to price at more than double the purchase price without the agreement of the Portfolio Holder for Remarkable Place. Failure to adhere to this, including PAGs, could lead to withdrawal of permissions to sell.

Nobody should sell at less than the purchase price without the agreement in writing of the original purchase budget holder.

Pricing for Event/Activity/Space

The Council is required to authorise use of any park/open space for use by a third party as a part of its responsibilities as landowner. There are numerous occasions when it might choose to do this for free, for example to charitable organisations like Parkrun, community development groups, or groups who seek to invest in the open space itself.

However, there are other opportunities for income generation by charging for use of space by third parties who would wish to use sites for personal or business reasons (for example car dealers displaying cars, a bouncy castle operator wishing to hire space, a dog trainer or boot-camp operator wanting to run a class). Given

the range of complexity of potential activities, and the similar range of reasons as to why these may be taking place, significant discretion is required in how charges are applied to ensure activities/events are not deterred from taking place unreasonably, and that activities/events that are supportive of the Council's main aims are encouraged accordingly.

It is recognised that some sites have bylaws that impact commercial activities, and this would be taken into account in taking any bookings, as would the suitability of a request be judged against the Council's advertising policy and corporate moral compass.

The table below is a simple proposal for a scale of charges that would apply to all events and activities. Where specific areas are to be used, these would be marked on a plan provided to the event/promotion organiser, and also marked off on the site itself by appropriate means e.g. Posts/tape or degradable spray paint into the grass/surface. Notices would also be affixed suitably to notify the public of the hirer's use.

The term 'charity' can be related to any constituted body.

A 'private' use, will usually refer to anyone, or any group, that does not fall into the other categories available. Anyone can request use of a part of a site for an activity- it is for the Council to use discretion as to the suitability of the request for the setting, mindful of relevant Council policies (e.g. Advertising).

	Season	
	High (March- October inc.)	Low (Nov- Feb inc.)
Council run activity	<p>To be at rate in the Fees and Charges currently set for events for the council.</p> <p><i>Namely:</i> <i>Activity/Visit (tier 1)</i> <i>Per Person and</i> <i>Group of 30</i></p> <p><i>Activity/Visit (tier 2)</i> <i>per person activity undertaken</i></p> <p><i>Hire of Activity Box</i></p> <p><i>Wreath Making</i></p> <p><i>Willow Weaving</i></p>	As for High season.

	<p><i>Meeting Room hire.</i></p> <p>Where a new activity is to be tried, the ADCSS in consultation with the Portfolio Holder may set the charges, which will be reported to Executive, at the next opportunity. They will be added to the corporate table of fees and charges, and agreed at full council.</p> <p>Where it becomes clear that a charge is not adequate to prevent costs being incurred, the ADCSS has discretion to vary fees by +/- 50% within existing Financial Procedure Regulations. This will be exercised to set a price per person, after consultation with the Portfolio Holder, having reference to:</p> <ul style="list-style-type: none"> Cost of materials Staff time Cost of facilities <p>Activities can be FOC if considered appropriate (e.g. externally funded)</p>	
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<p>Use of site for business/commercial activity. (This might be a short term use, for a day or days, or longer term -which would be subject to full formal lease/agreement as provided via Property services/legal services). e.g. Use of site for bouncy castle, sales /promotion of a suitable product, dog training classes, boot camps (NB IF requested reductions/discounts may be applied if the event/activity meets all/some of the Council's main aims).</p>	<p>Subject to offer/negotiation, and mindful of consistency of approach.</p> <p>Rates will be agreed mindful of the size/scale of the event, and the projected financial profitability of the activity.</p> <p>The rate shall be agreed by the DECS (or ADCSS in his absence) in consultation with the Portfolio Holder and may be either a fixed charge, or a profit share arrangement if felt to be prudent.</p> <p>In exceptional circumstances, on formal request from an event/activity provider, the Portfolio Holder will have discretion to waive any/all charges in full or in part if it is felt the imposition of a charge is counter productive to the Council's main aims.</p>	<p>As for High season.</p>
<p>Use of site for 'private' activity that is <u>not</u> profit making and is promoting something that <u>is</u> directly compatible with supporting the Council's main aims. e.g. RSPB talk/demonstration. Use by NHS for promoting health. Health walks.</p>	<p>Free use</p> <p>Where contribution to main aims is not clear, or it is a fund raising event for the group, at ADCSS discretion a level of charges may apply as below</p>	<p>As for High season.</p>

NB Such groups may be raising funds for their own group also.		
<p>Use of a designated site/area for 'private' activity that is not profit making but not obviously in line with supporting council main aims.</p> <p>e.g. Use for wedding photographs Use for a children's party.</p> <p>NB Such groups may be raising funds for their own group also.</p>	<p>£80/hour- (extent of area to be at manager's discretion)</p> <p>The DCE/ADCSS in consultation with the Portfolio Holder may consider a waiver of the charges in whole or in part on request.</p> <p>Where a full waiver of charges is agreed, an invitation might be issued for a voluntary contribution to a relevant Park Advisory group or charitable organisation, such as the mayor's Charity for the year.</p>	<p>£40/hour (extent of area to be at manager's discretion)</p> <p>The DCE/ADCSS in consultation with the Portfolio Holder may consider a waiver of the charges in whole or in part on request.</p> <p>Where a full waiver of charges is agreed, an invitation might be issued for a voluntary contribution to a relevant Park Advisory group or charitable organisation, such as the mayor's Charity for the year.</p>
<p>Use of space for charitable activities (charity event being defined as an event for a charity, that is run without an aim of raising funds, or so as to raise funds only and solely for one or more registered charities. No personal gain should result from the event.)</p>	<p>Free to use, but less any direct costs incurred, such as gate securing, setting up chairs, litter clearance etc. Damage caused to the area would be subject to the cost of remediation being recovered at the Portfolio Holder's discretion.</p>	

Should arbitration be required on the category designated in the left column, this will be determined initially at the discretion of the Assistant Director Communities and Street Scene (ADCSS), and on appeal to the Portfolio Holder.

Any requests or offers for 'discount for quantity' to be subject to the Council financial procedure rules, with 50% variance by delegation to the ADCSS.

Any request for use of a large area, or whole site, considered to be outside of the guidance above, to be agreed by negotiation (ADCSS in consultation with the Portfolio Holder).

The ADCSS, in consultation with the Portfolio Holder, to be given delegated authority to refuse any booking which it is felt cannot be accommodated or is inappropriate. Inappropriate will include any group or charity that may have aims or aspirations that are considered to be contra to the Council's aims, and special consideration will be paid to equality, diversity and Human rights issues.

The ADCSS, in consultation with the Portfolio Holder, to be given delegated authority to gift up to 100% of any income from an event/activity, to a Park Advisory Group in instances where their help has been of assistance in the delivery of an event.

Non-Compliance

Where the above policy is not adhered to, the Council will take appropriate action, which may include recovery of costs and subject to legal basis.

This action will always be taken in consultation with the relevant enforcement sections, including the Council's legal services, and the Portfolio Holder will be notified.

See attached Retail Policy.

POLICY ENDS

Parks and Open Spaces Retail Guidance.

A sub-document of 'A policy for financial income generation in support of parks and open spaces'.

Drafted for HCP Visitor Centre but can be applied flexibly where relevant for other open space offers.

Currency Accepted

Sterling currency (including Scottish bank notes)

Not Euro or Northern Ireland bank notes

Information required from a customer paying by cheque.

Cheques to be made payable to City of Lincoln Council

No credit or terms are offered to customers

Credit cards accepted

When card machine provided and operating: All cards accepted. - Contactless payments accepted including Apple Pay

Reserving Stock

We can keep an item of stock for a customer but require payment to be made in full and contact details to be taken.

Returns and Exchanges

We have a no exchange or refund policy unless the goods are faulty and returned within 28 days of purchase in the original packaging. Proof of purchase is required.

Policy for groups soliciting donations

It is the discretion of the HCP site manager to give items to local charities for raffle prizes.

Product loss due to damage or theft

Products that are damaged on delivery need to be reported to the supplier to be credited. Products that are damaged in the shop must be removed from sale and put to one side to be recorded and written-off or put out for resale with a price reduction.

Sale Goods

Products that are lightly damaged, seconds, past season or need to be price tested can be discounted; put on clearance or on sale at the manager's discretion.

- Price adjustment - If a new product fails to turnover quickly enough the retail price will be re-evaluated and re-priced at a lesser amount and sales performance monitored.
- Products that are difficult to sell are to be sold at cost price. In some situations, to clear a product line it may be that discounting drops below cost.
- Sale reduction points are 10%, 20%, 50%, 70% off retail price.
- Write offs – it may be required to completely write off a product line if reductions are not successful.

Discounted Goods

- Discounts for general customers on bulk goods purchases are at HCP site manager's discretion between 10-20%
- Employee discount 20% (goods only, excluding special event merchandise - not applicable for event/activity tickets)

Shoplifting policy and procedures

If it is suspected an item has been stolen then a description, date and time needs to be recorded so that CCTV footage can be checked and reported to the Police.

Goods can be posted at the manager's discretion upon receiving a postage quote from the post office and packaging costs. Payment to be taken in advance of sending the items and a proof of postage receipt to be given from the Post Office.

Stock Audit

Full stock check takes place at the end of March. Random product stock checks will take place.

Stock Purchase

Suppliers of goods are selected based on competitive pricing, quality and availability. Suppliers are local, regional, national and European companies. All the suppliers are not guaranteed business, there is no contractual relationship outside of the purchase order in hand. The sale or return agreements will be at the manager's discretion.

Shared Purchases

To achieve economies of scale the HCP site manager can share product development costs and bulk orders with other businesses i.e. LWT, Whisby Natural World.

Sale or Return

The sale or return of a small number of products is useful in that there is no financial initial outlay for goods. It is a good way to trial a new product without the risk. This should be kept to a minimum due to the administration role of monitoring those sales and their reconciliation. Sale or Return goods typically involve small independent suppliers whose cost prices tend to be at a premium, there is a requirement to use these suppliers to give the customer a varied shopping offer. As a consequence, the pricing policy below needs to be flexible in that the 100% mark up may be reduced to 80%.

Product Pricing

Mark up on VAT goods is up to 100% (cost price +% mark up+VAT =retail price)
Mark up on non-VAT goods is up to 100% (cost price +%mark up = retail price)

Pricing strategy

Retail prices to be increased / decreased based on purchase or price or sale strategy.

The stock cost prices are to be checked against existing retail prices when ordering and ensure that if the price has increased on an existing product that this is changed with immediate effect on any products already on sale.

Pricing factors are cost, mark up targets, competition, market condition, quality of product. To consciously use price skimming as a strategy for certain products especially thematic, event related goods i.e. some products to set an initially high price to maximise profit at a premium time and to then lower the price to shift remaining stock. Price discrimination should only apply when selling Business to Business where a discounted trade arrangement is agreed with the site manager's discretion. Things to consider are existing price points and psychological pricing. Bundle pricing to be kept to a minimum for stock control.

External Trading

Where required the staff can trade from external sites. i.e. other parks locations, or as a part of other events.

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:

Alison Lewis (Equality and Diversity Officer) alison.lewis@lincoln.gov.uk or alternatively contact Legal Services on (01522 87)3840

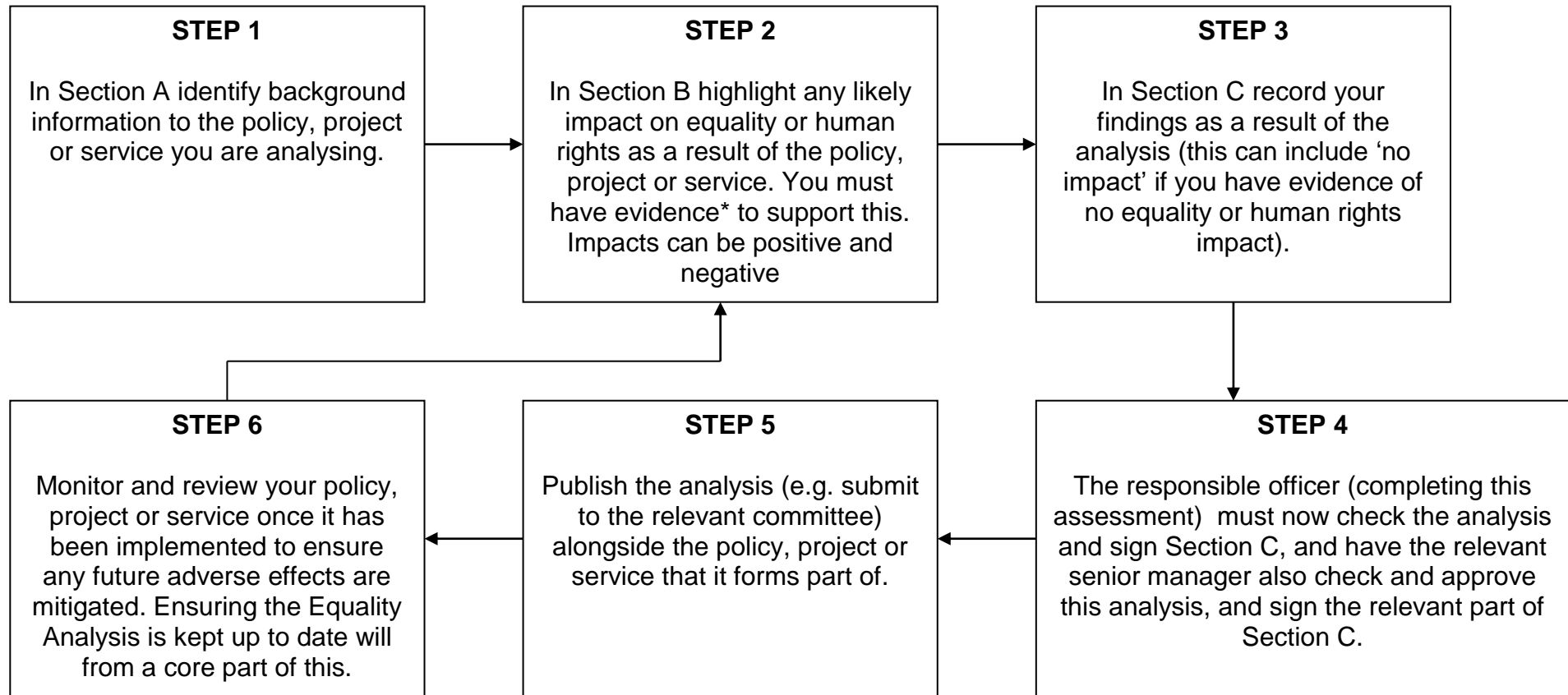
A diagram of the process you should follow is on page 2, and a glossary and guidance to help you complete the toolkit can be found on pages 6-9.

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	Charging Policy for Parks and Open Spaces
Background and aims of policy / project / service at outset	To introduce a charging policy for parks and open spaces so as to increase funding available to protect and enhance these sites.
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	Steve Bird AD CSS
Key people involved <i>i.e. decision-makers, staff implementing it</i>	Portfolio Holder, Director, Policy Scrutiny Committee, Executive.

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			X	None.	NA	NA
Disability			X	As above	NA	NA
Gender re-assignment			X	As above	NA	NA
Pregnancy and maternity			X	As above	NA	NA
Race			X	As above	NA	NA
Religion or belief			X	As above	NA	NA
Sex			X	As above	NA	NA
Sexual orientation			X	As above	NA	NA
Marriage / civil partnership			X	As above	NA	NA
Human Rights (see page 8)			X	As above	NA	NA

* 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?
No.	NA	NA

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 discrimination, harassment)- sign assessment below [X]
- **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 E&D officer as adverse effects cant be justified or mitigated) -STOP progress []

Conclusion of Equality Analysis
(describe objective justification for continuing)

The proposal is flexible to take account of the many variables that can be required to be considered, and so if it were to come to light that any group were in some way potentially disadvantaged, in a way that has not been foreseen it can be taken account of by the use of delegated discretion.

When and how will you review and measure the impact after implementation?*

If implementation is agreed and progressed, we will assess feedback by way of complaints to the service and in the feedback from annual satisfaction surveys.

Checked and approved by
responsible officer(s)
(Sign and Print Name)

Date

Checked and approved by Assistant
Director
(Sign and Print Name)

Steve Bird

Date

22/8/23

When completed, please send to info.equality@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:

<http://www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/>

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

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)

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

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- 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
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief (including lack of belief)
- Sex/gender
- 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 any body 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:

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- 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 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.

SUBJECT: LOCALISED COUNCIL TAX SUPPORT SCHEME 2024/25

DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK

REPORT AUTHOR: MARTIN WALMSLEY, ASSISTANT DIRECTOR – 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 2024/25 Council Tax Support scheme, and accompanying Exceptional Hardship Payments scheme.

2. Background

- 2.1 The Council Tax Benefit system was abolished on 31st March 2013 and replaced by the Council Tax Support (CTS) Scheme. This scheme can be determined locally by the Billing Authority having had due consultation with precepting authorities, key stakeholders and residents. As at 30th June 2023, there are 8,458 residents claiming Council Tax Support in the City of Lincoln. 2,591 are pensioners who are protected under the legislation and receive Council Tax Support as prescribed by the Government (broadly similar to the level of Council Tax Benefit). It is the 5,867 working age (including those classified as 'vulnerable' for CTS purposes) claimants where a local scheme can be determined which can change the level of support provided.

- 2.2 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).

The current split of the 5,817 (31.7.2023) working age CTS recipients is as follows:

- Working age – vulnerable: 3,242;
- Working age (not vulnerable): 2,575.

- 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. Changes in Caseload

- 3.1 Whilst for a period of time claimant levels remained stable, Covid-19 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 four years.

	Working age	Pension age	Total
September 2019	5,639	2,903	8,542
December 2019	5,578	2,881	8,459
March 2020	5,638	2,853	8,491
June 2020	6,197	2,842	9,039
September 2020	6,225	2,806	9,031
December 2020	6,182	2,773	8,955
March 2021	6,227	2,747	8,974
June 2021	6,220	2,720	8,940
September 2021	6,120	2,679	8,799
December 2021	5,993	2,649	8,642
March 2022	5,898	2,645	8,543
June 2022	5,891	2,618	8,509
September 2022	5,812	2,642	8,454
December 2022	5,830	2,639	8,469
March 2023	5,841	2,608	8,449
June 2023	5,867	2,591	8,458

- 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 CTS. It can be seen that caseloads rose sharply in 2020 and 2021 as an outcome of the impact of Covid-19 on the economy and residents' incomes. The caseload then plateaued somewhat before falling and returning back to pre-pandemic levels. However, with the ongoing cost of living pressures on residents there is the potential that the number of claimants may begin to increase again.

4. City of Lincoln Council 2023/24 CTS Scheme

4.1 The current, 2023/24 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 2024/25

5.1 In this Council's Medium Term Financial Strategy (MTFS), the budgeted cost of the 2024/25 CTS scheme is £1,288,500 (i.e. City of Lincoln Council's share 14.3%, - (with the estimated total scheme cost of c£9.02m dependent on increases in the main preceptors levels of Council Tax).

Changes to the CTS scheme may be made for vulnerable working age customers, however pension age residents are 'protected' and the 'default' government scheme effectively applies. If the Council wishes to continue protecting vulnerable working age CTS recipients, then any changes to the CTS scheme will only apply to 2,575 customers or 30.56% of the caseload.

City of Lincoln's CTS caseload as at July 2023, can be broken down as follows:

Caseload breakdown	Caseload	% of total caseload
Total caseload	8,425	
Pensioner	2,608	30.96%
Working age vulnerable	3,242	38.48%
Working age non-vulnerable	2,575	30.56%

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 2.9%. 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. Schemes being consulted upon are included in Appendix 1 to this report.

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 Department for Levelling Up, Housing and Communities (DLUHC).

Technical amendments to the scheme in relation to uprating incomes, 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 CTS scheme options a number of assumptions have been made, as follows:

- **5% uprating of benefits figures** - the national benefits uprating figure was 3.1% for 2022/23, and then an initially unanticipated 10.1% in 2023/24 (in line with the September 2022 inflation rate). As the actual 2024/25 benefits upratings figure is unknown at this time, as and when this becomes clearer modelling of a potential scheme may be refined.
- 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 2.9%** 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 2024/25, also a 5% caseload increase.** These caseload projections would effectively allow for the currently-slightly decreasing CTS caseload to continue, then potentially rise due to ongoing and potentially increased cost of living pressures. Of course, officers can only predict the economy and subsequent impacts on CTS caseload, particularly in the current climate this cannot be an 'exact science'.
- **Collection rate of 98.75%.** The MTFS assumes a collection rate of 98.75% for 2024/25 (this is higher than the 2022/23 figure of 98.25%). Given the cost of living crisis, the collection rate will be reviewed as part of the development of the updated MTFS.

5.5 The options proposed to be 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: Introduction of a 'banded scheme' for all working age customers** - *see paragraph 5.6 (below) for further information.

5.6 **Banded Scheme for all working age customers**

For 2024/25, an option being put forward for consideration is to make a fundamental change to the way CTS is calculated for working age customers.

This could be a more streamlined, efficient and easier to understand scheme based on specified income bands and percentage awards. A key factor for consideration is due to the way Universal Credit (UC) is re-assessed on a monthly basis by Department for Work and Pensions (DWP) – this means some Council Taxpayers 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.

Therefore, an option for consideration is to adopt an income-banded local CTS scheme for all working age CTS customers (not just UC recipients). Key objectives would be to move towards a scheme that is more adaptable to UC regulations, - and to provide clarity to customers as to what their entitlement to CTS will be.

Currently, 3,715 CTS customers are in receipt of UC, - which equates to 63.88% of the working age caseload.

The scheme being modelled has a series of 'income bands' and a customer's entitlement to CTS is based on what band their earned income falls within. A banded scheme means that small changes in a claimant's income will not necessarily change their entitlement to CTS. Officers are continuing to model a range of factors in relation to a potential banded scheme, to refine options in advance of and during the consultation period, to present a final potential option to Executive in January 2024.

The factors currently being considered, and which have been provided to our software supplier to check the system could operate such a scheme, are:

- Remove any habitual residency test, recourse to public funds, leave to remain, etc. criteria. If someone is deemed liable for Council Tax, then they are eligible for CTS. Looking at the special arrangements we have had to put in place over the last year relating to Iran, Ukraine, it would simplify they qualify anyway.
- Revert to £16,000.00 limit for CTS, this realigns with UC and HB, meaning, we will be able to follow suit – If someone is ineligible for UC due to capital it states if it on the document, we can then simplify our process.
- Full working age banded scheme (regardless of if UC or legacy).
- Use date of claim/date of first contact as start of claim – not Monday following, with auto start date from date moved in if within 1 month.
- Removal of minimum award £2.00 per week.
- Remove Council Tax Band B cap.
- Remove earnings disregards and additional earnings disregard.
- Removal of all second adult rebate for working age.
- Disregard boarders/lodgers both room and income.
- Nil qualifier to CTS – allow a 2-month period to reclaim without needing a new application form – reduced admin if we still have interest set.
- Use UC change of circumstances as new claims
- Remove premiums and simplify the scheme by solely working on income.
- Retain 1 month backdate – possibility of increasing to 3 months maximum?
- Any government grants/payments made throughout the year which are at our discretion to disregard.
- All mandatory government payments to be disregarded which are announced throughout the year – e.g., Payments from the Homes for Ukraine scheme.
- Flat rate non-dependant deduction.

- Use 100% pension contribution in calculation (not 50%).
- Strip out individual UC elements (disregard Housing, Limited Capability for Work Related-Activity, Limited Capability for Work, disabled child element).
- Use standard allowance, Child element, childcare (the amount the customer pays or the childcare element), carer element.

An example of how a banded scheme could look, is as below:

BAND	SINGLE	SINGLE 1 CHILD	SINGLE 2 + CHILDREN	COUPLE	COUPLE 1 CHILD	COUPLE 2 + CHILDREN
100%	£0.00 – £350.00	£0.00 – £650.00	£0.00 – £900.00	£0.00 – £550.00	£0.00 – £850.00	£0.00 – £1000.00
80%	£350.01 – £450.00	£650.01 – £750.00	£900.01 – £1000.00	£550.01 – £650.00	£850.01 – £950.00	£1000.01 – £1100.00
60%	£450.01 – £550.00	£750.01 – £850.00	£1000.01 – £1100.00	£650.01 – £750.00	£950.01 – £1050.00	£1100.01 – £1200.00
40%	£550.01 – £650.00	£850.01 – £950.00	£1100.01 – £1200.00	£750.01 – £850.00	£1050.01 – £1150.00	£1200.01 – £1300.00
20%	£650.01 – £750.00	£950.01 – £1050.00	£1200.01 – £1300.00	£850.01 – £950.00	£1150.01 – £1250.00	£1300.01 – £1400.00
0%	£750.01 +	£1050.00 +	£1300.00 +	£950.01 +	£1250.01 +	£1400.01 +

The 'Band' column shows the percentage of CTS award – and the £ figures under each household composition column are the income bands used to assess CTS entitlement. For example, a household with a weekly Council Tax liability of £10.00 and assessed income of £875.25 would received CTS of 80% of liability – i.e. £8.00 per week, leaving £2.00 per week to pay (via specified monthly instalments). Even if their income increased to no more than £950.00 per week they would continue to receive a 80% CTS award.

Officers are mindful in this scheme, which would be for all working-age customers (whether or not considered 'vulnerable'), that there will be some customers who are entitled to a higher award and some entitled to a lower award, so would aim to ensure the specified bands are as fair as possible and mitigate detrimental impacts wherever possible, as well as considering the cost of the scheme. This work will continue, with a final proposed banded scheme to be presented to Executive in January 2024 for consideration.

- 5.7 The banded scheme modelled as part of this report (paragraph 5.6 (above)), is likely to achieve some efficiencies, - particularly in terms of simplicity of scheme for customers – reducing customer enquiries and subsequent responses, reductions in Council Tax adjustment notices being issued (e.g. in cases with Universal Credit entitlement changes month-on-month). With UC managed migration announced as being progressed in the latter part of 2023/24 and during 2024/25, now would appear to be the time to introduce such a banded scheme.

There are variables around entitlement which would result in some customers receiving an increased CTS award, and with some receiving a reduced CTS award. However, the scheme is being modelled and designed to try and keep these fluctuations as low as is possible, - but with an exceptional hardship scheme fund

proposed to sit alongside a banded scheme – where appropriate, reductions in 2024/25 CTS awards could be mitigated.

- 5.8 **Continuation/increase of the Exceptional Hardship Scheme:** Exceptional Hardship Payments (EHP) assist persons who have applied for CTS 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 CTS 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 2023 to the CTS 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 CTS Scheme.

The cost of EHP awards is borne solely by City of Lincoln. As at the end of June 2023, a total of £7,251.29 EHP has been awarded for 2023/24. It is proposed that an EHP budget of £35,000 be in place for 2024/25 (increased from £25,000 in 2023/24) – the increase being to try and help assist in mitigating the transition to reduced levels of award under a banded scheme, in appropriate cases. If a ‘no change’ scheme is implemented, it is proposed the EHP provision for 2024/25 remains as 2024/25 – i.e. £25,000.

5.9 **Committee and Consultation 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 2.4.

- 5.11 The timetable is as follows:

- Executive: 18th September 2023, *to consider/approve options for consultation*
- Consultation starts (6 weeks): 2nd October 2023, *including consultation with public, other appropriate organisations (e.g. Citizens Advice), and major precepting authorities*
- Policy Scrutiny Committee: 3rd October 2023, *as part of consultation process*
- Consultation Ends: 13th November 2023
- Executive: 2nd January 2024, *to refer to Council a recommendation on a proposed 2024/25 scheme*
- Council: 16th January 2024, *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 31st January 2024.*

6. **Significant Policy Impacts**

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 2024/25 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 2024/25 based on various scenarios and the options set out in section 5 of this report are set out in Appendix 1.

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

It is proposed an Exceptional Hardship Fund of £25,000 or £35,000, be made available during 2024/25, depending on if a 'no change' or 'banded scheme' is implemented, respectively. 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 22nd November 2012, set out the regulations for a default

scheme and this was adopted by the Council subject to local policy needs in January 2013. The Secretary of State has issued amendment regulations setting out some changes that must be adopted by the Council for pensioners and the Council has also decided in 2013 to keep the schemes allowances and premiums in line with those for Housing Benefit for working age claimants. These are incorporated into amendments to the local scheme for approval by the Council.

The regulations for the City of Lincoln Council scheme proposed to be adopted are to be collated and made available for Council in January 2024.

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.

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 31st January 2024 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

Policy Scrutiny Committee is asked to:

- 1) Consider and comment on options for 2024/25 Council Tax Support scheme.
- 2) Consider and comment on provision of an Exceptional Hardship Fund of £25,000 or £35,000 for 2024/25.

Key Decision	Yes
Do the Exempt Information Categories Apply	No
Call In and Urgency: Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply?	No

Does the report contain Appendices?

Yes

If Yes, how many Appendices?

1

Appendix 1 – Council Tax Support 2024/25 scheme modelling

Appendix 2 – Equality Impact Assessment

List of Background Papers:

None

Lead Officer:

Martin Walmsley, Assistant Director – Shared Revenues and Benefits

Email: martin.walmsley@lincoln.gov.uk

Appendix 1: 3rd October 2023 - Policy Scrutiny Committee - City of Lincoln Council – Council Tax Support 2024/25 scheme modelling

Option 1: No change to the current scheme	Estimated Total Spend (all preceptors)	City of Lincoln Spend – 14.5%	Difference to MTFS (£1,288,500) – (saving) / cost	Amount expected to be collected using collection figure of 98.75%
<ul style="list-style-type: none"> • 0% caseload change • 1.9% Council Tax increase 	£8,313,821	£1,188,876	(£99,624)	(£98,378)
<ul style="list-style-type: none"> • 0% caseload change • 2.9% Council Tax increase 	£8,407,068	£1,202,211	(£86,289)	(£85,210)
<ul style="list-style-type: none"> • 5% caseload increase • 1.9% Council Tax increase 	£8,728,751	£1,248,211	(£40,289)	(£39,785)
<ul style="list-style-type: none"> • 5% caseload increase • 2.9% Council Tax increase 	£8,826,100	£1,262,132	(£26,368)	(£26,038)

Appendix 1: 3rd October 2023 - Policy Scrutiny Committee - City of Lincoln Council – Council Tax Support 2024/25 scheme modelling

Option 2: Income Banded Scheme	Estimated Total Spend (all preceptors)	City of Lincoln Spend – 14.5%	Difference to MTFS (£1,288,500) – (saving) / cost	Amount expected to be collected using collection figure of 98.75%
<ul style="list-style-type: none"> • 0% caseload change • 1.9% Council Tax increase 	£TBC	£TBC	£TBC	£TBC
<ul style="list-style-type: none"> • 0% caseload change • 2.9% Council Tax increase 	£TBC	£TBC	£TBC	£TBC
<ul style="list-style-type: none"> • 5% caseload increase • 1.9% Council Tax increase 	£TBC	£TBC	£TBC	£TBC
<ul style="list-style-type: none"> • 5% caseload increase • 2.9% Council Tax increase 	£TBC	£TBC	£TBC	£TBC

****N.B.* In this Appendix, several figures are ‘£TBC’ at this stage. Scheme modelling is continuing and these figures will be provided as soon as possible.***

Further information re Option 2:

The Income Banded Scheme would result in some Council Taxpayers receiving a higher level of CTS than under the current scheme, and some customers would receive a reduction in CTS. Based on the modelling that has taken place:

- Biggest increase for a resident: £TBC per week
- Biggest decrease for a resident: £TBC per week
- TBC have an increased award, TBC no change, TBC have a reduced award.

Appendix 1: 3rd October 2023 - Policy Scrutiny Committee - City of Lincoln Council – Council Tax Support 2024/25 scheme modelling

Difference in weekly entitlement range: From (£) (- decrease, + increase)	Difference in weekly entitlement range: To (£)(- decrease, + increase)	Number of customers
£TBC	£TBC	£TBC
£TBC	£TBC	£TBC
£TBC	£TBC	£TBC
£TBC	£TBC	£TBC
£TBC	£TBC	£TBC
£TBC	£TBC	£TBC
£TBC	£TBC	£TBC

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Equality with Human Rights Analysis Toolkit



SECTION A

Name of policy / project / service	Council Tax Support Scheme 2024/25
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 1st April 2024.</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>Formal consultation will commence on 2nd October 2023, utilising a combination of the Council's website, 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 are being identified through ICT systems.</p> <p>Each of these are being 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, Assistant Director – Shared Revenues and Benefits

Appendix 2 – 3rd October 2023 Policy Scrutiny Committee – Council Tax Support Scheme 2024/25 Equality Impact Assessment

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

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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 – 3rd October 2023 Policy Scrutiny Committee – Council Tax Support Scheme 2024/25 Equality Impact Assessment

77				<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>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 2nd January 2024</p> <p>With effect from 1st April 2024</p>
Disability including carers (see Glossary)	Y	Y		The Department for Work and Pensions states that disabled people are less likely to be in employment. Proposals will be carefully considered in relation to this group.	Yes	Action dependant on outcome of consultation and Executive recommendation on 2 nd January 2024

Appendix 2 – 3rd October 2023 Policy Scrutiny Committee – Council Tax Support Scheme 2024/25 Equality Impact Assessment

						With effect from 1 st April 2024
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	Neither race nor ethnicity itself have any effect on the application of the scheme. Council Tax Support is proposed to be considered to potentially affect all working age customers.	N/A	
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

Appendix 2 – 3rd October 2023 Policy Scrutiny Committee – Council Tax Support Scheme 2024/25 Equality Impact Assessment

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?
	Y	Further modelling is taking place in relation to impacts of a working age banded scheme.

SECTION C

Decision Point - Outcome of Assessment so far:

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


Tick here

- ✓ **No equality or human right Impact** (your analysis shows there is no impact) - sign assessment below []
- ✓ **No major change required** (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below [x]
- ✓ **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 []

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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 money 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>If a banded scheme was to be implemented, detailed testing of impacts on groups will be fully considered.</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</p>

Appendix 2 – 3rd October 2023 Policy Scrutiny Committee – Council Tax Support Scheme 2024/25 Equality Impact Assessment

	groups of working age claimants getting Council Tax Support now and likely to be affected by changes to the current scheme. Extracts of the data will allow monitoring of the main types of people affected by the policy can take place as required.		
Checked and approved by responsible officer(s) (Sign and Print Name)		Date	
Checked and approved by Assistant Director (Sign and Print Name)	 Martin Walmsley	Date	15 th September 2023.

SUBJECT:	CORPORATE DOCUMENT REVIEW 2023
DIRECTORATE:	CHIEF EXECUTIVE AND TOWN CLERK
REPORT AUTHOR:	MICHELLE HOYLES – BUSINESS MANAGER CORPORATE POLICY AND TRANSFORMATION

1. Purpose of Report

- 1.1 To provide an overview of this year's corporate document review, and to summarise how the Council continues to ensure its corporate strategies, policies and other key documents are regularly reviewed and updated.

2. Background

- 2.1 The Council has numerous policies and strategies that provide the essential framework upon which officers and members carry out their duties and functions. The way the Council runs its services inevitably evolves and changes over time; to ensure that the Council's duties and functions remain effective, and that they continue to meet the needs and aspirations of the city and its communities, these key documents need to be reviewed and updated regularly.
- 2.2 A project was undertaken pre-pandemic, to identify and collate a list of all corporate documents approved by the Council, and to develop a means to regularly review and update them. This current report constitutes this year's annual corporate document review.
- 2.3 In addition to key strategies and policies, the corporate document review also includes many key documents used by officers and members that do not require formal committee approval. Examples of these include operational policies, procedures, guidance documents and codes of practice used across the Council that support both consistency in the safety and wellbeing of staff; and consistency in how customers access services.
- 2.4 The Council uses Netconsent software to store its corporate strategies, policies and other key corporate documents. Netconsent enables the Council to manage its suite of corporate documents effectively through scheduling regular reviews, version control and reporting.

3 Corporate Document Review 2023

- 3.1 A list of all corporate documents and their review status is attached as '**Appendix 1**' to this report. All corporate documents listed in '**Appendix 1**' are available on the Council's Netconsent document storage system. Of those listed in '**Appendix 1**', most have been reviewed and updated this year with latest versions available on Netconsent.

- 3.2 A small proportion of documents listed in '**Appendix 1**' are either complete and awaiting formal approval for any required changes; or a review is currently underway. This includes some HR policies, some Housing policies, and policies related to equality and diversity. The review deadlines for some documents have also been moderately extended, including those related to Customer Services in acknowledgement of recent staffing pressures and the need for some activities to be reprioritised.
- 3.3 Notwithstanding the small proportion of pending reviews remaining, this report and '**Appendix 1**' demonstrate the value added by the Council's corporate document review process; providing assurance that the Council's corporate documents remain up to date and continue to reflect the needs and aspirations of the city.

4. Strategic Priorities

- 4.1 This report provides assurance that there continues to be an adequate framework in place to support the regular review of key corporate documents which, in turn, helps to ensure the effective delivery of the Council's strategic priorities and services.

5. Organisational Impacts

5.1 Finance (including whole life costs where applicable)

There are no financial implications arising from this report.

5.2 Legal Implications including Procurement Rules

Some of the corporate documents within '**Appendix 1**' may be subject to an overarching legal framework. Where this applies, the relevant service areas consider this as part of the review process.

5.3 Equality, Diversity and Human Rights

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

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

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

Any such impacts are considered during the development and review of the corporate documents.

6. Risk Implications

6.1 (i) Options Explored

The corporate document review process seeks to minimise risk to the Council, by identifying and reviewing key documents to ensure they remain relevant and up to date. Cessation of this review process, or reducing its frequency, would increase this risk and as such these options are not considered feasible.

6.2 (ii) Key risks associated with the preferred approach

There are no risks identified with the approach taken.

7. Recommendation

- 7.1 That the list of corporate documents attached as '**Appendix 1**' be noted, and comments/feedback provided accordingly.

Is this a key decision?

No

Do the exempt information categories apply?

No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?

No

How many appendices does the report contain?

One – 'Appendix 1'

List of Background Papers:

None

Lead Officer:

Michelle Hoyles – Business Manager Corporate
Policy and Transformation
Email: michelle.hoyles@lincoln.gov.uk

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Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Communications Policies	Advertising Policy	Steve Welsby (communications@lincoln.gov.uk)	30/06/2023	-63 Days	Review commenced, to be completed by end of September 2023. Review date amended.
Corporate Food, Health and Safety Policies	Tree of Responsibility	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/07/2023	-62 Days	Review ongoing due to go to JCC and Exec end of September 2023. This is an appendix to Health and Safety Policy.
Corporate Policy Guidance	Equality Objectives Action Plan	Graham Rose (graham.rose@lincoln.gov.uk)	03/07/2023	-60 Days	Action plan being developed. Review date pushed back to January 2024.
Corporate Policy Guidance	Current top languages & alternative formats - Word	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/08/2023	-31 Days	Review date amended to end of December 2023
Corporate Policy Guidance	Current top languages & alternative formats - PDF	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/08/2023	-31 Days	Review date amended to end of December 2023
Corporate Policy Guidance	A Guide to Undertaking Equality Analysis	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Guidance	Equality Analysis Toolkit	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Guidance	Equality & Diversity - Tree of Responsibility	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Guidance	Equality Monitoring Form	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Policies	Equality, Diversity and Human Rights Policy	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Customer Services Guidance	Corporate customer care standards	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/08/2023	-2 Days	Review date amended to April 2024
Customer Services Policies	Conflict of Interests Policy (Welfare officers)	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/04/2023	-124 Days	Review date amended to April 2024
Customer Services Policies	Treating customers fairly policy	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/04/2023	-124 Days	Review date amended to April 2024
Customer Services Policies	Confidentiality Policy (Welfare Team)	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/04/2023	-124 Days	Review date amended to April 2024
Customer Services Strategies	Customer Experience Strategy	Jo Crookes (jo.crookes@lincoln.gov.uk)	03/04/2023	-151 Days	Review date amended to April 2024
Finance Policies	Counter Fraud Policy	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	03/07/2023	-60 Days	Review date amended to January 2024 as agreed by Jaclyn Gibson
Finance Strategies	Medium Term Financial Strategy 2022-2027	Laura Shipley (laura.shipley@lincoln.gov.uk)	03/04/2023	-151 Days	Updated to the latest version
Finance Strategies	Treasury Management Strategy	Laura Shipley (laura.shipley@lincoln.gov.uk)	03/04/2023	-151 Days	Updated to the latest version
Finance Strategies	Risk Management Strategy	Jaclyn Gibson (jaclyn.gibson@lincoln.gov.uk)	03/04/2023	-151 Days	Updated to the latest version
Housing Policies	Rent Arrears Recovery Policy	Keeley Johnson (keeley.johnson@lincoln.gov.uk)	03/10/2022	-333 Days	Policy preparation is complete and awaiting formal approval/adoption. Review date has been amended to January 2024 to account for approval/adoption process
Housing Strategies	Homelessness Strategy	Alison Timmins (alison.timmins@lincoln.gov.uk)	30/04/2023	-124 Days	First draft done as confirmed by Alison. Document needs to go through approval so requested to amend review date to end of December 2023
Housing Strategies	Rough Sleeping Strategy	Alison Timmins (alison.timmins@lincoln.gov.uk)	30/04/2023	-124 Days	First draft done as confirmed by Alison. Document needs to go through approval so requested to amend review date to end of December 2023
Housing Strategies	Tenancy Strategy	Paula Burton (paula.burton@lincoln.gov.uk)	03/10/2022	-333 Days	A Central Lincolnshire Tenancy Strategy is in place, and works are in progress to develop a Tenancy Strategy specific to City of Lincoln. A Tenancy Policy is also being developed.
Human Resources Policies	Trade Union Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Policy review in progress involving trade unions
Human Resources Policies	Substance Misuse Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Sickness Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Retirement Gift Procedure	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Recruitment Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Probation Policy	Ali Thacker (humanresources@lincoln.gov.uk)	31/03/2023	-154 Days	Policy review in progress - updated version to be uploaded to Netconsent when review completed
Human Resources Policies	Death in Service Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/08/2023	-31 Days	Latest version already on Netconsent
Human Resources Policies	Job Evaluation Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Flexible Retirement Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Management of Change	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Policy review ongoing - awaiting presentation to JCC in due course
Human Resources Policies	Disturbance Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Policy review ongoing - linked to Management of Change Policy
Human Resources Policies	Flexible Working Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Legislative changes awaited, therefore Policy to review deadline to be extended to June 2024
Human Resources Policies	Homeworking Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Linked to Corporate Health and Safety Policy - the status of this document will be changed to 'guidance'
Human Resources Policies	Stress Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Linked to Corporate Health and Safety Policy - the status of this document will be changed to 'guidance'
Human Resources Strategies	People Strategy	Claire Burroughs (HumanResources@lincoln.gov.uk)	31/03/2023	-154 Days	Policy review in progress - updated version to be uploaded to Netconsent when review complete
Procurement Guidance	Appendix 2 - Procedures for Financial Matters	Laura Shipley (laura.shipley@lincoln.gov.uk)	01/09/2023	0 Days	Latest version already on Netconsent
Revenues and Benefits Policies	West Lindsey Discretionary Rate Relief Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/07/2023	-62 Days	Review is ongoing; policy review and approval is led by West Lindsey DC.
Accessibility Guidance	Accessibility video	John D'arcy (john.D'arcy@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Building Control Policies	Building Control General Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Dangerous Structure and Demolition Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Enforcement Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Plans assessment and advisory service policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Site Inspection Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Business Development Guidance	IQ PostMe Guidance	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/07/2024	303 Days	Latest version already on Netconsent
CCTV Policies	Code of Practice	Jonathan Hammond (jonathan.hammond@lincoln.gov.uk)	01/10/2025	760 Days	Latest version already on Netconsent
Communications Policies	Yammer Policy	Lara Trickett (communications@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Communications Policies	Social Media Policy	Steve Welsby (communications@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Corporate Food, Health and Safety Policies	Health, Safety and Welfare Policy	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/11/2023	60 Days	Latest version already on Netconsent

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Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Corporate Food, Health and Safety Policies	Corporate H&S Policy 2019-2023	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Corporate Food, Health and Safety Policies	Food Sampling Policy	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/03/2027	1276 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Unacceptable Behaviour Procedures for Managers	Holly Arrowsmith (holly.arrowsmith@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	City Hall Evacuation Procedure and Plan	Martin Kerrigan (martin.kerrigan@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	City Hall Evacuation Procedure and Plans Appendix	Martin Kerrigan (martin.kerrigan@lincoln.gov.uk)	30/04/2024	241 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Homeworking Electrical User Check	Paul Rohowsky (paul.rohowsky@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Management of Homeworking	Paul Rohowsky (paul.rohowsky@lincoln.gov.uk)	01/04/2026	942 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Asbestos Management Plan	Rebecca Hankinson (rebecca.hankinson@lincoln.gov.uk)	01/07/2024	303 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Unacceptable Behaviour Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/09/2024	365 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Control of Contractors Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/11/2024	426 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Legionella Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Risk Assessment Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/11/2026	1156 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Homeworking Health and Safety Guidance	Paul Rohowsky (paul.rohowsky@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Reliance Responsibilities - Users	Rebecca Hankinson (rebecca.hankinson@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Reliance responsibilities - Managers	Rebecca Hankinson (rebecca.hankinson@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Root to Fruit employee leaflet	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Corporate Policy Guidance	Equality & Diversity Journal	Graham Rose (graham.rose@lincoln.gov.uk)	31/10/2023	59 Days	Latest version already on Netconsent
Corporate Policy Guidance	Corporate Governance Framework (Code)	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/02/2024	152 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 1 - Project Scope	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Project Initiation document (PID)	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support8-Sustainability in Project Management	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 2 - Project Brief	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 3 - Financials	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 4 - Project Plan - Work Breakdown	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 4a - Gantt Chart Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 5 - Change Register	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 5a - Change Request Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 2 - Outline for a Feasibility Study	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 3 - Procurement & Contract Management	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 4 - Procurement & Contract Flow Chart	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 6 - Lessons Learned Log	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 8 - Risk Register	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 9 - Responsibility Matrix	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 9 - Corporate Social Responsibility	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 10 - Communication Plan Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 11 - Useful Tools and Techniques	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 13 - Closure Activities	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 14 - Post Implementation Review	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 1 - Process Flow Diagram	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 10 - Resource Map	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 11 - Stakeholder Mapping	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 12 - Progress Report	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 7 - Equality & Human Rights Analysis	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 12 - Commissioning Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	Project Risk Management	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Mega Project Guidance	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 5 - Partnership Guidance	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 6 - Roles and Responsibilities	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 7 - Construction Regulations 2015	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Guide Post New PID Changes	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	Local Performance Management Framework	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Corporate Policy Guidance	Corporate Data Quality Policy/Guidelines	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Corporate Policy Guidance	Compliance with Public Sector Equality Duty	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Corporate Policy Guidance	PIMS Guide and Troubleshooting	Scott Lea (scott.lea@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Policies	Protection from Source of Crime and Disorder	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Remote Technical Standards Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent

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Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Corporate Policy Policies	Social Responsibility in Gambling Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Children and Vulnerable Persons Protection Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Fair and Open Gambling Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Implementation Procedures Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Anti-Money Laundering Risk Assessment for Lottery	Graham Rose (graham.rose@lincoln.gov.uk)	31/03/2024	211 Days	Latest version already on Netconsent
Corporate Policy Policies	COLC Fairtrade Policy	Graham Rose (graham.rose@lincoln.gov.uk)	03/06/2024	275 Days	Latest version already on Netconsent
Corporate Policy Policies	Gatherwell Data Protection Policy	Graham Rose (graham.rose@lincoln.gov.uk)	03/07/2024	305 Days	Latest version already on Netconsent
Corporate Policy Strategies	Corporate Consultation Strategy	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2025	730 Days	Latest version already on Netconsent
Corporate Policy Strategies	Vision 2025 Strategic Plan	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Customer Services Guidance	Telephone Interpreting Service	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Customer Services Guidance	Corporate Complaints Guidance	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/09/2024	365 Days	Latest version already on Netconsent
Customer Services Policies	Financial crime prevention policy (welfare team)	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/07/2025	668 Days	Latest version already on Netconsent
Environmental Health Policies	Air Quality Action Plan	Ian Wicks (ian.wicks@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Environmental Health Strategies	Contaminated Land Inspection Strategy	Jonathan English (jonathan.english@lincoln.gov.uk)	01/03/2027	1276 Days	Latest version already on Netconsent
Environmental Policies	Environmental Policy	Kate Bell (kate.bell@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Environmental Strategies	Decarbonisation Strategy and Action Plan	Kate Bell (kate.bell@lincoln.gov.uk)	01/03/2030	2372 Days	Latest version already on Netconsent
Finance Guidance	Budget Holder Manual	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Capital Expenditure Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Manual Receipting Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Debtor Account Insertion Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Invoice Authorisation Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Value for Money Statement	Jaclyn Gibson (jaclyn.gibson@lincoln.gov.uk)	01/02/2024	152 Days	Latest version already on Netconsent
Finance Policies	National Fraud Initiative	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	02/12/2024	457 Days	Latest version already on Netconsent
Finance Policies	Anti-Money Laundering	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	03/02/2025	520 Days	Latest version already on Netconsent
Finance Policies	Procurement Card Policy	Carol West (Carol.West@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Finance Policies	Corporate Fees and Charges Policy	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Policies	Financial Procedure Rules	Jaclyn Gibson (jaclyn.gibson@lincoln.gov.uk)	01/03/2026	911 Days	Latest version already on Netconsent
Finance Policies	Anti bribery policy	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Housing Guidance	Trusted Landlord Scheme	Hannah Cann (hannah.cann@lincoln.gov.uk)	21/09/2025	750 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix A	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix B	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix C	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix D	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Strategies	Tenant Involvement Strategy	Donna Lyons (donna.lyons@lincoln.gov.uk)	30/09/2024	394 Days	Latest version already on Netconsent
Housing Strategies	Housing Strategy	Paula Burton (paula.burton@lincoln.gov.uk)	01/02/2025	518 Days	Latest version already on Netconsent
Human Resources Guidance	Employee Privacy Notice	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Human Resources Guidance	Safeguarding - Professional Curiosity	Joanne Smith (joanne.smith@lincoln.gov.uk)	30/04/2024	241 Days	Latest version already on Netconsent
Human Resources Guidance	Menopause Awareness	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Human Resources Policies	Dignity at Work Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Human Resources Policies	Code of Conduct	Ali Thacker (humanresources@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Human Resources Policies	Acting Up Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/06/2024	273 Days	Latest version already on Netconsent
Human Resources Policies	Transgender Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Human Resources Policies	Secondment policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/10/2024	395 Days	Latest version already on Netconsent
Human Resources Policies	Whistleblowing Policy	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Human Resources Policies	Training Policy	Claire Burroughs (HumanResources@lincoln.gov.uk)	01/07/2024	303 Days	Latest version already on Netconsent
Human Resources Policies	Smoking Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Human Resources Policies	Volunteer and Work Experience Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Human Resources Policies	Severe Weather Disruption Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/02/2024	152 Days	Latest version already on Netconsent
Human Resources Policies	Maternity/Paternity/Adoption Leave Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Human Resources Policies	Relocation Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Human Resources Policies	Miscarriage and Stillbirth Policy	Ali Thacker (humanresources@lincoln.gov.uk)	28/02/2025	545 Days	Latest version already on Netconsent
Human Resources Policies	Gift and Hospitality Corporate Guidance	Ali Thacker (humanresources@lincoln.gov.uk)	01/11/2023	60 Days	Latest version already on Netconsent
Human Resources Policies	Redundancy Compensation Payments Scheme	Ali Thacker (humanresources@lincoln.gov.uk)	04/01/2024	124 Days	Latest version already on Netconsent
Human Resources Policies	Pensions Policy Statement	Ali Thacker (humanresources@lincoln.gov.uk)	04/01/2024	124 Days	Latest version already on Netconsent
Human Resources Policies	Mutually Agreed Resignation Scheme (MARS)	Ali Thacker (humanresources@lincoln.gov.uk)	31/03/2024	211 Days	Latest version already on Netconsent
Human Resources Policies	Grievance Procedure	Ali Thacker (humanresources@lincoln.gov.uk)	01/05/2024	242 Days	Latest version already on Netconsent
Human Resources Policies	Travel Policy	Ali Thacker (humanresources@lincoln.gov.uk)	31/07/2024	333 Days	Latest version already on Netconsent
Human Resources Policies	Long Service Award and Retirement Gift Policy	Ali Thacker (humanresources@lincoln.gov.uk)	28/02/2025	545 Days	Latest version already on Netconsent

Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Human Resources Policies	Disciplinary Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Human Resources Policies	Leave Entitlement Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/04/2026	942 Days	Latest version already on Netconsent
Human Resources Policies	Performance Management Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/07/2026	1033 Days	Latest version already on Netconsent
Human Resources Procedures	Management of Change Business Case Template	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
ICT Policies	Elected Members ICT Usage Agreement	Cheryl Evans (cheryl.evans@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
ICT Policies	IT Security Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	Access Control Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	Development and Acquisition Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	ICT User Security Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	IT Security Policy	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Data Protection and requests- Summary sheet	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Redaction Procedures	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Information Asset Owner Handbook	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Guidance for REMOVAL of personal data	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Retention & Disposal Guidelines	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Information Sharing Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Data Quality Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Data Protection Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Special Category and Criminal Offence Data Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Information Governance Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Legal Responsibilities Policy	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Data Protection Breach Management Policy	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Records Management Policy	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Legal and Freedom of Information Guidance	Freedom of Information Summary Sheet	Becky Scott (becky.scott@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Legal and Freedom of Information Policies	RIPA Policy	Becky Scott (becky.scott@lincoln.gov.uk)	03/06/2024	275 Days	Latest version already on Netconsent
Legal and Freedom of Information Policies	Freedom of Information & EIR Policy	Becky Scott (becky.scott@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Licensing Guidance	Guidance on the keeping of venomous snakes and lizards	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Guidance	Code of practice for welfare of dogs	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Guidance	Code of Practice for the welfare of cats	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Guidance	Code of Practice to the Welfare of Horses	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Policies	Animal Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Licensing Policies	Statement of Licensing Policy	Ian Cullen (licensing@lincoln.gov.uk)	01/10/2024	395 Days	Latest version already on Netconsent
Licensing Policies	Sex Establishment Policy	Ian Cullen (licensing@lincoln.gov.uk)	02/06/2025	639 Days	Latest version already on Netconsent
Licensing Policies	Hackney Carriage & Private Hire Policy	Ian Cullen (licensing@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Licensing Policies	Gambling Policy	Ian Cullen (licensing@lincoln.gov.uk)	01/01/2025	487 Days	Latest version already on Netconsent
Major Developments Strategies	Town Investment Plan	Gill Wilson (gill.wilson@lincoln.gov.uk)	01/10/2025	760 Days	Latest version already on Netconsent
Major Developments Strategies	Growth Strategy 2014-2034	Kate Ellis (kate.ellis@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Planning Strategies	Central Lincolnshire Local Plan	Toby Forbes-Turner (toby.forbes-turner@lincoln.gov.uk)	31/12/2023	120 Days	Latest version already on Netconsent
PPASB Policies	Fixed Penalty Notice Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
PPASB Policies	Noise Nuisance Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
PPASB Policies	Domestic Abuse Workplace Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
PPASB Policies	Anti-Social Behaviour Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 4 - Addendum to Contract	Becky Scott (becky.scott@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 5 - Signing and Sealing Guidelines	Becky Scott (becky.scott@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 6 - Sealing Authority	Becky Scott (becky.scott@lincoln.gov.uk)	01/11/2023	60 Days	Latest version already on Netconsent

Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Procurement Guidance	Appendix 1 - Contracts Requirements Checklist	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Procurement Flowchart	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Procurement protocol	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Contract Manager Checklist	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 3 - Contract Management Meeting Agenda	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Contract Manager Procedure Rules	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Policies	Social Value Policy	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Strategies	Local Purchasing Strategy	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Recreation and Leisure Strategies	Physical Activity Strategy	Steve Lockwood (steve.lockwood@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
Revenues and Benefits Guidance	Hardship Scheme	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/06/2024	273 Days	Latest version already on Netconsent
Revenues and Benefits Policies	COLC Discretionary Relief Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Revenues and Benefits Policies	North Kesteven Discretionary Relief Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	15/03/2024	195 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Fair Collection and Debt Recovery Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/06/2024	273 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Business Rates Growth Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/11/2024	426 Days	Latest version already on Netconsent
Revenues and Benefits Policies	LHA Safeguarding Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2025	607 Days	Latest version already on Netconsent
Revenues and Benefits Policies	COLC Electronic Communications Order	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2025	607 Days	Latest version already on Netconsent
Revenues and Benefits Policies	NKDC Electronic Communications Order	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2025	607 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Fraud Sanction Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/07/2025	668 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Section 13A Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/07/2025	668 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Constitution and TOR - Shared Revenues and Benefit	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2026	972 Days	Latest version already on Netconsent
Safeguarding Policies	Safeguarding Policy	Joanne Smith (joanne.smith@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent, although full review to be undertaken by March 2024

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POLICY SCRUTINY COMMITTEE

3 OCTOBER 2023

SUBJECT: SCRUTINY ANNUAL REPORT 2022/23

REPORT BY: CHIEF EXECUTIVE AND TOWN CLERK

LEAD OFFICER: CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

- 1.1 To present the Scrutiny Annual Report for 2022/23 for comments, prior to being referred to Full Council for approval.

2. Background

- 2.1 Within the Constitution it states that the scrutiny committees should produce an annual report to Council. Chairs of the Scrutiny Committees do produce individual reports to Council during the municipal year, however, the attached Scrutiny Annual Report **(Appendix 1)** summarises the work of the five committees for the full year and highlights the key achievements made under scrutiny in 2022/23.
- 2.2 Once the Annual Report has been approved, it will be published on the Council's website and circulated to interested persons or groups as appropriate.

3. Recommendation

- 3.1 That the Scrutiny Annual Report for 2022/23 be agreed and referred to Full Council for approval.

Key Decision No

Key Decision Reference No.

Do the Exempt Information Categories Apply No

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

Does the report contain Appendices? Yes

If Yes, how many Appendices? One

List of Background Papers:

Lead Officer: Claire Turner, Democratic Services Officer
Email: claire.turner@lincoln.gov.uk

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Scrutiny

Annual Report 2022-23

Introduction

During 2022-23, the City of Lincoln Council continued to operate executive arrangements with its Executive comprising of the Leader of the Council and five other councillors as Portfolio Holders. Most of the Council's decisions are made by the Executive. To improve the quality of the Executive's decisions, Scrutiny Committees remained in place which provided the opportunity for the remaining 27 non-executive councillors to challenge decisions made by the Executive, as well as to help the Executive in reviewing and developing new policies.

This report covers the council year from May 2022 until March 2023.

Background to Scrutiny

The scrutiny committee structure is: -

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

What Did We Achieve in 2022/23?

The Council appointed the following scrutiny Committees for 2022/23:

Overview and Scrutiny Committee	Chair
Community Leadership Scrutiny Committee	Councillor Calum Watt
Performance Scrutiny Committee	Councillor Gary Hewson
Policy Scrutiny Committee	Councillor Jane Loffhagen (no longer a Councillor)
Select Scrutiny Committee	Councillor Calum Watt
Housing Scrutiny Sub Committee*	Councillor Gary Hewson

*The Housing Scrutiny Sub Committee is a sub-committee of the Performance Scrutiny Committee and reports to this Committee on a quarterly basis.

With the exception of the Select Scrutiny Committee, the work programmes for these scrutiny committees were formally approved by the respective Committees in June 2022 and regularly updated throughout the Council year after this time.

The Select Scrutiny Committee meets once each year as the statutory Crime and Disorder Committee, as well as considering any call-in requests made throughout the year.

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

Community Leadership Scrutiny Committee

Between June 2022 and March 2023, the Community Leadership Scrutiny Committee met on six occasions and focused on the following topics:

- Cultural Consortium
- Poverty Truth Commission
- Cost Of Living Crisis
- Community Policing in Lincoln
- Suicide Rates in the City of Lincoln
- Assets of Community Value

In addition to the Council's Executive and its senior and front-line officers, external contributors included:

- Charlotte Brooks, Local Motion - Director for Local Change
- Chief Superintendent Jon McAdam, Area Commander - West Area Local Policing
- Sarah Connery, CEO - Lincolnshire Partnership Foundation Trust (LPFT)
- Fiona Bone, Suicide Prevention and Self-Injury Reduction Lead - Lincolnshire Partnership Foundation Trust (LPFT)
- Lucy Gavens, Consultant in Public Health - Lincolnshire County Council
- Rachel Wright, CEO - Shine Lincolnshire
- Kerry Stocks, Operations Manager - Shine Lincolnshire
- Marianne Langley - Keep the Tap Running
- Aaron Joyce, Chair - Campaign for Real Ale (CAMRA)

The Committee recorded its thanks to all its contributors and Council staff who stayed for long and sometimes late meetings during the year, and whose contributions were so helpful and enlightening.

The Committee's recommendations concerned a variety of topics such as development and empowerment of young people, the Cultural Consortium - a significant number of events had been held over the last six to eight months to drive culture within the City, the cost-of-living crisis and cost of living support including the Community Grocery, the Warm Spaces initiative and the Household Support Fund 2023/24.

The Committee also scrutinised community policing and noted the progress that had been made within two years in respect of suicide prevention in Lincoln.

A Member briefing would be arranged on Assets of Community Value.

Discussions also took place around poverty and the need for a collaborative and holistic approach to this issue.

Performance Scrutiny Committee

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

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

- Quarterly financial monitoring to provide members with a summary of actual income and expenditure compared to the revised budget and appropriate allocation of any surpluses to reserves.
- Quarterly performance update reports to ensure regular monitoring of the Council's operational performance as a key component of the Local Performance Management Framework.
- A quarterly review of the Strategic Risk Register - what improvements or issues have been identified.
- A report on Treasury Management and Actual Prudential Indicators as a requirement of the Council's reporting procedures under regulations issued under the Local Government Act 2003.
- An annual report detailing progress made by the Central Lincolnshire Joint Strategic Planning Committee.
- An update report on Section 106 contributions.
- Income and arrears monitoring reports providing updates to members on the position with regard to amounts of monies owed to the City Council as of 1st April.
- Revenues and Benefits performance updates providing members with an update on performance in the Revenues and Benefits Shared Service.

Members took part in the budget review process for the scrutiny of the proposed budget and Council Tax for the 2022/23 financial year and the Medium Term Financial Strategy 2022-2027, undertaken in two separate stages; firstly all members were invited to a briefing session to afford all members the opportunity to gain a greater understanding and awareness of the Council's financial position, thus aiding further scrutiny of the budget and in the case of the opposition party if desired the preparation of an alternative budget. This was followed by a more traditional scrutiny process undertaken to review in more detail the MTFS and the robustness of the proposed budget options and Council Tax for the 2022/23 financial year. This was undertaken in a committee format as the Budget Review Group with the appropriate governance arrangements in place.

The Committee held scrutiny reviews during the 2022/23 year in respect of:

Lincoln's GEO-Sense Footfall Data

A report was presented to members providing an insight into the Geo-sense footfall data available to City of Lincoln Council and partners.

Following City of Lincoln Council securing Reopening the High Street Safely funding in 2020, the council was able to procure a specialist company to install four footfall GEO-Sense footfall counters in Lincoln City Centre. The technology utilised by the GEO-Sense counters ensures individuals cannot be counted multiple times during their visit, providing significantly more reliable data.

Lincoln Christmas Market 2022

Members received a verbal update on preparations being made for the Lincoln Christmas Market 2022 and an outturn report on the performance of the 2022 Lincoln Christmas Market.

Vision 2025 Annual Economic Growth Report on Progress

Members received an update on Economic Growth across the City including contextual measures and the City Council's activities that influence Inclusive Growth within the City and surrounding areas.

The report included updates on Vision 2020 priorities and work such as Covid-19 business support grants administered, as well as updates on Vision 2025 projects and a forward look at priorities over the coming year.

The report also considered other contextual economic growth indicators and how these were recovering post Covid-19 Pandemic.

Addressing the Challenge of Climate Change Vision 2025 Progress Report

A report was presented to Performance Scrutiny Committee on the strategic priority contained in Vision 2025 called 'addressing the challenge of climate change'.

This report provided an update on the progress of the group in addressing climate change and its strategic priority aspirations.

Vision 2025 - Remarkable Place Progress Report

This report focused on progress made on the Let's enhance our remarkable place strategic priority, and covered those projects delivered/ being progressed as part of the delivery plan. It represented a high-level summary, designed to give Members a quick overview of the entire programme.

Policy Scrutiny Committee

During 2022/23, the Committee met six times, principally to scrutinise decisions due to be taken by the Executive or Council. The Committee provided its insights and recommendations on a variety of topics, which were suitably reflected in the eventual decision-making process.

The Committee scrutinised the following topics in particular detail:

Bulky Collections

The Committee was presented with a proposal to establish a trial for a charged bulky item collection service in the City, in partnership with West Lindsey District Council.

The committee discussed the contents of the report in detail and generally supported the proposal, to be referred to Executive for consideration.

Sincil Bank Regeneration

The committee scrutinised work on regeneration in the Sincil Bank area of the city, covered the following main areas:

- Place shaping Strategy
- Early Successes – Improving the Street scene
- Our Six Priorities/ Physical Interventions
- Creating Open/ Green Spaces
- Archer Street Former Play Area
- Area Under Pelham Bridge
- Chelmsford Street
- Kesteven Street/ Tentercroft Street
- Redesign of Highways Infrastructure/ Urban Design
- Hermit Street Redevelopment
- Residents Parking
- Palmer Street Garage Site
- Cleaner Safer Streets
- Cleaner Safer Streets – CCTV
- Cleaner Safer Streets – Fly Tipping Week of Action
- Community Leadership
- Lessons Learnt

Members discussed the presentation in detail and praised the work that had been undertaken in the Sincil Bank area.

County Homelessness Strategy

The Committee were asked to consider the Lincolnshire Homelessness Strategy 2017-2021 review document, to consider the consultation summary document and to seek comments on the new Lincolnshire Homelessness Strategy 2022-2027.

The Homelessness Act 2002 requires that all Local Authorities carry out a review of

homelessness in their areas, formulate and publish a strategy based on the findings of this review, keep the strategy under review and consult with other local or public authorities and voluntary organisations before modifying or adopting a strategy.

To allow the Council to form a collective and robust approach to homelessness, our Rough Sleeper Strategy is incorporated into this document as opposed to having a separate policy.

The strategy informs of the current position and challenges for homelessness across the County, sets out the priorities and actions that together aims to prevent homelessness and reduce rough sleeping across the County.

The strategy demonstrates that we are committed to the Government's vision that homelessness should be rare, brief and non-recurring.

Members discussed and supported the Lincolnshire Homelessness Strategy 2022-2027. It was agreed that a further update be provided to a future meeting of Policy Scrutiny Committee.

Events and Culture - Christmas in Lincoln 2023 and Beyond

Members were presented with a report detailing the objectives for a yet to be finalised new City Council led annual city centre/uphill events programme, which would replace the Lincoln Christmas Market. It also covered the proposed approach and timeline for a public consultation and engagement exercise prior to finalisation of that programme.

On 20th February Executive approved the transition to a new approach for 'Christmas in Lincoln', supplemented by an annual events programme throughout the rest of the year, to mitigate the economic impacts caused by the closure of the Christmas Market. This decision was 'called in' and considered by Select Scrutiny Committee on 14th March 2023, the outcome of which was that Committee resolved not to Call-In the decision.

The proposed new programme would be designed to spread visitor numbers to the city centre/uphill area throughout the year, rather than within the condensed four-day period of the Christmas market. A number of benefits arising from such an approach, were covered within the report.

Members recommended that:

- An alternative approach be sought regarding the public consultation.
- Comments be made on the aim and objectives for the proposed events programme.
- Comments be made on the approach and timeline for wider consultation on the events programme.
- Members noted that due to the constrained timescales, some event activity would be commissioned prior to the programme being finalised,
- Instruct officers bring back the final programme to Committee prior to sign off by the Executive.

Grounds Maintenance, Street Cleansing and Waste Collection Services

Committee received a report summarising the outcomes of the three 'all Member' workshops that considered what the focus and content of the ground's maintenance, street cleansing and waste collection services will be from September 2026 when the current arrangements end. This work was in advance of endorsement by Executive and the development of the new specifications.

Members thanked Officers for the very informative workshops and engagements that were carried out.

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

- Updated Animal Policy (inc Welfare Statement)
- Updated Noise Policy
- Updated Internal Domestic Abuse Policy
- CCTV Code of Practice Update
- Health and Wellbeing Strategy

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

Select Scrutiny Committee

The principal functions of the Select Scrutiny Committee are to meet once per year as the Crime and Disorder Committee; and to consider any requests for the call-in of Executive decisions, which allows scrutiny members to challenge a decision made by the Executive or any of its individual portfolio holders, prior to the implementation. This gives the Select Scrutiny Committee the opportunity to examine a decision where particular concerns have been raised and respond accordingly.

There was one call-in request during 2022/23 on the Events and Culture in the City - Christmas 2023 and Beyond, which was considered on 14 March 2023. After consideration of all the evidence and submissions made, the Committee decided to refuse the call-in request.

The Committee sat as the Crime and Disorder Committee on 20 July 2022.

Housing Scrutiny Sub-Committee

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

Over the last twelve years the Council had been working with Lincoln Tenants Panel to improve external scrutiny and to meet standards implemented by the Tenant Services Authority.

From April 2010 all social landlords were required to have local offers in place alongside the national standards as set out in the new Regulatory Framework for Social Housing, which was amended with effect from April 2012 although the principles remained the same.

The Committee met five times during 2022/23 and considered many reports which included the following topics:

- Housing Finance
- Scheduled Repairs Update
- Asset Management Strategy Workshops
- Allocations Updates
- Lincoln Tenant's Panel Review of Constitution
- Anti-Social Behaviour Update
- Planned Works 2022-23
- De Wint Court Update
- Tenant Involvement Strategy 2022-23
- Housing Revenue Account Business Plan 2023/28
- Homelessness and Rough Sleepers Update
- Draft Policy- Downsizing Incentive Scheme
- Tenancy Sustainment Update
- Kier Contract-Final Account Settlement
- Fire Safety Update
- Lincoln Tenants' Panel Annual Report
- Target Setting 2023/24
- Report by Councillor Donald Nannestad, Portfolio Holder for Quality Housing

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

Contact Us

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POLICY SCRUTINY COMMITTEE**3 OCTOBER 2023**

SUBJECT: POLICY SCRUTINY WORK PROGRAMME 2023/24 AND EXECUTIVE WORK PROGRAMME UPDATE

REPORT BY: CHIEF EXECUTIVE & TOWN CLERK

LEAD OFFICER: CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

- 1.1 To present the Policy Scrutiny Committee Work Programme for 2023/24 and receive comments and considerations from members of potential further items for discussion in the municipal year 2023/2024.
- 1.2 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 2023/24 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
 Email: claire.turner@lincoln.gov.uk

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Policy Scrutiny Committee Work Programme – Timetable for 2023/24

13 June 2023

Item(s)	Responsible Person(s)	Comments
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2023 -2024	Democratic Services	Regular Report
Protecting Vulnerable People	Emily Holmes/Joanne Smith	
Events and Culture – Christmas in Lincoln 2023 and beyond – Programme of Events	Simon Walters	Verbal presentation
Lincoln Central Market Policies.	Kate Ellis	Presentation

15 August 2023

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023-2024 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Public Space Protection Order – Renewal	Ben Jackson	

3 October 2023

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023 -2024	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Waste and Cleansing Contract Specification.	Steve Bird	
Parks Income Policy	Steve Bird	
Corporate Document Review	Emily Holmes/ Michelle Hoyles	Annual Report
Localised Council Tax Support Scheme 2024-25	Martin Walmsely	
Scrutiny Annual Report 2022/23	Democratic Services	

21 November 2023

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023-2024 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

9 January 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023-2024 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

12 March 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024-2025 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

Unscheduled Items.

Downsizing incentive scheme proposal
 Post Implementation Review – Public Conveniences
 Recycling- paper and card collections proposal
 Annual Review of County Homelessness Strategy

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EXECUTIVE WORK PROGRAMME

September 2023 - August 2024

NOTES

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

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

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

EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
18 September 2023	Public Space Protection Order	The renewal of the Multi-storey Carp Parks Public Space Protection Order.	Executive	Yes	Public
18 September 2023	Localised Council Tax Support Scheme 2024/25	To consider options for consultation for a Council Tax Support Scheme 2024/25	Executive	Yes	Public
18 September 2023	Management of Communal Areas Policy	To approve the introduction of a Management of Communal Area's Policy	Executive	No	Public
16 October 2023	Repairs Policy Update	To update the Repairs Policy for housing stock	Executive	No	Public
16 October 2023	Housing Pipeline Approach	Decision on the approach to developing a housing pipeline on City Council owned land	Executive	Yes	Public
16 October 2023	Waste and Cleansing Contract Documents	To proceed to invite tenders for this work.	Executive	Yes	Public
16 October 2023	SETTING THE 2024/25 BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY 2024/25 – 2028/29	<p>a) note the significant financial challenges and risks that the Council faces, particularly the unplanned, and unavoidable increasing cost pressures.</p> <p>b) note the projected budget parameters for 2024/25 and future years and note the planning assumptions, as set out in Appendix A,</p>	Executive	No	Public

		c) note the budget, strategic and service planning preparation programme, set out in Appendix B.			
16 October 2023	Housing Management - Management of Change	Approval	Executive	No	Private
16 October 2023	SAFER STREETS ROUND 5 BID SUBMITTED	Recruitment of additional permanent staff to meet the requirements of the bid submission	Executive	Yes	Private
20 November 2023	HRA Business Plan	Approval	Executive	Yes	Public
20 November 2023	Transfer of selected museum artefacts to Lincolnshire County Council	Transfer of selected museum artefacts to Lincolnshire County Council	Executive	No	Public
20 November 2023	Statement of Accounts 2022/23	To note the final Statement of Accounts	Executive	No	Public
20 November 2023	Treasury Management and Prudential Code Update - Half Year to Sept 2023	To note the Prudential and Local Indicators and the performance against the Treasury Management Strategy 23/24	Executive	No	Public
20 November 2023	Financial Performance Quarterly Monitoring	To present to Executive the second quarter's financial performance 2023/24	Executive	No	Public
19 February 2024	Financial Performance Quarterly Monitoring	To present to Executive the third quarter's financial performance 2023/24	Executive	No	Public

19 February 2024	Treasury Management and Prudential Code Update - Quarter 3	Executive to note the Prudential and Local Indicators against actual performance for Quarter 2	Executive	No	Public
28 May 2024	Treasury Management Stewardship and Actual Prudential Indicators Report 2023/24 (Outturn)	To review the treasury management out-turn of the City of Lincoln Council 2023/24	Executive	No	Public
28 May 2024	Financial Performance Quarterly Monitoring	To present to Executive the fourth quarter's financial performance 2023/24	Executive	No	Public