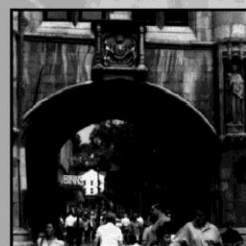




CITY OF
Lincoln
COUNCIL

Council Summons



For the meeting to be held on
Tuesday, 3 December 2024

This page is intentionally blank.

CITY OF LINCOLN COUNCIL

Sir/Madam,

You are hereby summoned to attend the meeting of the COUNCIL of the City of Lincoln to be held at The Guildhall, Saltergate, Lincoln, LN1 1DH on Tuesday, 3 December 2024 at 6.30 pm.



Chief Executive and Town Clerk

Angela Andrews

A G E N D A

SECTION A	Page(s)
1. Confirmation of Minutes - 08 October 2024	5 - 18
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.	
3. Mayor's Announcements	
4. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon	
5. Receive Any Questions under Council Procedure Rule 12 from Members and Provide Answers thereon	
6. Motion Under Council Procedure Rule 14 - Christmas Market	19 - 20
7. Receive Reports under Council Procedure Rule 2 (vi) from Members	
(a) Report by Councillor Naomi Tweddle, Portfolio Holder for Our People and Resources	21 - 52
(b) Report by Councillor Bob Bushell, Portfolio Holder for Remarkable Place	53 - 100
(c) Report by Councillor Gary Hewson, Chair of Performance Scrutiny Committee and Housing Scrutiny Sub-Committee	101 - 106

(d) Report by Councillor Chris Burke, Chair of Policy Scrutiny Committee	107 - 110
(e) Report by Councillor Emily Wood, Chair of Equality and Diversity Advisory Panel	111 - 118
8. To Consider the Following Recommendations of the Executive and Committees of the Council	
(a) Treasury Management Stewardship and Prudential Code Update Mid-Year Report -30 September 2024	119 - 136
(b) Gambling Act 2005 Triennial Review of Statement of Licensing Policy	137 - 194
9. Equality Journal April 2023 to March 2024	195 - 228
10. Establishment of the District Joint Committee - Greater Lincolnshire Devolution	229 - 246
11. Freedom of the City	247 - 248

Present: Councillor Alan Briggs (*in the Chair*),
 Councillor Debbie Armiger, Councillor Biff Bean,
 Councillor James Brown, Councillor Chris Burke,
 Councillor Sue Burke, Councillor Bob Bushell,
 Councillor Liz Bushell, Councillor Natasha Chapman,
 Councillor Martin Christopher, Councillor Annie Currier,
 Councillor Laura Danese, Councillor Thomas Dyer,
 Councillor Gary Hewson,
 Councillor Rebecca Longbottom, Councillor Bill Mara,
 Councillor Neil Murray, Councillor Lucinda Preston,
 Councillor Callum Roper, Councillor Anita Pritchard,
 Councillor Clare Smalley, Councillor Rachel Storer,
 Councillor Dylan Stothard, Councillor Naomi Twedde,
 Councillor Pat Vaughan, Councillor Calum Watt,
 Councillor Aiden Wells, Councillor Joshua Wells and
 Councillor Emily Wood

Apologies for Absence: Councillors Adrianna McNulty, Donald Nannestad,
 Hilton Spratt and Loraine Woolley

22. Declarations of Interest

There were no declarations of interest.

23. Confirmation of Minutes - 16 July 2024

RESOLVED that the minutes of the meeting held on 16 July 2024 be confirmed and signed by the Mayor as a correct record.

24. Mayor's Announcements

The Mayor was pleased to report on some of the activities he had undertaken since taking office, which included his attendance at the following:

- The Opening of the Cornhill Market, Lincoln
- A performance of Charlie and the Chocolate Factory at the New Theatre Royal in Lincoln
- Supporting the Royal Logistics Core at the Waggoners Challenge at Sledmere House
- Lincoln Shrievalty Association Annual General Meeting
- Lincolnshire Show
- Ecumenical Vespers at St Peter and St Paul's in Lincoln
- NW Counselling Hub Open Day
- Kyra Music Festival at the Epic Centre
- Watoto Children's Choir at Holy Cross Church
- The reburial of Mathew Finders in Donnington and welcoming the Mayor of Port Lincoln in South Australia to the event
- University of Lincoln Graduations
- Birthday celebrations of a constituent

25. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon

There were no questions received.

26. Receive Any Questions under Council Procedure Rule 12 from Members and Provide Answers thereon

Councillor Thomas Dyer to Councillor Joshua Wells

Question

The North Hykeham Relief Road is a significant infrastructure project which will provide significant traffic mitigation as well as vast economic benefits for both Lincoln and the wider region. What lobbying has the Executive member carried out to support Lincolnshire County Council with re securing this vital funding?

Answer

Completing the ring road around Lincoln had always been strongly advocated and supported by the Council. Both the Council and Lincoln businesses saw it as essential for the continued growth of Lincoln's economy which therefore benefited the wider area. The Council also recognised that the completed ring road was needed to support much needed house building as well as the next stage of actions to address climate change, removing more traffic from Lincoln's inner-city highway network, allowing the Council to promote better public transport and sustainable travel.

It was confirmed that conversations with Lincoln's MP had taken place, who had publicly supported the need for the project and he continued to talk with ministers in DfT about it.

Councillor Rachel Storer to Councillor Bob Bushell

Question

We were all shocked and saddened by the news of the reported events at the crematorium earlier this year. Can the Executive member provide Council with an update on what safeguards have been put in place following the tragic events announced in July?

Answer

It was reiterated that six families did not receive the level of care and service that they and their loved ones deserved and expected. The Council had spoken with all the families identified as being directly affected by this situation and it was working with them to agree on lasting tributes to their loved ones.

The Council had since brought in experienced industry professionals to support the operation of the crematorium. Those experts had helped the Council review all of its policies and procedures and, where improvements had been suggested, they had been made. The Council was committed to delivering a professional service and the Portfolio Holder wished to reassure anyone using the crematorium that the high standards required were being met. The Council had been reassured by the feedback that had been received in recent weeks from

everyone involved, and the Portfolio Holder was heartened to know the improvements the Council had made were noted and appreciated.

Supplementary Question

Please can councillors receive a fuller private briefing on this matter?

Answer

Yes, a private briefing could be arranged for councillors.

Councillor Bill Mara to Councillor Joshua Wells

Question

After only a few weeks since its opening, businesses are already complaining that the Cornhill Market is “not sustainable”. Can the Executive member explain how he is supporting the struggling market traders?

Answer

Since opening on 17 May 2024, the Market had been a real success and the Portfolio Holder was particularly pleased that it had won the Regeneration Restoration Project of the Year at the East Midlands Property Awards, which had recognised not just the building itself, but also the platform it had given to new start-up and small independent businesses in the City.

There were 30 main stalls of which only two were vacant with active discussions on-going with five businesses about leasing the vacant space.

While the Council reviewed the viability of a permanent fishmonger and butcher option in the market, it continued to explore how it used the space at Cornhill Market. The weekly Lincolnshire Local Pop-up on a Wednesday on City Square hosted meat, fish and vegetable products.

The vast majority of businesses in the market were trading well and were adapting their business models which was already seeing growth for two of the businesses who were being supported by the team.

The Council continued to support all traders in the market, which had included support from the Council's business adviser, a 3-month rent-free period and a range of marketing activity which would continue to build, including:

- Billboard advertising
- Posters and leaflets
- Consistent and regular social media activity across various platforms
- Internal events such as the Rock Retro clothes sale this past weekend
- Themes related to fringe activity such as Lincoln Pride, Halloween and Christmas

Of those 28 businesses, two had given notice:

- Flippin Crepes – this was owing to their business model being better suited to events where they held 100% market share (the need to be mobile and attend food fairs across the Midlands)

- Bradfords Plants – this business had recently purchased a shop in another part of the city. For reference, this was the trader that featured in the headlines recently and was deeply upset that their words had been taken out of context.

The Council continued to review its market offer as a whole, including the cost of operating as a stall holder. What the Council offered was a space that businesses could use to test and tweak their business plans in the hope that one day, they could take on an independent premises of their own.

Supplementary Question

Has the Council engaged with the current traders to establish whether any had plans to leave the market?

Answer

It was confirmed that the market team was in constant communication with all businesses in the market, undertaking daily visits and seeing if anything could be improved.

Councillor Martin Christopher to Councillor Donald Nannestad (*Councillor Naomi Tweddle answered in Councillor Nannestad's absence*)

Question

Could the Portfolio Holder for Quality Housing provide figures on the number of complaints/enforcement actions taken against private landlords for homes falling below standards, ideally with a breakdown between HMO/Standard lets?

Answer

During the period from 1 April 2023 to 7 October 2024, the Private Sector Housing Team had investigated 188 complaints. Of this number, 30 complaints had been in respect of disrepair in houses in multiple occupation. In all cases enforcement actions would have been taken and the level of enforcement action would be dependent on the level of co-operation of the landlord. 133 formal inspections had been carried out, fourteen formal notices had been served of which four were of the highest category of an emergency prohibition order. The wards that had received the highest number of complaints were Park: 68, Carholme: 40 and Abbey: 34.

Councillor James Brown to Councillor Sue Burke

Question

How many Fixed Penalty Notices were issued for fly tipping and bins on streets per ward in the last calendar year?

Answer

The figures for the last calendar year 2023 were as follows:

Bins on street Fixed Penalty Notices:

- Abbey - 2
- Carholme - 2
- Park - 11

Fly-tipping Fixed Penalty Notices:

- Abbey - 13
- Moorland - 1
- Park - 13

The Council was asked to note that Fixed Penalty Notices were not the only enforcement tool available to use against Fly-tipping and bins on streets.

There were several stages before the Fixed Penalty Notices stage. For example, with bins on street, the Council would issue a community protection warning and tag the bin. However, if it continued to happen, the Council would issue a Fixed Penalty Notice. If this was not paid, the Council would consider whether it was feasible to take the matter to court for a prosecution.

The Council wanted to make people aware that it took fly tipping seriously and wanted to work with residents to put a stop to this crime. The Council ran weeks of action where it educated residents about fly tipping. In the Sincil Bank area, where there were circa 6000 residents, the Council had carried out its 2nd week of action in March 2024. This remained an ongoing issue across the country.

The Portfolio Holder requested that if councillors and residents saw fly tipping or bins on streets to report it with as much information possible, including photographs and car registrations. There were links on the Council's website to report fly tipping or bins left on streets, or this could be done via Fix my Street, which was a useful App available on mobile devices.

Supplementary Question

What percentage of the Fixed Penalty Notices, which had been issued, had been paid?

Answer

This information would be provided to the councillor via email, as it was not available at the meeting.

Councillor Clare Smalley to Councillor Naomi Tweddle

Question

Following the first 140 days as Leader of the Council, can the Leader tell us what the greatest challenge has been so far?

Answer

The Leader of the Council reflected on the challenges since being appointed to the position. The Leader believed her biggest challenge was managing her home life and being a new leader of a council, as she was currently on maternity leave with a young family and therefore had to manage her time. However, she reflected on the support she had been provided from councillor colleagues and council officers since being in the role, making particular reference to the valuable support of the Business Management Team.

Supplementary Question

Is there anything the Leader would have done differently in hindsight?

Answer

The Leader advised that she did not believe she could have done anything any differently.

Councillor Natasha Chapman to Councillor Bob Bushell

Question

While other parts of the city had community facilities, several of which had been recently revamped, there were none currently in Abbey Ward. Will the council commit to turning the old bowls club on Monks Road into a community facility?

Answer

The Portfolio Holder advised that it was regrettable that the bowls club had ceased operating at the Pavilion on Monks Road, but this had demonstrated a general decline in bowls as an outdoor sport across the city and wider, with other clubs also folding. Whilst the City Council did not currently have the financial resources to upgrade or develop this facility, it was open to exploring options if there was a community group operating locally who might wish to consider taking on and managing the facility - providing their proposed activities would meet the core values and principles of the Council, were a good fit with the neighbourhood it was located within, and they could demonstrate a sustainable business case for its use.

27. Motion Under Council Procedure Rule 14 - Winter Fuel Allowance

Councillor Tom Dyer moved the following motion:

“The City of Lincoln Council notes:

“The Labour government's reckless decision to slash the Winter Fuel Payment for the vast majority of pensioners, including the 170,000 in Lincolnshire and 12,875 in Lincoln without consideration for the devastating consequences.

“The shocking impact of this cut, with Age UK warning that 2 million pensioners who desperately need the money to keep warm this winter will be left out in the cold – among them, thousands in Lincoln.

“The critical importance of Winter Fuel Payments in helping older residents in Lincoln and across the UK afford basic heating during the harshest months, preventing catastrophic ‘heat or eat’ scenarios and safeguarding lives.

“The scathing condemnation from Age UK, the Countryside Alliance, and numerous charities, which have exposed the gross social injustice and the severe health risks that this ill-conceived policy change will inflict on the nation’s elderly.

“The additional burden this decision will place on vulnerable pensioners, many of whom do not claim Pension Credit despite being eligible, further driving them into poverty and leaving them to suffer in silence.

“This Council believes:

“That the Winter Fuel Payment has been a lifeline for countless older people in Lincoln, and the government’s decision to rip it away from all but those on Pension Credit will drive many pensioners into severe financial hardship, undermining their health and well-being.

“That this reckless decision will force many thousands across Lincoln, who sit just above the Pension Credit cut-off, into an unforgiving position, leaving them struggling to survive as their energy costs increase.

“The government’s decision to means-test Winter Fuel Payments, especially at such short notice and without providing adequate alternative support, is heartless and demonstrates a shocking disregard for the lives of our most vulnerable older residents.

“That the government has utterly failed to address the barriers and stigma which prevent eligible pensioners from claiming Pension Credit, leaving countless elderly people stranded without vital support at a time when they need it most.

“Council resolves to:

“Immediately launch a Council-led local awareness campaign to inform those eligible for Pension Credit, which in turn could offer some access to Winter Fuel Payments, though this falls far short of addressing the broader crisis caused by the government’s decision.

“The Council Leader writes to the Chancellor of the Exchequer and Lincoln’s MP, condemning this heartless cut to the Winter Fuel Payment, and urging an immediate reversal of the decision to means-test the payment. The Council also calls on the government to provide immediate relief to vulnerable pensioners on low incomes, particularly those who do not claim Pension Credit but are struggling with fuel poverty.

“Publicly support Age UK’s ‘Save the Winter Fuel Payment for Struggling Pensioners’ petition and urge every Council member to sign and actively promote the petition, as well as calling on other councils across the country to do the same.

“Step up efforts within the Council to promote Pension Credit uptake by engaging directly with local charities, community groups, and other partners, ensuring that every eligible pensioner in Lincolnshire receives the financial support they are entitled to, in spite of the government’s callous disregard for their well-being.”

The above motion was seconded by Councillor Rachel Storer, who reserved her right to speak.

The following amendment to the motion was moved by Councillor Naomi Tweddle:

“Delete all after “The City of Lincoln Council notes:..” and insert:

“That due to the previous Conservative Government’s mismanagement of the economy which left a vast hole in the country’s finances, the incoming Government has introduced means testing for Winter Fuel Allowance payments.

“That the previous government utterly failed to address the barriers and stigma which prevented eligible pensioners from claiming Pension Credit.

“Council notes that our local authority has a strong record on providing cost of living support and reducing inequality in the City, consistently over a number of years. This has previously been reflected in the Council winning a national award for its work to reduce poverty in the city.

“Let’s reduce inequality remains one of our strategic priorities and we continue to carry out a huge amount of work to help our residents through the cost-of-living crisis, generated by the failings of the previous Conservative Government.

“This work has included and continues to include:

“Distribution of more than £2 million to individual residents and organisations via the Household Support Fund to help alleviate fuel and food poverty including more than 13,000 individual awards. Council notes that the Labour Government has extended the Household Support Fund until March 2025 which will help further support those in need in Lincoln this winter.

“Distribution of the Council Tax energy rebate, the energy bill support scheme and Discretionary Housing Payments.

“One of the most generous Council Tax Support Scheme in the country.

“Funding a full-time Cost of Living Co-Ordinator role to further ensure dedicated resource is in place to alleviate cost of living pressures, including pensioner, child and fuel poverty.

“The Welfare Team continues to be proactive in contacting those who may benefit from the Pension Credit and is working with Partners to publicise support available. The Council will continue to lead on this via the Lincolnshire Financial Inclusion Partnership.

“Noting that the means testing of Winter Fuel Allowance Payments was not a decision within our control the Council resolves to:

- “Continue to carry out a campaign to further encourage the take up of Pension Credits and to direct residents to additional local support available to older people across the city.
- “To assess where the Council might be able to provide further support to those affected by the changes to the Winter Fuel Payment
- “Carry out a refresh of the authority’s anti-poverty strategy and work with partners, including Acts Trust, Local Motion and Bridge Church, to further assist residents who are struggling due to the cost-of-living crisis generated by the previous Conservative Government.
- “Request the Leader of the Council to write to the Chancellor of the Exchequer and Lincoln’s MP expressing our concern about the lack of take up of Pension Credit and therefore the ability of poorer pensioners to access the Winter Fuel Payment.”

The above amendment was seconded by Councillor Rebecca Longbottom, who reserved her right to speak.

During discussion of the amendment, the following points were noted:

- It was confirmed by the City Solicitor that the amendment was valid and in accordance with the Council’s Constitution and there was no requirement to share amendments in advance of the Council meeting.

Note: At this stage in proceedings, the meeting adjourned for ten minutes to enable councillors to read the amendment.

- Some councillors challenged the amendment and felt it was in poor taste to delete entire text and replace it with their own wording, despite it being constitutionally permissible, as in essence it had changed the meaning behind the motion. A councillor commented for this reason they would not support the amendment.
- It was commented that the changes in Winter Fuel Payments was ill-timed, particularly when the Government had also committed to inflation busting pay rises within the NHS.

Councillor Rebecca Longbottom, who had reserved her right to speak, advised that the amendment reflected a truer picture as to what was happening in Lincoln, rather than the original motion which was generic and did not take into account this situation locally.

Councillor Dyer, who had moved the original motion, was invited to give his right of reply. He was disappointed that the amendment had not been shared by the Leader of the Council with opposition group leaders in advance of the meeting. Furthermore it was felt that the changes in Winter Fuel Payments were not supporting the country’s most vulnerable and it was being used as a way of funding the ‘black hole’ at the expense of pensioners.

Upon being put to the vote, the amendment was carried and became the substantive motion.

The Leader of the Council, who had moved what had become the substantive motion, was invited to give her right of reply. She reiterated that the motion

accurately reflected the position in Lincoln and also reflected on all of the Conservative cuts which had been carried out during their time in Government. The Leader reiterated that this decision was not taken locally and was a decision by the Labour Government, who were having to make difficult decisions nationally, owing to the situation it had been left with.

Upon the substantive motion being put to the vote, it was

RESOLVED

That the City of Lincoln Council notes:

That due to the previous Conservative Government's mismanagement of the economy which left a vast hole in the country's finances, the incoming Government has introduced means testing for Winter Fuel Allowance payments.

That the previous government utterly failed to address the barriers and stigma which prevented eligible pensioners from claiming Pension Credit.

Council notes that our local authority has a strong record on providing cost of living support and reducing inequality in the City, consistently over a number of years. This has previously been reflected in the Council winning a national award for its work to reduce poverty in the city.

Let's reduce inequality remains one of our strategic priorities and we continue to carry out a huge amount of work to help our residents through the cost-of-living crisis, generated by the failings of the previous Conservative Government.

This work has included and continues to include:

Distribution of more than £2 million to individual residents and organisations via the Household Support Fund to help alleviate fuel and food poverty including more than 13,000 individual awards. Council notes that the Labour Government has extended the Household Support Fund until March 2025 which will help further support those in need in Lincoln this winter.

Distribution of the Council Tax energy rebate, the Energy Bill Support Scheme and Discretionary Housing Payments.

One of the most generous Council Tax Support Scheme in the country.

Funding a full-time Cost of Living Co-Ordinator role to further ensure dedicated resource is in place to alleviate cost of living pressures, including pensioner, child and fuel poverty.

The Welfare Team continues to be proactive in contacting those who may benefit from the Pension Credit and is working with Partners to publicise support available. The Council will continue to lead on this via the Lincolnshire Financial Inclusion Partnership.

Noting that the means testing of Winter Fuel Allowance Payments was not a decision within our control the Council resolves to:

- Continue to carry out a campaign to further encourage the take up of Pension Credits and to direct residents to additional local support available to older people across the city.
- To assess where the Council might be able to provide further support to those affected by the changes to the Winter Fuel Payment
- Carry out a refresh of the authority's anti-poverty strategy and work with partners, including Acts Trust, Local Motion and Bridge Church, to further assist residents who are struggling due to the cost-of-living crisis generated by the previous Conservative Government.
- Request the Leader of the Council to write to the Chancellor of the Exchequer and Lincoln's MP expressing our concern about the lack of take up of Pension Credit and therefore the ability of poorer pensioners to access the Winter Fuel Payment.

28. Motion Under Council Procedure Rule 14 - Two Child Benefit Cap

Councillor James Brown moved the following motion:

"The Council notes:

- "The Two Child limit to benefit payments was introduced by the Conservative Government in 2017.
- "1.5 million children in the UK live in households subject to the two-child limit on benefit payments. That is roughly one-in-ten children in the UK.
- "In 2023/24 the two-child limit cost families up to £3,235 per child each year.
- "There is a strong correlation between families affected by the two-child limit and those who are living in poverty.
- "The percentage of children living in low-income families in Lincoln in 2023 was found to be above the rate for England overall.
- "Scrapping the two-child limit would lift 250,000 children out of poverty overnight, and significantly reduce the level of poverty that a further 850,000 children live in. *
- "That scrapping the two-child limit would cost £1.3 billion, however it is estimated that child poverty costs the economy £39 billion each year. *
- "In Lincoln, 2,695 children are currently affected by the two-child limit to benefit payments. That is 14% of all children in the local authority area. At the same time 6,858 local children are living in poverty. *
- "Most families receiving Universal Credit are in work and many are struggling for reasons beyond their control – such as a family break-up, the death of a partner or losing a job.
- "The stance of the Labour Government who are committed to keeping the cap – going as far as suspending the whip from MPs who rebelled against this position.

"The Council believes that:

- "The two-child limit to benefit payments is a cruel and harmful policy that should be scrapped. Research from the University of York has shown its introduction has had no positive impacts on employment and earnings. Instead, it has dragged thousands of local families into poverty.

“Council resolves:

- “That the Leader of the Council writes to the Chancellor of the Exchequer and the Prime Minister indicating the City of Lincoln Council's strong belief that the two child limit to benefit payments should be scrapped – which would help 2,695 children living in Lincoln.
- “That the Leader of the Council writes to Hamish Falconer, the Member of Parliament for Lincoln, asking him to commit his public support to the campaign to end the cruel two child limit to benefit payments.
- “To ensure the number of children a family has is considered when a hardship grant is given out by the council.”

*(*Research conducted by the End Child Poverty Coalition.)*

The above motion was seconded by Councillor Martin Christopher, who advised this would act as a positive step in reducing child poverty and was pleased to support the motion for the reasons identified by Councillor Brown.

The following amendment to the motion was moved by Councillor Naomi Tweddle:

“Delete all after:

“The Council notes:

- “The Two Child limit to benefit payments was introduced by the Conservative Government in 2017.
- “1.5 million children in the UK live in households subject to the two-child limit on benefit payments. That is roughly one-in-ten children in the UK.
- “In 2023/24 the two-child limit cost families up to £3,235 per child each year.”

“and insert

- “The huge financial failures the Labour Government has inherited from the previous Conservative administration, including a significant financial black hole and a significant number of unfunded policies and projects.
- “The effects of austerity imposed originally by the Conservative and Liberal Democrat Coalition in 2010, which was a significant factor in increasing poverty, including child poverty.
- “The Labour Government has made it clear that they will lift the Two Child limit when fiscal conditions allow.

“This Council resolves to:

- “Request that the Leader of the Council write to the Chancellor of the Exchequer and the MP for Lincoln urging that lifting the Two Child Benefit cap should be a priority, when the financial position allows.
- “Conduct a publicity campaign with partners to assist families who are struggling with the cost-of-living crisis, which was inherited from the Conservative Government, to claim the full amount of benefits they are entitled to.

- “Carry out an assessment of child poverty and its effect on Lincoln families in a refresh of the Authority’s anti-poverty strategy.”

The above amendment was seconded by Councillor Joshua Wells, who reserved his right to speak.

Note: At this stage in proceedings, the meeting adjourned for ten minutes to enable councillors to read the amendment.

During discussion on the amendment, the following points were noted:

- It was reiterated that the two child limit to benefit payments caused suffering within families and to children, which needed to be addressed and the amendment appeared to agree with this premise, as it recognised that the Labour Government would only remove this limit when fiscal conditions allowed.
- A councillor commented that he would be abstaining from the vote as the amendment, which referred to national politics, meant that it was not possible for him to support the motion, whereas if these references were not included he may have been able to do so.

Councillor Joshua Wells, who had reserved his right to speak, sought support on the amendment advising it was the correct thing to do in urging the Chancellor and the MP for Lincoln to remove the cap as a priority when fiscal conditions allowed.

Councillor James Brown, who had moved the original motion, was invited to give his right of reply. Councillor Brown was disappointed that the amendment had watered down the motion, as children should be the priority and should not be placed in poverty as a result of Government policy. It was for this reason he urged Council to vote against the amendment.

Upon being put to the vote, the amendment was carried and became the substantive motion.

During discussion on the substantive motion, the following points were noted:

- A councillor sought additional assurances from the Leader of the Council that this would be revisited regularly so that dialogue remained open between the Council and the MP and Chancellor of the Exchequer to ensure this cap was lifted as soon as possible. It was also suggested that clarification be sought on the length of time it could take to lift the cap, as it was not deemed good enough that children were living in poverty as a result of Government policy.

The Leader of the Council, who had moved what had become the substantive motion, was invited to give her right of reply. The Leader reiterated the horrendous situation that the Labour Government had inherited from the previous Government, which had meant that difficult decisions were having to be taken. However, the Labour Party was committed to reducing child poverty. The Council would regularly review progress with removing this cap and would continue to lobby Government and the Lincoln MP.

Upon the substantive motion being put to the vote, it was

RESOLVED

That the Council notes:

- The Two Child limit to benefit payments was introduced by the Conservative Government in 2017.
- 1.5 million children in the UK live in households subject to the two-child limit on benefit payments. That is roughly one-in-ten children in the UK.
- In 2023/24 the two-child limit cost families up to £3,235 per child each year.
- The huge financial failures the Labour Government has inherited from the previous Conservative administration, including a significant financial black hole and a significant number of unfunded policies and projects.
- The effects of austerity imposed originally by the Conservative and Liberal Democrat Coalition in 2010, which was a significant factor in increasing poverty, including child poverty.
- The Labour Government has made it clear that they will lift the Two Child limit when fiscal conditions allow.

That this Council resolves to:

- Request that the Leader of the Council write to the Chancellor of the Exchequer and the MP for Lincoln urging that lifting the Two Child Benefit cap should be a priority, when the financial position allows.
- Conduct a publicity campaign with partners to assist families who are struggling with the cost-of-living crisis, which was inherited from the Conservative Government, to claim the full amount of benefits they are entitled to.
- Carry out an assessment of child poverty and its effect on Lincoln families in a refresh of the Authority's anti-poverty strategy.

29. Receive Reports under Council Procedure Rule 2 (vi) from Members

(a) Report by Councillor S Burke, Portfolio Holder for Reducing Inequality

Councillor Sue Burke, Portfolio Holder for Reducing Inequality, presented her report to Council, as detailed on pages 17 – 40 of the agenda pack.

The content of the report was noted.

30. To Consider the Following Recommendations of the Executive and Committees of the Council

(a) Licensing Act 2003 Statement of Policy

It was moved, seconded and

RESOLVED that the draft Statement of Licensing Policy 2024-2029 under the Licensing Act 2003, as detailed at Appendix B to the report, be approved.

Christmas Market Motion

Proposer: Cllr Clare Smalley

Seconder: Cllr James Brown

Council notes:

- In February 2023 the executive of the City Council decided to cancel the Lincoln Christmas Market from 2023 onwards.
- Despite a successful Christmas Market in 2022 that attracted over 320,000 people to our city.
- That the replacement events programme has not attracted the same number of people or the same publicity to our city.

Council believes:

- That the decision to cancel the market was done in haste and without proper consultation of stallholders, local businesses, residents and visitors to see what changes could have been made to the market without a cancellation.
- A Christmas Market in Lincoln is a vital part of the local economy and provides income to hotels, restaurants and shops of all kinds in the city.
- The previous incarnation of the Christmas Market was not perfect and had issues around overcrowding and safety. However, events of a much bigger magnitude are run across the country and there are lessons to be learnt on how to run such an event in a safe and secure manner.

Council resolves:

- That the executive should consult stallholders, local businesses, residents and visitors on what they would like to see in a future Lincoln Christmas Market.
- That the Leader of the Council bring an item to the Executive agenda in the next 6 months to vote on "Bringing back a safe and sustainable Lincoln Christmas Market".

This page is intentionally blank.

COUNCIL

3 DECEMBER 2024

SUBJECT:	REPORT BY COUNCILLOR NAOMI TWEDDLE, PORTFOLIO HOLDER FOR OUR PEOPLE AND RESOURCES
REPORT BY:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	ALI HEWSON, SENIOR DEMOCRATIC SERVICES OFFICER

1. Note for Council

- 1.1 During the summer, a full review of Portfolio Holder responsibilities was undertaken to help ensure the responsibilities continued to successfully align with the objectives of each portfolio.
- 1.2 Councillor Tweddle was assigned to the Executive post of Portfolio Holder for Climate and Corporate Strategy at the Council meeting held on 16 July 2024 reflecting the changes to her portfolio responsibilities.
- 1.3 This annual Portfolio Holder report provides an update on the work progressed by the services under the Portfolio Holder for Our People and Resources during the 12 months preceding this change and builds on former Cllr Metcalfe's previous report for this portfolio. A report was presented to Performance Scrutiny Committee on 15th August covering Our People and Resources.
- 1.4 Additionally, on 26th September, an update on Addressing the Challenge of Climate Change was presented to Performance Scrutiny.
- 1.5 The next report by the Portfolio Holder for Climate Change and Corporate Strategy during the 2025/26 Municipal year will reflect the revised changes to the responsibilities.
- 1.6 This report to Council includes the Climate Change update as an appendix to provide information on progress to Council on this important area.

List of Background Papers:

Lead Officer: Ali Hewson, Senior Democratic Services Officer
Telephone – 873372

This page is intentionally blank.

REPORT UNDER RULE 2(vi) OF THE COUNCIL PROCEDURE RULES

Report by Cllr Naomi Tweddle
– Portfolio Holder for Our People and Resources

1	Introduction
1.1	<p>In May 2024 I took up the position of Leader of the Council and Portfolio Holder for Our People and Resources, taking over these roles from Cllr Ric Metcalfe.</p> <p>I would like to express my personal thanks to Cllr Metcalfe for his dedication to the City of Lincoln and the City of Lincoln Council over the past 40 years, both as a city councillor but also in the role of Leader, which he held for over 20 years. This dedication has been instrumental in helping the city to thrive and become a leading location for residents and businesses.</p> <p>Over the past year in my previous role as Portfolio Holder for Inclusive Economic Growth and as a member of the council's Executive, it has been extremely uplifting to see the council continue to work hard to provide invaluable support to our residents and businesses. This has been at such a difficult time for many due to the ongoing cost of living pressures.</p> <p>Alongside providing this invaluable support, the council has also continued to progress many exciting projects in the city to further improve the resident, business and visitor experience. I would like to thank all council staff and members for their devotion to both the city and to the council.</p> <p>Whilst I have only recently taken up the position of Portfolio Holder for Climate and Corporate Strategy, and there have been recent changes to the portfolio remits, this annual Portfolio Holder report provides an update on the work progressed by the services under the portfolio during the previous 12 months and builds on Cllr Metcalfe's previous report for this portfolio. The areas covered within the report include:</p> <ul style="list-style-type: none"> - Financial Sustainability - Revenues and Benefits Shared Service - Procurement - Property Services / Asset Management - Emergency Planning - Business Continuity - Risk Management - Corporate Health & Safety - Safety Assurance Team - Human Resources - Work Based Learning - Craft Apprenticeship Scheme - Corporate Communications and Media Relations - Civic and International Partnerships - Legal Services

	<p>The council's Medium Term Financial Strategy 2024-2025 sets out a need to deliver total annual revenue savings of £1.75m by 2027/28. Despite the growing financial pressures the council is facing, over the year ahead we must ensure the council continues to provide the best support possible to our residents and business to help them to navigate the enduring cost of living pressures, whilst also continuing to deliver a range of great projects to help our city to develop and progress even further.</p> <p>With the dedication and commitment of our staff, members and partners, I am confident we will once again overcome the challenges ahead and ensure Lincoln continues to be a leading city and destination in both the East Midlands and in England.</p>
2	The Council's Priorities
2.1	Section two of my report provides an overview of the key activities delivered by the council to support our employees and Lincoln's residents during the past 12 months.
2.2	<p><u>Our People</u></p> <p>Driven by the ongoing cost of living challenges, throughout the past year council staff have continued to ensure our residents and businesses have received the essential support they require to help them navigate this challenging time. This support has been provided in many different forms from a wide range of service areas and has been the highest focus for the council during this period.</p> <p>Without the dedication and commitment of our staff, it would not have been possible to provide such a high level of support. It has therefore been essential that we have continued to support our staff as far as possible through a range of routes.</p> <p>To support our staff through this challenging time, like many other local authorities and businesses, we have continued to support staff to work both from home and from work. This has demonstrated to our staff the council's commitment and flexibility towards meeting both their needs and the council's needs during these challenging times.</p> <p>In addition, the council has also continued to ensure our staff have received a range of training measures during the year to help them to undertake their role to the best of their ability, together with to help them to develop their skill set further.</p> <p>To help our staff to save money on a range of essential and non-essential products and services, we have continued to provide staff with a benefits scheme. Additionally, we have also provided a range of support and guidance sessions to our staff to help promote both healthy living and positive mental health.</p> <p>Human Resources owned policies have also continued to be reviewed at the required frequency, helping to ensure these policies continue to remain clear, include best practice also comply with legislation.</p> <p>Further details on the support provided to our staff during the past year is provided within the Human Resources update in section 12 of this report.</p>

2.3	<p><u>Our Resources</u></p> <p>Over the past 12 months the council has worked hard to ensure essential support has continued to reach those in need. Some examples of this ongoing work are provided below –</p> <ul style="list-style-type: none"> • Our Customer Service Team, which is the customer’s first point of contact in many cases, has continued to answer a growing number of telephone, online and e-mail enquiries from our residents looking to access support • The council’s Safeguarding Lead has continued to make good progress in embedding safeguarding across the council and has continued to participate in multi-agency working to ensure support is provided to those in need • The council’s Housing Investment Team has continued to work hard to ensure our tenants are provided with homes which meet the decent homes standard and ensure void properties are returned to use as quickly as possible • Our residents who are homeless or at risk of becoming homeless have continued to receive essential support from the council’s Housing Solutions Team. • Our Housing Solutions Team has also continued to provide vital support for asylum seekers and refugees moving to Lincoln • The council’s Neighbourhood Team has continued to work hard to engage with Lincoln’s diverse communities and ensure our communities are aware of the support available to them to help navigate the current cost of living pressures • The council’s Revenues and Benefits Team has continued to experience significant levels of demand, which has continued to be further impacted by the delivery of several additional schemes to assist residents and businesses through the ongoing cost of living challenges - The team has continued to provide a significant level of positive, proactive and holistic support to our service users. • Our Welfare and Cost of Living Support teams have ensured our residents have continued to receive prompt, essential welfare, benefits and cost of living advice and support • Through effective use of the council’s social media channels and website, the council’s Communications Team has continued to ensure our residents and businesses are aware of the support available to them and how to access this • To help develop the skills of our residents and to help them into work, we have continued to deliver successful corporate and craft apprenticeship schemes - in May 2024 this hard work was recognised through the council being awarded the Greater Lincolnshire Apprenticeship Employer Champion 2024 Award.
2.4	<p><u>Strategic Plan - Vision 2025</u></p> <p>The delivery of the council’s Vision 2025 strategic plan to date has been extremely challenging as a result of the financial and resource pressures faced by the council over recent years. This is largely as a result of the pandemic and the subsequent cost of living impacts.</p> <p>The council’s Vision 2025 strategic plan is available via the council’s website – <u>Vision 2025 Strategic Plan</u></p>
2.5	<p>Despite these challenges a wide range of projects and activities have been delivered, which have collectively had a positive impact on our city, our residents and our</p>

	<p>businesses, some of which would not have been possible without the support of our partners.</p> <p>Recently the council produced a 'Vision 2025 Celebrating our Progress' report, which highlights the key projects and activities delivered to date. This report also includes some inspiring case studies demonstrating the real positive impact of these Vision 2025 projects and activities on Lincoln's communities during this challenging time.</p> <p>Members are likely to have read this extremely encouraging and interesting review already, however, if you have not had the opportunity to do so yet or would like to refresh your knowledge on the contents, the document can be accessed via the following link – Vision 2025 Celebrating our Progress</p>
2.6	With Vision 2025 coming to an end this year, service areas and the leadership team are working hard to develop the council's next five year strategic plan, Vision 2030, which will outline the key areas of focus for the council and the key projects the council will look to deliver through to 2030. Members will be provided with further details and will have the opportunity to contribute to this vital piece of work as this progresses throughout 2024.
2.7	Provided below is an update on the key workstreams and achievements of each service area, which fall under the portfolio of 'Our People and Resources' focusing on the previous 12 months.
3	Financial Sustainability
3.1	Like most councils, over the last twelve months we have continued to face substantial funding pressures, with the same economic hardship that affects individuals having a corresponding impact on the council. Inflation makes everything more expensive, affecting; the cost of the day-to-day goods and services we buy; our pay bill; and the cost of construction and higher borrowing rates increase the cost of our capital schemes. The cost-of-living crisis has increased the demand for council services, especially the services delivered to the most vulnerable residents who look to the council for support and rely on the safety net provided by local government. Against this backdrop of increasing costs and rising demands, our funding levels remain below our needs, widening the gap between our spending requirements and level of resources available.
3.2	Although our budget for 2023/24 had been fundamentally reset to reflect our increased cost base, further unforeseen and unavoidable cost pressures have arisen during the year which have impacted on the assumptions that underpinned the budget. Despite these additional cost pressures, as result of maintaining our strong financial discipline and in part due to fortuitous investment income arising from a positive impact of current economic factors, and buoyant fees and charges income, our financial outturn for 2023/24 was a small underspend. This resulted in higher than budgeted contributions to general balances.
3.3	Although we were able to respond to the emerging pressures during 2023/24, and maintain a balanced budget position, we will continue to face significant financial challenges in 2024/25 and future years, with an underlying need to reduce the net cost base by £1.75m by 2027/28.

	<p>Closing a projected budget gap of this size is a challenge for the council, but we have confidence in our track record of delivering strong financial discipline and that we can continue to rise to the challenge. Our successful financial planning to date, has enabled the protection of core services for the people of Lincoln, whilst at the same time allowed for significant investment in the City, and its economy, and delivery of our Vision. We will continue to adopt this approach, carefully balancing the allocation of resources towards our new Vision 2030, whilst ensuring we maintain a sustainable financial position and deliver the required reductions in its net cost base.</p>
4	Revenues and Benefits Shared Service
4.1	<p>The council's Revenues and Benefits shared service with North Kesteven District Council has now been in place for thirteen years and continues to perform well.</p> <p>As per recent years, the last twelve months have, again, presented a number of resource-intensive challenges to this service. Information on these challenges is detailed further below.</p>
4.2	<p>As with many other council services, the impacts from Covid-19 and then cost of living challenges have been significant. Work undertaken by the Revenues and Benefits Service has included:</p> <ul style="list-style-type: none"> • Collection and recovery of monies due to the council • High levels of Benefit and Council Tax Support claims and correspondence • Household Support Fund (multiple rounds of this fund) • Discretionary Housing Payments • Cost of living related support through UK Shared Prosperity Fund initiatives • Retail, Hospitality and Leisure Relief (to businesses) • Council Tax Support Fund (to Council Tax payers)
4.3	<p>For the financial year 2023/24, Council Tax in-year collection was down by 0.11% compared to 2022/23. Although performance has not yet returned to pre-pandemic levels of collection, cost of living pressures on residents have to be taken into account.</p> <p>Evidence locally, as well as on a wider national basis, is showing that more people are struggling to pay Council Tax and that this could continue for some time. Officers continue to ensure Council Tax is collected proactively, however with the importance of also looking to ensure taxpayers are receiving all the help (e.g. discounts, benefits) they are entitled to, and making payment arrangements to take account of residents' welfare and avoiding undue exceptional hardship.</p>
4.4	<p>With regard to Business Rates, for the financial year 2023/24 the in-year collection for Lincoln was down by 0.87%. It should be noted that performance in financial years since the start of the Covid-19 pandemic is not wholly comparable 'like for like' due to differing levels of discounts / reliefs available, however, collection outturn is positive particularly in light of the economic climate and significant challenges for businesses over the last few years.</p>
4.5	<p>As at the end of the financial year 2023/24, outstanding Revenues documents stood at a total of 1,745. This figure is higher than at the end of 2022/23 (Lincoln 637), however with significant demands on the team plus recruitment having only just taken place in respect of vacant positions, the team has performed well.</p>

4.6	<p>As expected, Quarter 4 2023/24 (as is always the case in the final quarter of the financial year) brought extremely high levels of customer contact. This was mainly due to issuing annual Council Tax and Business Rates bills.</p> <p>To give some context as to the workload of the Revenues Team, in 2023/24 110,970 items of correspondence were received, as well as 39,805 telephone calls taken (these are the total figures for our shared service with North Kesteven District Council).</p>
4.7	<p>In-year collection for the Lincoln BID Levy for the year ended 30th June 2024 is 97.17%, which is slightly down on last year's collection (by 0.04%). Despite this slight decrease, this remains an extremely positive rate of in-year collection, considering the ongoing challenging economic climate for many businesses.</p>
4.8	<p>The Cost of Living Support Team and Welfare Teams within the shared service continued to receive extremely high levels of demand in 2023/24. This was due to residents needing support and advice as a result of the increased living costs.</p> <p>During this period 6,324 Lincoln residents were given welfare / benefits advice and 157 money advice referrals were dealt with. Advice provided by the service enabled £31,246 additional benefits entitlement per week, and lump sum awards totalling £347,975. Discretionary Housing Payments of £142,202 were awarded, Council Tax Support Fund of more than £200,000 was awarded, as well as £794,462 awarded to residents through the Household Support Fund.</p>
4.9	<p>The shared service has continued to deliver significant savings across the partnership, whilst continuing to provide vital, holistic and tailored customer-focussed services to our residents and businesses, working closely with partners, such as foodbanks, Community Grocery, Department for Work and Pensions, Citizens Advice, Age UK and a range of other voluntary sector partners.</p>
5	Procurement
5.1	<p>Significant procurement support has been provided within the last year to a number of the key strategic priorities including the procurement of the Grounds Maintenance, Street Cleaning & Waste Collection provision, Greyfriars Regeneration, as well as a number of the priorities of Vision 2025. In addition to this, the new Procurement Act 2023, which comes into force with effect from October 2024, is the biggest overhaul of the procurement function since 2006 and this has, and will continue to have, a significant impact on the workload of the Procurement Manager for the foreseeable future.</p>
5.2	<p>The Procurement Manager as part of her duties continually reviews whether there are any potential spend areas and / or contracts, which could be renegotiated or procured in order to generate savings. At present there are no significant areas to report but when they do arise, these will be reviewed in more detail with the operational lead.</p>
5.3	<p>Linked to this, and as in previous years, inflation is still an issue and as such the Procurement Manager in conjunction with operational leads and finance colleagues will continue to help mitigate some of these increases by looking at various options in relation to procurement.</p>

6	Property Services
6.1	Property Services comprises of the Facilities Management Team and the Estates and Surveying Team, which cover all of the council's corporate assets.
6.2	With regard to the maintenance of the council's corporate assets, the Facilities Management Team has continued to deliver a programme of responsive and cyclical repairs and maintenance to the council's assets of over £738k. In addition to this, capital investment works have also been undertaken during the year, the most significant of which was the full refurbishment of the of the entire roof, as well as re-decoration of the High Bridge shops / buildings, preserving a special and unique building in the City. Other capital works have also taken place including, repairs to multi-storey car parks, repairs to Newport Lodge Cemetery Wall, repairs to Arboretum bridges, and improvements at the Grandstand and Bud Robinson Community Centres.
6.3	The Estates and Surveying Team have continued to provide a strategic and operational property and land management service, including lettings of investment properties, property reviews, valuations and disposals.
6.4	The teams are also leading on two Vision 2025 schemes: the Re-Imaging Greyfriars project, which was successful in securing the National Heritage Lottery Fund and Towns Fund. This funding forms part of the overall project to invest over £3m to bring this unique heritage asset back into use. The contractor has now been appointed and work is due to start on site in late Summer, with completion in Summer 2025.
6.5	The second scheme is in relation to developing options for 20/21 High Street and 40/42 Michaelgate (known as the Harlequin Project). Both of these schemes are being progressed in partnership with Heritage Trust Lincolnshire (HTL). 40/42 Michaelgate has now been leased to HTL and they have been successful in securing funding to conserve the building and bring it back into use as holiday lets. Work started on site in January and is due to finish in late Autumn. Whilst significant progress has been made with the Michaelgate buildings, work on the High Street properties is still in its initial development phase, although HTL has secured funding from the Architectural Heritage Fund to carry out a structural survey, develop designs, and to produce a fundraising strategy, business and marketing plans.
7	Emergency Planning
7.1	On an ongoing basis the council works with the Lincolnshire Resilience Forum (LRF). The LRF is a multi-agency partnership made up of representatives from local public services, including the emergency services, local authorities, the NHS, and others. These agencies are known as Category 1 Responders.
7.2	Although the LRF is not a statutory body, it is a statutory process made up of many different statutory bodies. This partnership is supported by Category 2 responders. They have a responsibility to co-operate and to share relevant information with the LRF. These responders include the Highways Agency, Public Utilities, British Red Cross, the MoD and the Drainage Boards.
7.3	In an incident, everyone comes together to help the people of wherever the incident is by responding in a way that minimises the impact on the public, property, and environment of Lincolnshire.

7.4	Our Emergency Plan provides a framework for the control and co-ordination of a response to an emergency affecting the council and is usually refreshed annually. Our plan supports our duty under the Civil Contingencies Act 2004 to be prepared and work in partnership in the event of an emergency.
7.5	We have a full out of hours rota for strategic (gold) and tactical (silver) commanders for emergency planning purposes. Gold is staffed by the Chief Executive, Directors and Assistant Directors and silver predominantly by Service Managers. Refresher training is under way for all of those staff on those rotas.
7.6	It has been a busy year in the world of emergency planning. Storm Babet in October 2023 and Storm Henk in January of this year saw the Lincolnshire Resilience Forum standing up multi-agency response to flooding from both of these over several weeks.
7.7	Over the last year a strategic commander has also completed the Multi-agency Gold Incident Command Course coordinated by the National College of Policing. It is planned to send more commanders on this training course to build experience. We have also rolled out training to elected members.
7.8	Each year the LRF coordinate a major exercise across all partners to test plans and identify gaps and training needs. This year the exercise, held in May, was based around a major incident at the LNER Stadium. It was a table top exercise held over two days with day 1 as the Emergency Response day and day 2 as the Recovery day (recovery is process of restoring communities and agencies back to normal operations). It hosted nearly 200 delegates from most of the LRF partners as well as national agencies and the Department for Levelling Up, Housing and Communities and the Department for Environment, Food and Rural Affairs. The Response day was led by officers from the City of Lincoln Council.
8	Business Continuity
8.1	<p>Business Continuity Management is a framework that assists in the management of risks, which might impact the smooth running of the council or the delivery of key services. These risks could be from the external environment (e.g. power outages, severe weather etc.) or from within an organisation (e.g. systems failure, loss of key staff). Well organised Business Continuity plans will facilitate the recovery of key business systems within agreed timescales whilst maintaining the council's critical activities and the delivery of vital services to the public.</p> <p>Business Continuity Management complements and interrelates with other corporate activities, notably risk management and emergency planning.</p>
8.2	The council's overarching business continuity plan is reviewed on annual basis, with the last annual review in January 2024. We also have critical service area plans all of which undergo regular review, led by the service area, and supported by the council's Emergency Planning Officer who is from the Joint Emergency Management Service at Lincolnshire County Council.
8.3	A key element of Business Continuity Management is the regular exercising of our plans. Our most recent council-wide exercise was undertaken in June 2024 and explored the council's response to a widespread power outage. There were a number

	of learning points and key actions from this, which will now be taken forward to further improve our plans and resilience.
9	Risk Management
9.1	<p>The council continues to develop and monitor key risks, which are those which could affect the council's ability to achieve its priorities during the year.</p> <p>Elements of Risk Management are commissioned from Lincolnshire County Council's Assurance Lincolnshire service in order to provide the level of expertise that we require. The development and monitoring of the council's strategic, operational and project risk registers, however, remains a role that is undertaken by the City of Lincoln Council through the Corporate Management Team and Directorate Management Teams.</p>
9.2	The Strategic Risk Register for 2023/24 was initially formulated by the Corporate Leadership Team, and as part of the reporting protocol within the current Risk Management Strategy, both the Executive Committee and Performance Scrutiny Committee receive reports on the Strategic Risk Register to consider the status and movement of all strategic risks at that particular point in time.
9.3	The initial Strategic Risk Register for 2023/24 contained 14 strategic risks. Since then, risks have been mitigated against with adequate controls put in place resulting in some positive movements in the risk scores. There were no new emerging strategic risks during the year.
9.4	Each Directorate identifies key risks within their service areas creating a Directorate Risk Register. These registers contain risks that are mainly of an operational nature.
9.5	A review of the Risk Management Strategy was undertaken in June 2023, with no significant amendments. Training for both officers (Corporate Leadership Team and Service Managers) and Members was also provided during Summer 2023.
10	Corporate Health & Safety
10.1	The council continues to have a comprehensive two-year rolling Health & Safety Development Plan in place, which is prioritised according to risk. It is fully resourced and is approved and monitored by the Health & Safety Champions Group.
10.2	<p>Unacceptable behaviour towards our employees has been one the main areas that the Corporate Health & Safety Team has been focusing on during the last year. There has been an increase in the level of intensity of unacceptable behaviour and this was recognised as an elevated risk.</p> <p>In response to this, all unacceptable behaviour procedures have been reviewed to ensure that intelligence from third party referrals are shared with the appropriate services in a timely manner. The exercise with caution register and notifications sent out to staff have been streamlined, and in the region of £20,000 has been invested to deliver both face to face and online conflict resolution and personal safety training.</p> <p>Additionally, a targeted working group has been established to ensure that a council wide approach in managing people with more challenging behaviours is robust, proportionate and appropriate.</p>

10.3	<p>The updating of national mapping of radon gas affected areas in December 2022 put the council in an informed position regarding our legal duties, as an employer and as a social & commercial landlord, to risk assess and control exposure to radon gas. Lincoln has a band of limestone running beneath the city, which releases radon gas. This gas has the potential to enter properties through the floor. If not managed, it can then build up to levels, which can be a risk to health. Exposure to radon is known to be the second largest cause of lung cancer in the UK. A radon management plan has been agreed and sets out the stages for radon management - these being checking, measuring, remediating, monitoring and reviewing.</p>																																																		
10.4	<p>The checking phase has been completed. This has identified how many properties fall within the highest risk 6 to the lowest risk 2. Table 1 below details the number of council residential units that are in an affected area. Table 2 below details the number of workplaces which fall into a radon affected area.</p> <p><u>Table 1 – Council Residential Units</u></p> <table><tr><th>Radon Class</th><th>Affected Area</th><th colspan="2">Total number residential units that are within an Affected Area & % of total affected</th></tr><tr><td>6</td><td>Yes</td><td>115</td><td>2.6%</td></tr><tr><td>5</td><td>Yes</td><td>92</td><td>1.4%</td></tr><tr><td>4</td><td>Yes</td><td>53</td><td>1.0%</td></tr><tr><td>3</td><td>Yes</td><td>714</td><td>10.0%</td></tr><tr><td>2</td><td>Yes</td><td>2,564</td><td>35.0%</td></tr><tr><td>1</td><td>No</td><td>3,648</td><td>50.0%</td></tr><tr><td>Totals</td><td></td><td>7,186 –</td><td>100.0%</td></tr></table> <p><u>Table 2 – Council Workplaces</u></p> <table><tr><th>Radon Class</th><th>Affected Area</th><th>Total number workplaces that are within an Affected Area</th></tr><tr><td>6</td><td>Yes</td><td>1</td></tr><tr><td>5</td><td>Yes</td><td>4</td></tr><tr><td>4</td><td>Yes</td><td>0</td></tr><tr><td>3</td><td>Yes</td><td>1</td></tr><tr><td>2</td><td>Yes</td><td>11</td></tr></table>	Radon Class	Affected Area	Total number residential units that are within an Affected Area & % of total affected		6	Yes	115	2.6%	5	Yes	92	1.4%	4	Yes	53	1.0%	3	Yes	714	10.0%	2	Yes	2,564	35.0%	1	No	3,648	50.0%	Totals		7,186 –	100.0%	Radon Class	Affected Area	Total number workplaces that are within an Affected Area	6	Yes	1	5	Yes	4	4	Yes	0	3	Yes	1	2	Yes	11
Radon Class	Affected Area	Total number residential units that are within an Affected Area & % of total affected																																																	
6	Yes	115	2.6%																																																
5	Yes	92	1.4%																																																
4	Yes	53	1.0%																																																
3	Yes	714	10.0%																																																
2	Yes	2,564	35.0%																																																
1	No	3,648	50.0%																																																
Totals		7,186 –	100.0%																																																
Radon Class	Affected Area	Total number workplaces that are within an Affected Area																																																	
6	Yes	1																																																	
5	Yes	4																																																	
4	Yes	0																																																	
3	Yes	1																																																	
2	Yes	11																																																	
10.5	<p>The council is now planning the measuring stage. Due to the number of properties in affected areas this will be undertaken in phases. This first phase of which is scheduled September to December 2024 where radon detectors will be placed in properties for at least 3 months. The detectors will be then sent to the UK Health Security Agency (UKHSA) for analysis only then will we start to get an understanding if there are levels of radon detected above the action level. This will be an ongoing project for at least 3 years and further updates will be provided moving forwards.</p>																																																		

11	Safety Assurance Team
11.1	<p>Asbestos in the Housing stock continues to be managed through the Safety Assurance Team. The asbestos management software 'Asbestos Pro' continues to be used to store data relating to asbestos and is accessible to operatives and contractors to interrogate prior to undertaking works. Some further developments are planned for the software.</p> <p>Re-inspections of known Asbestos Containing Materials within communal areas and Asbestos Insulating Board across the Housing stock continue to be undertaken to monitor the condition and manage.</p>
11.2	<p>An agency Fire Risk Assessor was previously engaged and good progress has been made on undertaking Fire Risk Assessments to the communal areas of low-rise blocks of flats, with 95% of low-rise blocks now having a current Fire Risk Assessment. In addition, 100% of high-rise blocks and 100% of supported housing schemes have a current Fire Risk Assessment. Actions arising from the Fire Risk Assessment are being monitored to ensure completion.</p> <p>All low-rise blocks have now had a Fire Risk Assessment in the last three years, however, those showing as not having a current Fire Risk Assessment are now due a review as their last assessment was in 2021 (the review frequency for low rise blocks is every 2 years).</p>
11.3	<p>Following the implementation of the Building Safety Act all three of the high-rise tower blocks have been registered with the Building Safety Regulator and work continues to complete the building safety case report.</p> <p>With the implementation of the Fire Safety (England) Regulation, fire door inspections are being undertaken (Communal and Flat front doors) at the high-rise tower blocks. Additionally, as part of the fire door inspection schedule, this is also being rolled out and is in the early stages of including the supported housing schemes and low-rise blocks.</p>
11.4	<p>Fire Safety Audits were completed by the Fire Risk Assessor and Fire Safety Assurance Manager at De Wint Court in October 2023, along with at the three high rise tower blocks.</p> <p>It was identified that the Responsible Officers (RO's) and Responsible Officer Support Staff (ROSS) are completing and recording their weekly and monthly checks, e.g. weekly fire alarm test and monthly emergency light tests, which provides reassurance that the day-to-day fire safety is being managed at these locations.</p> <p>Good progress has been made to imbed the Responsible Officer framework across both the Housing and Corporate stock including to roll out updated training to all RO's and ROSS.</p>
11.5	<p>Lincolnshire Fire and Rescue completed a training exercise at Jarvis House in April 2023. This is designed to test readiness and procedures in the event of any threat to the building and our tenants.</p>

	The Safety Assurance Team continue to work jointly with Lincolnshire Fire and Rescue in relation to fire safety across the Housing stock, including to provide and produce updated information on high rise and sheltered schemes etc.
11.6	Fire Safety Roadshows were held in April 2024 at each of the three high rise tower blocks including Jarvis House, Shuttleworth House and Trent View, to engage with residents regarding fire safety and discuss any concerns they may have had. Attendance at the roadshows included the Safety Assurance Team, Tenancy Services Team, Investment Team and Lincolnshire Fire and Rescue.
11.7	In terms of staffing within the Safety Assurance Team, the team currently has a vacancy for the Technical Officer Fire Safety post. This post continues to prove challenging to fill with a suitably qualified and experienced candidate.
12	Human Resources
12.1	<p>Health and Wellbeing</p> <p>The Human Resources Team has continued to prioritise employee mental and physical health & wellbeing over the past year.</p> <p>Several health and wellbeing topics and initiatives have been shared / launched over the past 12 months to raise awareness to employees of a range of support available to them. These include:</p> <ul style="list-style-type: none"> • Mental Health – Mental Health awareness days and weeks have been promoted. This included notification that our Mindful Employer Charter had been successfully renewed and a review of the council's Mental Health and Wellbeing e-learning was undertaken. • Women's Health - Menopause café was relaunched as a Health and Wellbeing Café (women's health through the ages) – this was at the request of participants. • Men's Health - Andy's Man Club attended both City Hall and Hamilton House to provide information about Andy's Man Club and how they support Men's Mental Health in Lincoln. • Financial wellbeing – Financial Wellbeing courses along with Pension Pre-Retirement Courses have been promoted and delivered. We continue to promote the council's Employee Discounts Platform, which gives employees access to a range of ways to make savings through discounts / initiatives etc. • Physical Wellbeing – 'A knowing your numbers' event was rolled out at both City Hall and Hamilton House to allow employees to have checks covering weight, BMI and blood pressure. Additionally, a trial started in the Housing Repairs Service towards the end of Quarter 4 2023/24 where an external physiotherapist attends Hamilton House once a month to offer support and advice to those in manual / trade roles. <p>Alongside this support provided, the council's Health and Wellbeing pages on the council's intranet 'Hub' have been redesigned and updated to provide a digital version of the previous 'Our Health Matters' booklet. There are now dedicated 'Hub' pages for Mental Health, Women's Health, Men's Health, Financial Wellbeing, Being Active and Resilience.</p>

12.2	<p>Staff Development</p> <p>The leadership development three-day programme has continued to be delivered over the past year with very positive feedback being received from participants.</p> <p>SafeTalk (Suicide Awareness) workshops for employees in certain areas have recently commenced, which aims to increase participants willingness and ability to recognise when a person might have thoughts of taking their own life, engage them in direct and open discussion on this and move quickly to connect them with someone able to provide a suicide first-aid intervention. In addition to this, ASIST Training (Applied Suicide Intervention Skills Training) has been booked for a number of employees. This is a two-day interactive workshop in suicide first aid.</p>
12.3	<p>Workforce Plan</p> <p>The council's Organisational Development Board have committed to develop a council Wide Workforce Plan.</p> <p>The Human Resources Team will provide support in the development of the Workforce Plan, which will analyse the current workforce and identify future workforce requirements, skills and competencies, which will be needed to deliver services in line with the council's strategic plan.</p> <p>Subgroups have been established and meetings have commenced (and remain ongoing) to have discussions and form plans for each service area.</p> <p>These plans will be reviewed and considered accordingly by the council's Corporate Management Team and Organisational Development Board.</p>
12.4	<p>Policies and Procedures</p> <p>The Human Resources Team has continued to review Human Resources owned policies over the past year to ensure clarity, best practice, and compliance with legislation. All Human Resources policies are reviewed at least every three years. Trade Unions have continued to be actively involved in the review of these policies.</p> <p>As part of each review, advice, guidance and training (where necessary) continues to be provided for staff who have supervisory duties.</p>
13	Work Based Learning (WBL)
13.1	<p>Over the past year the Work Based Learning Team has continued to deliver apprenticeships in the following areas –</p> <ul style="list-style-type: none"> • Customer Service Practitioner Level 2 • Business Administrator Level 3 • Team Leader / Supervisor Level 3 • Operational Departmental Management Level 5 <p>These apprenticeships have been delivered as a supporting provider in partnership with the council's main providers First College and LAGAT College. The team is proactive</p>

	in the support of learners and continually receives positive feedback and high success rates; a high percentage of our learners achieve an overall grade of 'Distinction'.
13.2	<p>The council has held the Matrix Standard Accreditation consistently since 2013. This ensures the delivery of high-quality information, advice and guidance services that enable people to reach their full potential and have a better understanding of the landscape of opportunities that are available to them.</p> <p>Offering advice relating to education, skills, employability, careers, housing, health advice and money & travel advice has also continued, which leads to more well informed, successful employees.</p> <p>Enrichment opportunities throughout our programmes have also continued to be provided such as work shadowing, project work and workshops to improve the learning our apprentices undertake and to give them a broader view of the landscape, naturally widening their participation with their employer and the community.</p>
13.3	<p>In May 2024 the council was awarded the Greater Lincolnshire Apprenticeship Employer Champion 2024 Award. The council was recognised for "integrating structured learning with hands-on training and real-world responsibilities, their apprentices consistently demonstrate high levels of confidence, professionalism, and integrity."</p> <p>I would like to congratulate the Work Based Learning Team for their integral role in delivering the council's apprenticeship scheme and for securing this award.</p>
13.4	<p>Our ethos, as it has done for the past 29 years, remains 'grow our own'.</p> <p>Many of our apprentices secure permanent positions at the council.</p>
14	Craft Apprenticeship Scheme
14.1	There are currently two craft apprentices in the Housing Repairs Service nearing the end of their second year in electrical and plumbing work. Both apprentices have provided positive feedback about the program, which is encouraging and highlights the value of these opportunities provided by the council.
14.2	<p>The Housing Repairs Service is currently looking at other methods of recruiting trainees due to the difficulties in recruiting trades, particularly electricians.</p> <p>During the past year the service has recruited an electrician who applied for a full electrician post. This individual had the required qualifications but needed to gain site experience. To support this individual the service has provided the opportunity for the individual to gain this experience, and hopefully, this approach can have a positive outcome and help retain staff in these challenging positions.</p>
14.3	<p>Looking ahead, the Housing Repairs Service is proactively focusing on workforce development, identifying future labour pressure points, and establishing apprenticeship programs for anticipated trades. This approach is aimed at ensuring a secure and skilled workforce for the future.</p> <p>Continuing into the next academic year, the service will work with Lincoln College to provide further apprentices to develop the next generation of the workforce.</p>

15	Corporate Communications and Media Relations
15.1	<p>Our communications team continues to ensure our reputation is maintained and enhanced wherever possible.</p> <p>Some of the successful work the team has been involved with this year has included:</p> <ul style="list-style-type: none"> • The creation of a Domestic Abuse social media campaign to run throughout Euro 24, with 24 graphics created, approved and distributed among all Lincolnshire councils and third sector organisations • Filming a warm spaces video for use by authorities across the county, highlighting what a warm spaces area looks like and what benefits can be gained by using them • Filming a warm packs video, showing what packs include and how those referring can access them and how recipients can benefit • An increased focus on the promotion of Lincoln Community Lottery and our Social Responsibility Charter, using a variety of communications tools and methods • Following the cancellation of Lincoln Christmas Market, and the switch to Events In Lincoln, resulted in a small gain in social media followers, with more than 44,000 followers on Facebook. • Significant support for the new Events in Lincoln programme, including creation of the brand and marketing and promoting all the events before, during and after they take place • Creation of more than twenty Cost of Living social media graphics which provided money-saving hints and tips. These were shared to all Lincolnshire councils • Assisting in the creation, design and promotion of the Housing directorate's new 30-Year Business Plan • An exploration into producing high-quality video podcasts within the housing directorate initially, to help engage and inform staff about current and upcoming projects • Launched Cornhill Market social media with followers on the market's Facebook page up to 1.2k by June 2024, with a further 1.4k followers on Instagram. • Communications roll out for Cornhill Market reopening, with a build-up on social media, press releases, video series with traders, and newsletters to promote the opening day on 17 May 2024. Significant coverage gained. • Implementation of GovDelivery bulletins for a variety of topics including Western Growth Corridor, Be Lincoln Town Deal, Green Spaces, and Events, a total of 1,266 across the board as of June 2024. • Production of video highlighting the Barbican Creative Hub project, in partnership with University of Lincoln. The video was particularly popular on Be Lincoln's LinkedIn channel, with over 2.1k views, 10 shares and 110 reactions. • Helping to create 20-metre-long hoarding for the Western Growth Corridor site's southern access on Skellingthorpe Road, working with design partner and Birchwood Primary School pupils to create a vision for 'Our Future Community'. • Assisting in the creation of a new brand identity for the Western Growth Corridor scheme, to be launched later this year. • Helped garner more than 200,000 Instagram impressions, more than 100,000 twitter impressions and reached more than two million people on Facebook as part of the Events in Lincoln promotion

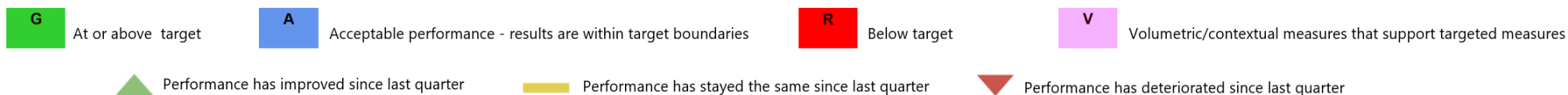
	<ul style="list-style-type: none"> • Created new approach to promotion of voter I.D. for general election, using iconic landmarks from across the city • Worked to promote changes in polling stations for the local and general elections, using social media, strategically placed posters, videos and interviews • Ongoing communications for the Be Lincoln Town Deal brand, regular updates to the social media channels and website and quarterly communications reports to Town Deal board • Promotion of D-Day 80th anniversary Freedom of the City Parade, alongside video used internal and external highlighting the event • Support and promotion of the survey of the Greening of the Brayford Project in joint partnership with East Mercia River Trust • Continued promotion of diversity days, including Eid, Christmas, Remembrance Day, International Day of Charity, Diwali, New Year's Day, Holocaust Memorial Day, and International Women's Day • Development of a Vision 2025 graphic campaign, designed to promote some of the key milestones and achievements that have taken place during Vision 2025 • Creation of 5 Growth Conference videos aimed at showcasing the work of the council since the start of Vision 2025. These videos have also been submitted to the District Council Network to assist in their promotion of the good work local government does to mark 50 years since the launch of the 1974 Local Government Act
16	Civic and International Partnerships
16.1	<p><u>Lincoln Guildhall</u></p> <p>For the past two years Lincoln Guildhall has been recognised as the number one “Thing to Do” in Lincoln based on Travellers’ Reviews on TripAdvisor. Tourists from around the country, and the world, continue to visit Lincoln Guildhall based on these reviews and recommendations.</p> <p>Tours of the Guildhall have continued to be held over the past year on Mondays, Wednesdays, Fridays and Saturdays at 10.30am and 2.00pm for the public. Private tours have also continued to be provided if required. For the winter months during 2023/24, the Civic Team experimented with closing the Guildhall on Mondays and Wednesdays whilst visitor numbers were generally lower, reopening on again on these days in early March.</p> <p>Combined tours of Lincoln Guildhall and Posterngate also continued following a short break over the winter. These tours often have a waiting list and the Civic Team anticipate that these tours will continue to popular moving forwards.</p> <p>Alliances with both Bishop Grosseteste University (BGU) and the University of Lincoln have continued to evolve over the past year. The Lincoln Charters Project has continued with further exciting digital work being undertaken with the collection. This work has resulted in several students volunteering with us working on our deposit in the Lincolnshire Archives.</p>
16.2	<p><u>Mayoralty</u></p> <p>Last year’s Mayoral Year was extremely busy, with the Mayor and Sheriff attending many events throughout the year including graduations, care home and school visits.</p>

	<p>Last year's Mayor also had an extremely successful charity fund-raising year and managed to raise approximately £11,000 for his chosen charities.</p> <p>The traditional Mayor Making Ceremony this year took place on 14th May 2024, when the new Civic Party came into office.</p>
16.3	<p><u>Civic Events</u></p> <p>Civic events organised by the Civic Office have continued to take place over the past year.</p> <p>Recent events have included the Mayor and Mayoress attending the Democracy Weekend in our twin town of Neustadt an der Weinstrasse, the 65th Anniversary of the Freedom of the City of RAF Waddington and beacon lighting for the D-Day commemorations; to name but a few.</p> <p>Future events throughout the year will include the Remembrance Services at the War Memorial and the Cathedral, Battle of Britain Service and the Christmas Lights Switch on.</p> <p>Other events to be organised by the Civic Team are fund-raising events for the Mayor's chosen charity for 2024/25, MacMillan Nurses.</p>
16.4	<p><u>International Partnerships</u></p> <p>The Oberbürgermeister of Neustadt an der Weinstrasse, Lincoln's twin town in Germany, invited a delegation to visit their town for Democracy Weekend in May. The Mayor and Mayoress attended and it was a successful visit.</p> <p>The Mayor of Port Lincoln, Lincoln's twin town in South Australia, is visiting Lincolnshire on the occasion of the Matthew Flinders ceremony in Donnington. The Mayor of Lincoln will also be in attendance and will be meeting with our friends from Port Lincoln.</p>
17	Legal Services
17.1	<p>The Legal Services Team has continued to support the council's Vision 2025 and its strategic priorities over the past 12 months, with the team providing advice and representation to all service areas as well as members. The team has undergone staff changes and now has a new Service Manager and Litigation Solicitor, but the team is still trying to recruit to other permanent roles.</p>
17.2	<p>The team's role in enforcement is ongoing and has increased this year. Officers regularly have to consider the complex needs of an individual and balance these against the need to provide a service or to take action when required. The team frequently work closely with third parties. Housing are now increasingly enforcement focused and therefore there has been an increase in Housing enforcement action, it is expected that this will continue to increase.</p>
17.3	<p>The team supports the council's regulatory teams such as Licensing, Private Housing and Environmental Health and has seen an increase in this work also. The team also support the Planning Team and advise on the provision of financial benefits, which often involves consideration of Subsidy Control advice.</p>

17.4	The conveyancing work on vital projects has continued and the team is involved in the provision of temporary accommodation and providing private housing advice. The team contribute to improvements to housing generally and on homelessness issues. The team has advised on strategic priorities such as Greyfriars and the sale of land at Riseholme Road. Leases and other commercial property work continue to be provided by the team’s Trainee Legal Executive whom it is hoped will qualify in March 2025.																																																																						
17.5	The team continues to provide support for procurement exercises to ensure the council can deliver both services and works / projects. In addition, the team has worked on the regeneration of the city through major projects and planning work, including the Western Growth Corridor and in the city centre. The team now has a Projects Solicitor to assist the Major Development Team in the delivery of Western Growth Corridor, their role is to advise upon and draft all the legals in respect of this project bringing this work back in house.																																																																						
18	Performance Summary																																																																						
18.1	<p><u>Sickness Levels</u></p> <p>The cumulative sickness per FTE at the end of 2023/24 was a significant improvement in performance, with this being 4.85 days lower than the 2021/22 year end outturn and 4.06 days lower than the 2022/23 year end outturn. The latest quarter 1 2024/25 cumulative sickness per FTE figure of 2.37 days was a small increase of 0.09 days when compared to the quarter 1 2023/24 outturn, however, was 0.55 days lower than the quarter 1 2021/22 outturn and 0.33 days lower than the quarter 1 2022/23 outturn.</p> <p>Cumulative sickness per FTE trends (excluding apprentices)</p> <table><tr><td></td><td colspan="4">Days</td></tr><tr><td>Year</td><td>Quarter 1</td><td>Quarter 2</td><td>Quarter 3</td><td>Quarter 4</td></tr><tr><td>2013/14</td><td>2.68</td><td>5.18</td><td>7.69</td><td>10.78</td></tr><tr><td>2014/15</td><td>2.99</td><td>6.68</td><td>9.93</td><td>13.43</td></tr><tr><td>2015/16</td><td>3.01</td><td>5.70</td><td>8.60</td><td>11.63</td></tr><tr><td>2016/17</td><td>2.43</td><td>5.1</td><td>8.27</td><td>11.52</td></tr><tr><td>2017/18</td><td>3.11</td><td>6.34</td><td>9.84</td><td>13.62</td></tr><tr><td>2018/19</td><td>2.90</td><td>4.83</td><td>7.28</td><td>10.35</td></tr><tr><td>2019/20</td><td>2.42</td><td>5.07</td><td>7.75</td><td>10.49</td></tr><tr><td>2020/21</td><td>1.13</td><td>2.83</td><td>5.82</td><td>9.10</td></tr><tr><td>2021/22</td><td>2.92</td><td>6.32</td><td>10.51</td><td>13.80</td></tr><tr><td>2022/23</td><td>2.70</td><td>6.38</td><td>10.29</td><td>13.01</td></tr><tr><td>2023/24</td><td>2.28</td><td>4.48</td><td>6.51</td><td>8.95</td></tr><tr><td>2024/25</td><td>2.37</td><td>-</td><td>-</td><td>-</td></tr></table>		Days				Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2013/14	2.68	5.18	7.69	10.78	2014/15	2.99	6.68	9.93	13.43	2015/16	3.01	5.70	8.60	11.63	2016/17	2.43	5.1	8.27	11.52	2017/18	3.11	6.34	9.84	13.62	2018/19	2.90	4.83	7.28	10.35	2019/20	2.42	5.07	7.75	10.49	2020/21	1.13	2.83	5.82	9.10	2021/22	2.92	6.32	10.51	13.80	2022/23	2.70	6.38	10.29	13.01	2023/24	2.28	4.48	6.51	8.95	2024/25	2.37	-	-	-
	Days																																																																						
Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4																																																																			
2013/14	2.68	5.18	7.69	10.78																																																																			
2014/15	2.99	6.68	9.93	13.43																																																																			
2015/16	3.01	5.70	8.60	11.63																																																																			
2016/17	2.43	5.1	8.27	11.52																																																																			
2017/18	3.11	6.34	9.84	13.62																																																																			
2018/19	2.90	4.83	7.28	10.35																																																																			
2019/20	2.42	5.07	7.75	10.49																																																																			
2020/21	1.13	2.83	5.82	9.10																																																																			
2021/22	2.92	6.32	10.51	13.80																																																																			
2022/23	2.70	6.38	10.29	13.01																																																																			
2023/24	2.28	4.48	6.51	8.95																																																																			
2024/25	2.37	-	-	-																																																																			
18.2	<p><u>Quarterly Performance Measures – Our People and Resources</u></p> <p>The table provided at Appendix A shows performance up to the end of Quarter 1 2024/25 for those performance measures under my portfolio.</p> <p>Within the latest data period there were 3 performance measures showing as below target, 5 measures showing as above target, 3 measures falling within their target boundaries showing acceptable performance and 1 volumetric (untargeted) measure.</p>																																																																						

	The latest service area commentary for these performance measures is also provided within the table at Appendix A.
19	Looking Forward
19.1	<p>Over the next 12 months I look forward to working with council staff, elected members and our partners to build on the success of this portfolio to date, and continue to make a real difference within our communities through progressing Vision 2025 and developing Vision 2030. These plans are crucial in helping to deliver Lincoln's ambitious future.</p> <p>I would like to thank all council staff, elected members and partners for their ongoing dedication to the council and supporting our communities over the past year.</p> <p>I would also like to thank officers for their assistance in the preparation of this report.</p> <p>Councillor Naomi Tweddle Portfolio Holder for People & Resources</p>

APPENDIX A - Our People and Resources – quarterly performance measure outturns as at Quarter 1 2024/25



Service Area	Measure ID	Measure	Unit	High or low is good	Low target	High target	Previous data period	Previous value	Quarter 1 2024/25 outturn	Status		Service area commentary
Procurement	PRO 1	Percentage spend on contracts that have been awarded to "local" contractors (as the primary contractor)	%	High is good	20.00	45.00	-	-	54.05	G	▬	The total contract spend as an authority in quarter 1 was £12,544,200.79. Of that spend, a total of £6,780,241.49 was awarded to "local" contractors. Local is defined as anywhere within Lincolnshire plus a 20 mile radius of the County boundary (as per the Local Agenda Policy). For comparison and completeness, as this measure is now reported quarterly instead of annually, in 2023-24 the total annual spend awarded to local contractors was £32,127,770.74, representing 55.98% of the total contract spend of £57,390,696.45.
Work Based Learning	WBL 1	Percentage of apprentices completing their qualification on time	%	High is good	95.00	100.00	Q4 - 23/24	67.00	50.00	R	▼	In Q1 24/25, the number of apprentices completing their apprenticeship on time was 50% (1/2). The individual not completing on time for this quarter decided to withdraw. It is important to note that due to the number of apprentices due to complete during the quarter, the impact on performance of 1 apprentice not completing on time was much larger.

Service Area	Measure ID	Measure	Unit	High or low is good	Low target	High target	Previous data period	Previous value	Quarter 1 2024/25 outturn	Status		Service area commentary
Work Based Learning	WBL 2	Percentage of apprentices moving into Education, Employment or Training	%	High is good	90.00	95.00	Q4 - 23/24	100.00	50.00	R	▼	In Q1 24/25 50% (1/2) of apprentices on programme moved into Employment, Education or Training. (One was an early leaver). There were 2 new starters on the apprenticeship scheme during Q1 24/25.
Accountancy	ACC 1	Average return on investment portfolio	%	High is good	3.50	4.50	Q4 - 23/24	5.60	5.30	G	▼	With Bank of England base rate expected to reduce gradually over the financial year, markets are adjusting rates accordingly and we are seeing a slight reduction in yield when compared with the back end of the prior year.
Accountancy	ACC 2	Average interest rate on external borrowing	%	Low is good	5.50	3.50	Q4 - 23/24	3.28	3.26	G	▲	Average interest paid on borrowing expected to remain fairly constant throughout the year due to having a number of long term loans at better than market rates which will not need to be replaced for some time.
Debtors & Creditors	DCT 1	Percentage of invoices paid within 30 days	%	High is good	95.00	97.00	Q4 - 23/24	86.86	95.70	A	▲	<p>This measure has seen an improvement in performance since the previous quarter, with the outturn achieving above the low target.</p> <p>It is important to note that figures are calculated on all supplier invoices and credit notes (not refunds or grants) paid 01/10/2023 - 31/12/2023.</p> <p>Figures are adjusted based on certain assumptions: 1) No invoice collected for payment by supplier by direct debit or paid by standing order is assumed to be late. 2) No credit note taken by COLC outside of 30 days classified as late 3) 0.5% of those invoices paid over 30 days assumed to be in dispute at some point and hence paid late after dispute</p>

Service Area	Measure ID	Measure	Unit	High or low is good	Low target	High target	Previous data period	Previous value	Quarter 1 2024/25 outturn	Status		Service area commentary
												was resolved, therefore not classified as late 4) 1% of those invoices paid after 30 days assumed were held back from payment because the overall balance with the supplier was in credit.
Debtors & Creditors	DCT 2	Percentage of invoices that have a Purchase Order completed	%	High is good	65.00	75.00	Q4 - 23/24	77.00	75.00	G	▼	Based on supplier expenditure only (none supplier expenditure is excluded) i.e. all invoices and credit notes dated between 01/04/2024 and 30/06/2024. Starting figure: 3,575 invoices and credit notes. Adjustments to starting figure: - Utility bills where purchase orders are not required (510). Supplier invoices where a purchase order would be unsuitable for processing (356). Final number of invoices included - 2,709 of which 2,037 were linked to either an Agresso or Universal Housing order number and 672 were not.
Debtors & Creditors	DCT 3	Average number of days to pay invoices	Days	Low is good	20	15	Q4 - 23/24	22	15	G	▲	This measure has seen a significant improvement in performance since last quarter, with the outturn achieving the high target for the measure of 15 days. Figures calculated on all supplier invoices and credit notes paid between 01/04/2024 - 30/06/2024. Figures adjusted for those invoices and credit notes where the overall supplier account balance has been in credit and therefore invoices cannot be paid until credit balance has been used.
Revenues Administration	REV 1	Council Tax – in year collection rate	%	High is good	25.00	26.00	Q1 - 23/24	26.30	25.64	A	▼	The performance for this outturn remains within the acceptable target range at 25.64%, however council tax collection has decreased by 0.66% when compared to Quarter 1

Service Area	Measure ID	Measure	Unit	High or low is good	Low target	High target	Previous data period	Previous value	Quarter 1 2024/25 outturn	Status		Service area commentary
		for Lincoln (cumulative)										2023/24. This is attributed to the cessation of discretionary awards for council tax made in April 2023, totalling £116,667.11.
Revenues Administration	REV 2	Business Rates – in year collection rate for Lincoln (cumulative)	%	High is good	29.00	32.00	Q1 - 23/24	35.61	25.64	R	▼	<p>The outturn for this measure has seen a decrease in performance by 0.60%, reducing from above the high target last quarter, and by 9.97% when compared to quarter 1 2023/24.</p> <p>At the end of June 262 accounts were in arrears. Of the top 20 accounts in arrears - the majority have either been to court in June or are due in court in July.</p> <p>Reminders are issued, and recovery and enforcement action taken where appropriate, where sole traders and companies fail to make and maintain a payment plan.</p>
Revenues Administration	REV 3	Number of outstanding customer changes in the Revenues Team	Number	Low is good	1,800	1,700	Q1 - 23/24	1,114	1,775	A	▼	<p>At the end of quarter 1, there were 1,453 documents outstanding in the Enterprise document management system that relate to changes for City of Lincoln Council customers.</p> <p>Emails received are now indexed before being actioned to make counting more efficient, as well as improving accuracy through inclusion in the Enterprise document system.</p> <p>In addition to the Enterprise system, there are also 332 outstanding documents in the</p>

Service Area	Measure ID	Measure	Unit	High or low is good	Low target	High target	Previous data period	Previous value	Quarter 1 2024/25 outturn	Status		Service area commentary
												<p>Citizens Access Revenues (self-serve) system, with these being included for the first time this year, which account for more than half of the 600 outstanding documents increase recorded for the measure.</p> <p>The council tax team continues with staffing problems either vacancies or sickness. Overtime is in place and officers are encouraged to maintain a work life balance, no officers are mandated to do the overtime on offer. Steps are currently being taken to address the backlog of work.</p>
Revenues Administration	REV 4	Number of accounts created for the My Lincoln Accounts system (to date)	Number	N/A	Volumetric	Volumetric	Q4 - 23/24	4,905	5,552	V		The total number of customers who have registered on My Lincoln Accounts system by 30th June 2024 is 5,552.

APPENDIX A: ADDRESSING THE CHALLENGE OF CLIMATE CHANGE VISION 2025 PROGRESS UPDATE

As part of this Vision 2025 priority the council have been leading and delivering strategic projects to drive corporate decarbonisation across our full carbon accounts (Scope 1, 2 and 3). In addition, we have been working closely with our partners to deliver our ambition target for Lincoln to achieve net zero carbon by 2030.

From the outset this has involved embedding decarbonisation and aligning our ambitions into the council's policies and strategies. Since 2020 the following key policies and strategies have been prepared to contribute towards and compliment the council's objective to address the challenge of climate change and our net zero carbon ambitions:-

- Affordable Warmth Strategy 2021-2026. Setting out how we can support fuel poor households to improve the energy efficiency of their homes, reducing energy costs and carbon emissions.
- Environmental Policy – to establish our goals for protecting and improving the environment and tackling the climate and environmental emergency at the heart of every council decision.
- Decarbonisation Strategy and Action Plan 2020-2025– Detailed review of the council's carbon emissions and actions to deliver carbon emission reductions across all service areas.
- Central Lincolnshire Local Plan – Includes climate policies to ensure planning decisions support the council's net zero target.
- HRA 30 year business Plan – Aligning the council's long term investment plan for council housing with our net zero target.

These documents have been prepared to support the council's Climate and Environment Emergency Declaration and a Single use, Plastic free motion were passed by Full Council in 2019.

There are 12 projects currently being monitored in the council's Vision 2025 work programme for Climate Change. Further details on each project can be found in the monitoring table. A summary of the position of these projects is included below.

- **Work with partners on the Lincoln Climate Commission and deliver Lincoln Climate Action Plan.**

Since 2020 the City Council have worked closely with our partners to set up and support the Lincoln Climate Commission. Lincoln 2030 Climate Action Plan (2030 CAP) was published in 2022 and the council continue to work with our partners to deliver climate actions to address the challenges of climate change. Working groups have been set up to explore opportunities for community energy schemes, district heat networks, decarbonisation of public buildings, sustainable education programmes in schools, Home Energy Advice scheme and community electric vehicle share scheme. In addition, a community outreach initiative 'Climate Hope Lincoln' has been formed made up of 80 individuals and organisations to increase community engagement, activity and involvement in local climate action.

The 2030 CAP and monitoring table are published on the council and climate commission websites. Overall, Lincoln's greenhouse gas emissions have reduced by 50% since the 2005 baseline year and 9% reduction since the council declared a climate and environmental emergency in 2019. Emissions across all sectors have reduced, most significantly for electricity consumption by 74% however in 2022 for the first time since 2005 there has been an increase in emissions from transport of 3%.

- **Stop using single-use plastics and encourage our partners to do the same.**

The council passed a Single Use Plastic (SUP) Motion in September 2019 and have been implementing the SUP Action Plan, monitoring progress within the council's SUP Audit. The council continue to work with Plastic Free Lincoln to support the campaign and encourage businesses to sign up to the plastic free pledge to secure plastic free status for Lincoln.

- **City of Lincoln Council to gain environmental accreditation.**

The council have set up an Environmental Management System (EMS) to monitor green house gas emissions from council buildings and services and deliver ongoing carbon reductions across the authority. The council's EMS is externally audited by Investors in the Environment on an annual basis and accredited with a score based on evidence of continual environmental improvements. An external audit process helps the council to identify gaps environmental performance, evaluate the effectiveness of decarbonisation initiatives, plan and implement corrective actions.

In September 2023, following a detailed audit, the council's EMS scored 93% and were awarded a Green level accreditation. The council were also nominated by Investors in the Environment for an 'Outstanding Achiever' award. The 2023 Environmental Performance report is published on the council's website and preparation for the 2024 report is currently underway and due to be published in September.

- **Central Lincolnshire Local Plan (CLLP)– Climate Policies.**

In 2022 the City of Lincoln Council worked alongside the Central Lincolnshire Local Plan team to prepare new climate and energy policies. The CLLP was approved by the Secretary of State in April 2023 and has been recognised as one of the most ambitious Local Plan's in the country in terms of climate change policies.

The Royal Town Planning Institute have named it the Best Plan in the 2024 East Midlands Planning Excellence awards. Stating that the CLLP pushes the boundaries of government policy and legislation in its ambition to deliver net zero carbon across the area and has been judged to be the region's best; targeting energy efficient buildings, renewable energy, adaptation and resilience to climate change, and much more.

- **City of Lincoln Council Travel Plan (2019-2025).**

The council's Employee Travel Plan has been produced to support employees to adapt sustainable transport modes for both commuting to work and travelling to meetings away from their normal place of work that can't be held effectively remotely for some or all participants. The Plan is updated annually and implementation of a range of actions are underway and completed actions include introducing the green car and cycle2work salary sacrifice schemes, increasing cycle storage and shower facilities at City Hall and Hamilton House, Lincoln BIG car share scheme and Lincoln BIG bus pass.

- **Electric Vehicle Infrastructure.**

In 2023 the council secured grant funding from the Office of Zero Emission vehicles as well as match funding from Connected Kerb to install a further 21 electric vehicle charge units (42 points) in six council car parks. In 2024 all charging points are operational and can be located on zap map. As of April 2024, Lincoln has 112 publicly accessible charging devices, the highest in Greater Lincolnshire.¹

The City Council have been working closely with Lincolnshire County Council Sustainable Travel Team to review provision on street charging as part of the Low Emission Vehicle Infrastructure (LEVI) fund to ensure there is sufficient future provision for residents with limited access to off road parking in the city.

- **Green Homes Grant Local Authority Delivery Scheme.**

The council secured £2.3m funding from the Department for Net Zero in 2021 to deliver a private housing retrofit scheme to improve the energy efficiency of fuel poor homes. The scheme was completed in September 2023, 134 homes receiving retrofit measures such as internal/external/cavity wall and loft insulation and photovoltaic panels.

Government funding for 'on gas' homes ended in 2023, however the Home Upgrade Grant for 'off gas' homes continues until April 2025. As of July 2024, 5 households have completed installations and 3 installations are in progress, measures include low carbon heating, insulation and solar PV with a combined valued of £100 784. A further 96 'off gas' homes in Lincoln have been identified as eligible for the scheme and were sent letters in July to encourage them to come forward to access the grant funding.

The majority of Lincoln's homes are connected to the gas network and can still access Energy Company Obligation phase 4 (ECO4) funding through their energy supplier or an ECO4 provider. Through the Local Authority Flexible Eligibility scheme the council can approve applications for households with an income under £31k per year or anyone with a health condition that could be made worse from living in a cold home to access ECO grants. Since January 2024, the council have authorised 36 ECO4 flexible eligibility applications for

¹ Next data release by the DfT due July 2024

Lincoln residents. The scheme is due to end in March 2026 or when all funding has been allocated.

A Nation Warm Homes Programme is expected to be introduced in 2025 to extend energy efficiency support to all households with an Energy Performance Certificate of C or below C. The City Council will be looking to secure funding with the Central Lincolnshire consortium and jointly procure a retrofit provider to enable Lincoln residents to access grant funding in 2025.

- **Make current and future business premises as energy efficient as possible.**

A City of Lincoln Council Decarbonisation Strategy and Action Plan has been completed, outlining projects across 6 decarbonisation pathways. The refurbishment of the Lincoln Crematorium in 2022 and Cornhill Market in 2023 included a range of energy efficiency measures, low carbon heating and new efficient cremators. Since the 19/20 baseline year green house gas (GHG) emissions for the crematorium have reduced by 31%. Energy consumption for the Cornhill Market is being monitored since the building opened in 2024 to establish the extent to which GHG emissions have reduced.

In 2024 the council secured £670k from the Sports England Swimming Pool fund to reduce running costs by improving energy efficiency and install renewable energy to Yarborough Leisure centre, work is due to complete by April 2025.

Throughout 2024 the council have been working to secure Public Sector Decarbonisation Funding to enable the delivery of future energy efficiency projects.

- **Climate conscious infrastructure projects developed as part of Town Fund Board vision**

The City of Lincoln Council (CoLC) have been working with project leads to ensure all Towns Fund projects will include low carbon solutions as part of building refurbishment plans and sustainable road infrastructure projects. Projects include creating a green corridor through Sincil bank to improve the cycling and pedestrian route from South Park to Tentercroft St and create new areas of green space throughout the neighbourhood. A contractor has been appointed and work is due to start on site in September 2024 and complete by April 2025.

Plans have been completed and funding secure to decarbonise Greyfriars, Cornhill Market, the Barbican Creative Hub. A range of energy efficiency measures have been completed at the Drill to reduce electricity consumption.

- **Setting the Lincoln Standard for Zero Carbon Homes.**

A working group has been set up to identify and agree the standard for all new council home sites. In 2022 the 42 new homes in Ward Paddock, Moorland,

have an energy performance (EPC) rating of B, each home will emit an estimated 1.3 tonnes of CO2 compared to 6 tonnes for an average property.

In November 2023, the council approved the Housing Revenue Account 30 year business plan, which set the target for all new council homes to achieve an 'A' EPC rating. A housing task and finish group have completed a review of council housing stock to establish properties and suitable measures to improve the energy efficiency of all council homes.

A programme to decarbonise social housing has been included in the council's HRA 30 year business plan with the target for all council homes to be EPC 'C' rated by 2030. Works to improve the cavity wall insulation and thermal comfort at Tangshan Court and Mary Sookias flats in Castle Ward were completed in 2023. As of 2024 84% of council homes are 'C' rated or above.

The Housing Investment team are in the process of reviewing the housing stock in preparation for the launch of the next round of the Social Housing Decarbonisation Fund Wave 3.

- **Air Quality Management Plan.**

The council submitted an Air Quality Annual Status Report in 2023 to DEFRA presenting air quality data provided by monitoring equipment located throughout the city. For the fourth year running all monitoring locations within Lincoln City reported NO2 annual mean concentrations below the Air Quality Strategy (AQS) objective of 40µg/m3. The maximum annual mean NO2 concentration being 24.2µg/m3 at site 3 (The Drill, Broadgate).

The reduction of NO2 emissions is due to an upgrade of signals at Canwick Road/South Park Junction resulting in improved traffic flow, ongoing efficiencies to fuel and newer vehicles and most significantly the opening of the Lincoln Eastern Bypass in early 2020. The bypass diverts large heavy goods vehicles, the main contributor to NO2 out of the centre of Lincoln, reducing traffic congestion and idling at major junctions.

Executive approval will be sought to consult with key stakeholders over revoking the AQMA during 2024, with the aim of formally revoking the AQMA by the end of 2024. Subject to the AQMA being revoked, the Air Quality Action Plan will be replaced by an Air Quality Strategy, a requirement for all Local Authorities without an AQMP.

Vision 2030

Looking towards Lincoln 2030 the following new projects are either in the pipeline or are currently being set up:-

- Home Energy Advice Service – Funding secured by Central and South Lincolnshire councils to deliver a demonstrator energy advice and support service until 2025 and look to secure funding to extend the service if successful.

- Lincoln District Heat Networks - Working with key partners and private investors to undertake a feasibility study to establish a low carbon district heat network for new and existing homes, businesses, leisure and retail outlets. Funding has been secured from the Green Heat Network Fund, commercialisation due to commence Sept/Oct 2024 and construction is due to commence in August/Sept 2025 and complete by Q2 2027.
- To work with the Sincil Community Land Trust and Long Leys Residents Association to undertake a feasibility study to set up a community energy scheme. Funding has been secured from the Community Energy Fund, a consultant has been appointed from Savi Energy and the project will commence in August 2024.
- To co design and deliver a community engagement campaign #Climate Hope Lincoln with our partners.
- Secure funding to deliver a citywide Public Sector Decarbonisation programme with our public sector partners.
- Complete the actions in the Food for the Planet 'Every Mouthful Counts' Local Authority Toolkit.
- Support the Greater Lincolnshire Circular Economy objectives.
- Work with the Central Lincs Local Plan Team to set up a carbon offset fund.
- Subject to funding continue to deliver a social housing decarbonisation programme, commencing in April 2025 and running for 3 years.

For projects where funding has yet to be secured, we await further guidance on forthcoming funding schemes under the new government.

COUNCIL

3 DECEMBER 2024

REPORT UNDER RULE 2(vi) OF THE COUNCIL PROCEDURE RULES

**REPORT BY COUNCILLOR B BUSHELL – PORTFOLIO HOLDER FOR
REMARKABLE PLACE**

Introduction

I am pleased to inform council that once again, the services provided by Community Services staff and associated contractors have remained at a good standard since my last report. This is despite serious staff shortages in some areas, and notably the loss of two of the three Team Leaders in Community Services for protracted periods due to ill health. They have been missed, and my thanks go out to all those in their teams who have stepped up, down, or across the structure, in order to provide the necessary cover.

I have tried to shorten this year's report to make it easier for members to digest. It is however a wide-ranging portfolio, so I would still beg members indulgence just a little in a few areas where I feel extra detail is necessary to aid understanding.

That aside, my report remains based on a structure of service provision unchanged from past reports, as past feedback has suggested that a service by service approach has generally been helpful. As a reminder to the overall approach to delivery, members will be aware that services are predominantly delivered against a clear set of base standards set out in contract specifications, and that these are the base on which other service charges or initiatives can then be built. Although my report presents these as separate service areas members are asked to remember that there are clearly some interdependencies and overlap of resources, as staff frequently work across areas in the interests of efficiency.

In terms of ensuring that the base specifications are in place for the future, members will be aware that the satisfactory re-letting of all the Council's street scene contracts have been, and remain, my highest priority. Accordingly, I am pleased to report that the first step is now complete. The Council's waste/recycling and street cleaning contract has now been let.

Against some strong competitive bids Biffa have won the contract, which was assessed against a 70/30 quality / price split assessment, reflecting the fact that whilst price is obviously important, quality of service is also a key consideration for the outputs from this work. Although this contract does not start until September 2026, there is now a lot of work to do. Based on government advice, and that of our own procurement advisors, the contract has been let under a new NEC4 contract structure. This means that there will be many changes to the way staff operate the contract. Preparation for this is being programmed, and will start in earnest straight after the grounds/open spaces specification is completed and has been exposed to the market in October. Allowing for tender development, evaluation, and award requirements, we expect to make the formal award for the Grounds Maintenance contract no later than June 2025.

Outside of this considerable body of work, services under existing contracts have continued as usual, with several initiatives worthy of note which I will bring out in the appropriate areas.

In closing the introduction, I must make reference to the timing of this report. It is unfortunate that it falls in the autumn, not in the spring. Officers produce reports for me on certain aspects of service routinely, but several key aspects, such as the citizen panel results, volunteer hours, events programme, and operation of the camp site, are only available at certain times in the calendar year. This means that for the purposes of this year's report restricted information is available in some areas.

Open Spaces.

Parks and Open Spaces- General

Not only has Lincoln just retained Green Flag Awards for its three main parks (Arboretum, Boultham park, Hartsholme Country Park) along with the additional Green Heritage Award in Boultham Park, but it can now boast an unprecedented fourth Green Flag park in Hope Wood.

A Green Flag bid was a prerequisite requirement of accepting the central government funding provided for the initial set-up of the Hope Wood project, and so officers have striven to meet that demand. It was expected that it would take a few years to reach the required standard, but I am delighted to say that it has been achieved at first time of submission. The success here, and at all our green flag sites, is testimony to the hard work of officers and a great number of volunteers. I am delighted to have the opportunity to thank them all through this report.

Associated with the above in no small way, the rewilding of the city continues. Many areas of open space can now be seen with long grass in the summer, where we have left it to grow so that wildflowers and grasses can reach maturity for the benefit of the local wildlife. These areas are then cut, and all arising cleared, so that the nutrition in the leaves does not return to the soil. The intent is to gradually reduce the fertility of the soil, so dampening the aggression of the more invasive species and permitting the more desirable wildflowers to compete and then thrive. This takes some time, but good progress is already being made.

New areas that will be added for next year include a section of Alderman's Walk, the open space on Maxwell Avenue, a wide verge on Nettleham Road, and a similar verge on Longdales Road. There are others.

This summer's Citizen Panel satisfaction survey has only just come in, and no data /analysis from that has been made available to me at the time of drafting. I will ensure that is included in the next report, but members can be confident that assessment of the outcomes, and any necessary action will be taken promptly, be it a positive or negative result.

Contractor performance YTD

Indicator	Target	After Q1 24/25
Contractor performance points score	75- 200 points	Cumulative 185

This represents a fall in contractor performance which can be split out to show 20 in April, 45 in May, and 120 in June. It is not unusual to see high pressure /demand in June, which is the heaviest period for workload of the year, but none the less it shows a worrying trend.

On analysis this is predominantly tree work related, and connected with an increasing workload that the contractor has not been able to accommodate. Action taken in July to add a further tree team is expected to help, but will take time to filter through.

Concerns are not only relating to tree works, but also to a lesser extent, the cut/collect on rewinding areas and the service on allotments. All issues have been raised robustly with the contractor who has committed to the work programme being back on track by the end of October at the latest. Please see the allotment section below for more details relating specifically to allotments.

As a part of the ongoing performance review, I have also discussed the strategic direction of open spaces (see horizon scanning below), and the need for not only a clear plan for the future, but also how we better promote the work of the section and the value of the services. Last year we expanded our social media profile for parks and open spaces, and we plan to build on that with a review of the web site in the next few months.

Key Location- The Arboretum.

It's fantastic heritage as one of Lincoln's very oldest public spaces means development opportunities will always be restricted, but none the less it remains a highly valued asset, fulfilling the same objectives for local residents today in just the same way that parks were intended to do when they were first developed as a concept.

The Arboretum Advisory Group's Chair is stepping down at the end of this year. John East has been the Chair of the group since it was established to assist in steering the original restoration bid to the National Lottery Heritage Fund. Several new members have joined the group, which is good news for its sustainability.

I would like to take this opportunity to thank John publicly for all his hard work and commitment in advance of his departure from the post.

Key Location - Boultham Park

Last year I reported that both phases of the Boultham Park restoration project had officially come to an end, and since then the park has been settling to a new future at a rather slower and less intense pace.

The Chair and Secretary/Treasurer of the Park Advisory Group (Robert and Diane Pitchford) have stepped down now, as they have moved outside of Lincoln. The park is the worse for this change, but as for the Arboretum, I would like to take this opportunity to thank Robert and Diane for all their hard work and commitment to the park. Like John in the Arboretum, they have made a significant difference, and the true impact of their work is the legacy that is found daily by the many who continue to enjoy the park.

At the last meeting, a new Chair was elected, and I thank and welcome Andy Malt to his new position. A long standing member of the group, I'm sure Andy will follow in the footsteps of Robert and Diane in assisting the Council to ensure a quality future for this much loved park.

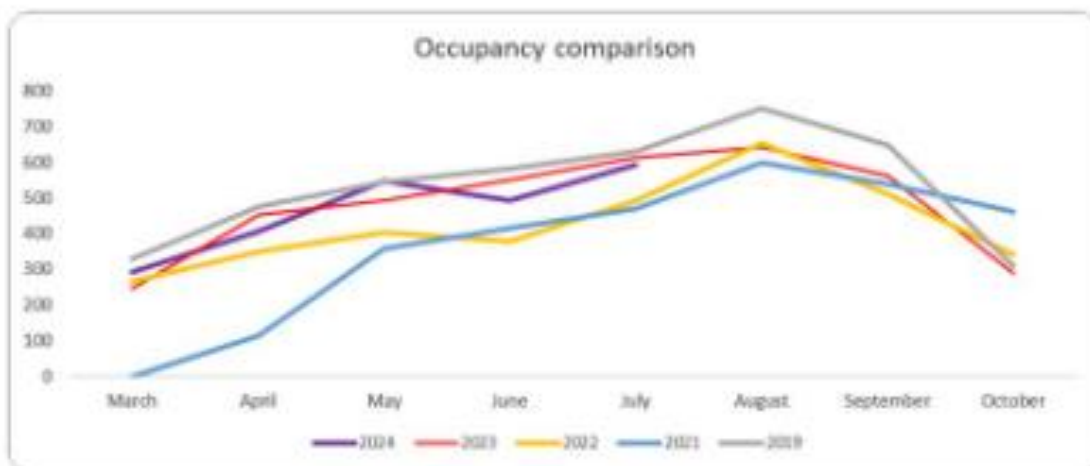
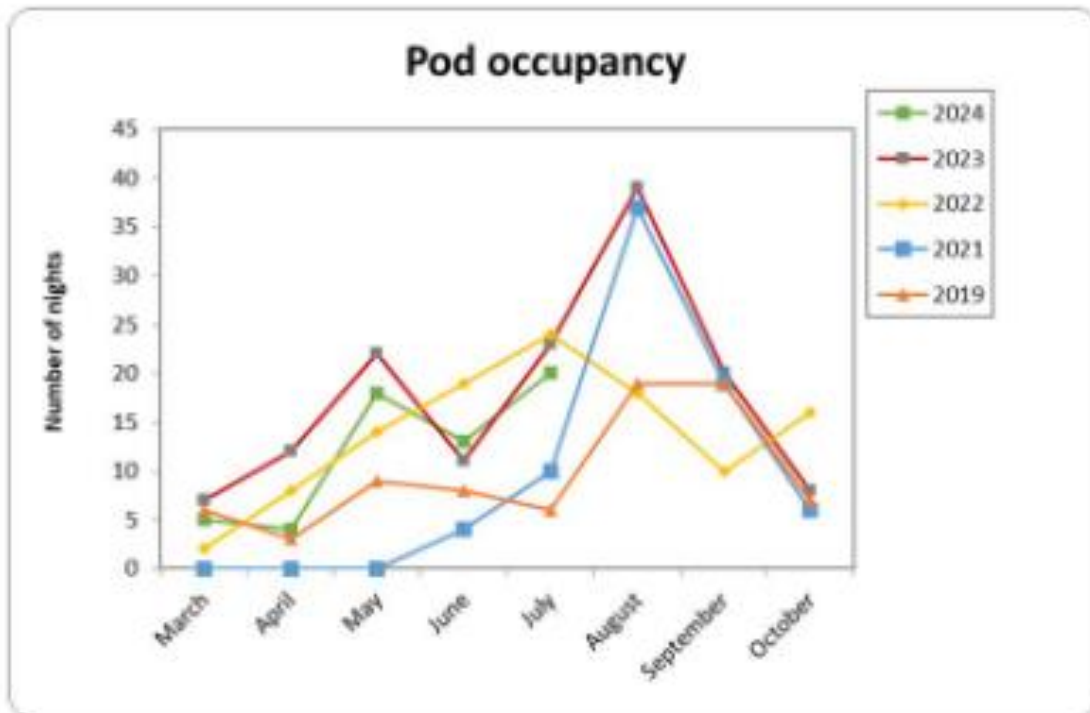
Key Location -Hartsholme Country Park / Swanholme Lakes and the Camp Site

Still the top-ranking park in terms of visitor numbers, the site continues to suffer from the pressures of high demand.

2023 saw major investment in the lake outlet. A review of the flood plan has identified a few changes that are required, including the raising of the grated access to the lake drain valve, and some repairs to the toe drain turret brickwork. Some minor work has already been undertaken, and members can be reassured that whilst flooding cannot always be prevented, the Council has and is taking reasonable steps to mitigate the risks.

The camp site operations have all but returned to normal now, with demand this year being good, despite the prevailing unpredictability of the weather. Occupancy is close to pre-2019 levels, but as explained, as my report is being asked for part of the way through a year, I am not able to be conclusive about the full year out-turn just yet.

Below is a snapshot of occupancy so far, showing year on year comparisons. The first picture is for use of the glamping pods, which is down just marginally, whereas the second is the caravan/campsite overall, showing comparable performance to last year, only just under that of 2019.



Development of a Master Plan for the site, although currently un-resourced, does remain as an objective of the Council within its strategic plan as things stand. The Chair of the Park Advisory Group (PAG) has been approached, and advised that this will be a long term project. The first stage will be the development of a Conservation Management Plan for the site, so that any future proposals protect, enhance, and work around and with the important heritage of the site. The potential to use some S106 monies is being explored for this purpose currently, and it is hoped that that work, which could take more than a year to complete, will be able to start next year. This would permit some dovetailing with the Local Landscapes, Hidden Histories (LLHH) project (update below).

Key Location - Commons

This year has seen significant work take place on the commons; all of this being reported to the Commons Advisory Panel (CAP), as is normal practice. The commons continue to benefit from additional income derived from an agreement with Lincoln City Football Club (LCFC) for car parking on match days, with this income set aside for work on the commons. The CAP are routinely given options and have set priorities for the income, and this is aligned with the Commons Management Plan.

Carholme Golf Club (CGC) has had a difficult year. The flooding which occurred when the catchwater drain broke its banks meant that a significant part of the golf course was under water for a prolonged period. Not only was this unplayable, but the soil structure was badly affected, damaging the sward to the extent that it has meant major turfing and re-seeding works.

In seeking approval for these works the golf club have needed to engage the Council for permission, and I have been happy to take the views of the Commons Advisory Panel as this has progressed. The various members have offered views on each proposal, and this has in turn let me form a view on behalf of the Council, which has ultimately seen the reinstatement works progress, but with a background of trying to take an opportunity to improve the environmental credentials of the golf club at the same time. I'd like to thank all the CAP members for their input to this process, and for CGC for recognising the opportunity that such adversity has presented.

As a condition of their lease the CGC have to work to an agreed Environmental Management Plan. This remains in development, but will be the focus of attention as soon as the reinstatements have settled.

Key Location- Hope Wood

This new site is progressing well as a key plank in the Council's strategy to provide more natural habitat in the city. This accessible land can be visited off Newark Road, via the cycle way, and sits adjacent Boultham Park. The project has made use of Levelling Up parks funding and is seeing a 3.5Ha site of low lying poorly grazed grassland transformed into a nature reserve with tree and shrub planting.

This year has seen new interpretation boards, as well as some significant Corten steel sculptures put in place; including a large name sculpture to make clear the site's new and emerging identity. I have no doubt that these features, supporting the management plan, were instrumental in persuading judges that the site deserved its first Green Flag award. A notable achievement on first time of application, and my thanks go to the staff who worked on this, and the volunteers who have so ably supported the project.

The project continues to be delivered in conjunction with the Woodland Trust, and with support from Lincolnshire Wildlife Trust.



Key Locations- Allotments

As at the end of June (Q1) 2024 the Council's allotments had an occupancy rate of 93%. Those not let are in low lying areas that cannot be gardened without significant investment in terms of drainage. The level of performance tends to fluctuate between 93% and 95%, it will not be exceeded in the near future without investment to bring wet plots into use.

All plots that can be used are being used, or are in the process of reletting, and there continues to be a steady demand for allotment tenancies, although we have seen a slowing of this more recently.

Last year I reported that we would be tightening up on enforcing plot maintenance, post covid. We have done this gradually and continue to press on with this, incrementally tightening up the rules again.

Hand in hand with this we are trailing a new allotment maintenance project. One constant bugbear seems to be the annual vacant plot cut, which the contractor struggles to cope with given that it comes at a time of high demand, and the issues are compounded by fly tipping and dumping on vacant plots which hinder any works. We are now developing a rolling programme of plot preparations, site by site, where vacant plots will be cut and cleared and then a 'treatment' will be actioned to try to suppress weed growth for a protected period, to let any new tenant get a positive start. The 'treatment' options being considered are coverage with a thick black membrane sheet, a second/flow-up rotovation or a weed spray. We will trial these on different sites to see which works best. All have a cost associated with them, but it is felt that the existing system doesn't work well, so something new has to be tried. It is hoped that the upfront costs incurred will be offset by savings later, and create some happier customers.

Another innovation of note here is that the service has finally been able to move from a paper-based system to a specialist software system for all records. This means that staff can access records whilst on site, easily attach photographs to records, and issue standard letters at the click of a button. There will be a cross over data transfer period, but ultimately this positive change should make actions faster and more responsive. It will also help us in our further aim of moving the service to a Direct Debit payment system to make life easier for customers.

Key Locations- Equipped Play Areas

The Council maintains 28 equipped play areas across the city, ensuring that British Standards are maintained at all times for installation, inspections and maintenance.

High levels of responsibility and care unfortunately means relatively high costs, and this does impact on the council's ability to expand the service and expedite repairs at times. Working closely with the Property Services section, who order the repairs, safety is always the number one concern for this service. It is necessary to close play areas off at times, and officers are under clear instruction not to bow to public pressure to re-open sites unless the necessary safety requirements are in place.

In terms of some positive improvements, a new climbing frame has been installed at Hartsholme Park, and orders have been placed to replace the safety surface at the Lawn and install a new Basket Swing.

On the downside we have seen an upsurge in vandalism unfortunately. This includes arson on the Skatepark at The Backies, Safety surface damage at Sudbrooke Drive, a window damaged on the multi-play at Queen's Park, and gate damage at Pullan Close. Obviously, the cost of repairs significantly impact options for improvements.

The annual Independent Inspections have been carried out in July, and the resulting report has shown our standards to be good, with only a few minor suggestions.

Key Location- John Dawber Gardens

The partnership with the John Dawber Garden Trust continues to work well.

The group has pulled in significant investment and transformed the site through both the investment and hard work. Whilst costs to the council have not dropped, the added value for the site is significant, and it now represents one of the best kept sites in the city. A credit to the volunteers involved.

Events and Activities

In 2024 from January to August a total of 7100 individuals (approximately 3020 Park organised and 4080 self-led) attended events held at Hartsholme Country Park and Swanholme Lakes Local Nature Reserve, Boultham Park and the Arboretum.

A total of 53 park-led events and 320 self-led events.

The most well attended self-led events held at Hartsholme to present were the weekly walking groups, run by the Co-op which use the network of paths within the park and they had 1200 individuals attend.

Other organisations which held events at Hartsholme came from a variety of sources which included, the University of Lincoln, Hartsholme Electric Model Boat Club (HEMBC), local schools and charities such as the RSPB.

Again, this year we hosted several networking and picnic type of events held by the Regis Group and the Ukrainian Culture Centre which we are told have provided invaluable support for the community and the incoming families. Also, several events to increase a sense of wellbeing and mental health have taken place within the parks, such as sketching for wellbeing and silent discos.

The Park-led event participants most favoured in the annual events calendar to date was undoubtedly the Easter Egg Hunt (780).

Other events with high attendance figures in the 2024 included Toddler Time (135), and several adult activities such as the History events and Obelisk workshops, also attracted good attendance figures.

Education

In total 1130 people have engaged, up to the end of July (Ranger Led 630 and Self Led 500). These are the numbers who have attended an educational visit at Hartsholme Country Park and Swanholme Lakes Local Nature Reserve.

In total twelve groups came from a variety of sources which included several local and non-local schools, Holy Cross Brownies and Home for Home Care which is an establishment which cares for children and young adults with severe disabilities.

Self-guided educational events which proved popular in 2024 had 500 individuals taking part in a wide range of activities including Shelter building, Orienteering and self-guided walks on various subjects.

The most popular Ranger led activity undertaken in 2024 was Mini Beast Hunt, followed equally by Shelter Building, and Woodland Art.

In 2024 a continuation of the already successful education program established in Hartsholme was expanded to Boutham Park and South Common. Twenty-two events (540 individuals) have been programmed in and experiences have been delivered within Boutham Park and South Common by the Education Ranger. This is in partnership with the Local Landscapes and Hidden Histories initiative and four local schools (Sir Francis Hill, Bishop King, St Peter at Gowt's and Hartsholme Academy), and also local Scout, Cub, and Beavers groups as part of the Outdoor Classroom Project. In addition to this several workshops with Canwick Care Home with elderly residents living with dementia have taken place.

Volunteering

In more recent years all volunteering for open spaces has been co-ordinated through a single post, ensuring consistency of approach in-line with Council policies, and co-ordination of resources. The development of this role has been invaluable to the Council and it has grown over time, to the extent that it is now at capacity. We continue to seek ways to expand the staffing available to support this work, so we can take on more volunteers.

I am pleased to report the outcomes in terms of volunteer hours from 2023 below. These are easy to capture when we have large groups for a fixed period, but less easy to measure when people give time in less structured ways, so we know for example that the efforts of the Park Advisory Groups are not always captured. For this reason, these should be considered to be slightly low, but they remain a great indicator as to how important volunteers are, and how highly we value their engagement and support.

Boultham Park total volunteer hours=178

Hartsholme Country Park total volunteer hours= 1107

Birchwood Nature Park total volunteer hours= 688

Swanholme Lakes total volunteer hours= 950

Commons total volunteer hours= 311

Hope Wood = 996

Total Hours for all sites 2022 = 4230

As is becoming customary now, through this report I would very much like to give my thanks to all those who willingly give their time in support of open spaces in the city. This may be by work as a member of a Park Advisory Group, or by direct action in delivery tasks on site with the Volunteer Co-Ordinator. It may even be by time they give to other organisations who do good works in the parks. All of them deserve recognition for helping to look after and maximise the benefits that can be derived from open spaces.

Arboriculture

Tree and tree care continues to be a high profile and contentious issue at times. We welcome the focus and importance attached to trees in the city by all concerned, as they are clearly a key aspect in creating the character of the city.

The Council's two arboricultural officers have dealt with many requests (some of which are by necessity very detailed), in relation to planning applications and conservation area consents, as well as the wider and more general requests.

This has resulted in the issue of 220 orders for works so far, all of which have to be monitored and assessed for accuracy/quality.

The work of this section does, by necessity, involve removing some trees for a wide range of reasons, but it also involves the planting of trees too, as required by Council policy.

Over winter 2023/24 I'm pleased to report that the Council planted 155 trees to replace the same number lost, but in city-wide terms this is enhanced by such as the Hope Wood project, where hundreds of other new trees have also been planted.

Last year I reported that the contractor was struggling with significant delays in actioning work, and an action plan was put in place. This removed the delays at the time, but we have seen a gradual return to significant delays developing since then. This has been reflected in the contractor performance points issues. A new action plan is in place, and, subject to us not encountering a severe storm or something, the delays will be back within tolerances by the end of October.

The further point of note in this section is the progress made on proactive tree surveys. Members will recall that this is a relatively new initiative for the council, and I'm pleased to report that approximately two thirds of all the city's open space trees have now been surveyed.

Members will note the size and scale of the task, but it is hoped that with just a few years now the Council will have mapped and have data on all trees in the city, aiding us to improve their care, and so better protect them as an asset for future generations.

Finally, last year I committed to prioritise the production of the city's first dedicated policy for tree care. I am pleased to say that this was considered positively at Policy Scrutiny Committee on 29 July 2024, and linked to the surveying work we will be looking to enlist public help in identifying 'Lincoln's 10 Best Trees' (the ten most notable trees in Council ownership). This will of course be a vehicle for drawing attention to how important trees are in an urban setting, and the challenges we, and the trees, face.

Travellers

In recent years, the Council has suffered a number of unauthorised encampments by the traveller community. The numbers fluctuate. In 2021 we had four incursions, but in 2022 this fell to one, although a secondary attempt to access some land was thwarted. In 2023 we had no incursions, and up to the date of drafting, there have been no cases for us in 2024.

Our programme of 'target hardening,' continues in an attempt to make access by such encampments more difficult. We are aware that one group tried to gain access to the Skellingthorpe Road field in 2023, but it seems the new barrier was a suitable deterrent, so they went elsewhere. The work to add further deterrents is continuing, and it is hoped to add another barrier at a new site which has been identified as being at risk in 2025.

Local Landscapes, Hidden Histories

Members will recall that this project has arisen on the back of learning from the Arboretum restoration, and of course most recently Boutham Park's restoration. It also dovetails well with established history recording in Hartsholme Park.

In essence it is a three year project that started in July 2023 seeking to engage the public in the important history of some of our key parks and open spaces, by imaginative means. It also has as a key objective, not only uncovering more of the history of the sites, but also recording them in a formal archive system. Key partners

include Bishop Grosseteste University, Lincoln University, and a wider range of established heritage bodies in the city.

An events/activities/talks programme is ongoing and regularly published. The monthly talks at the Grandstand are proving to be especially popular, and supported by those interested in local history stalwart.

2024/5 will see the archive being developed in a much higher profile way, so watch this space.

Horizon Scanning

There are several key issues either affecting our open spaces now, or likely to affect our open spaces in the future, that members need to be aware of.

Firstly, our financial pressures have not gone away. Open spaces are not a statutory service, and as such will never be first in the queue for funding or investment, despite their popularity and profile. As such, to stand any chance of making the Council's aspirations a reality, it is necessary to be both realistic about what can be achieved with the resources available, but also imaginative about how income may be derived. It is regrettable that the Council cannot prioritise investment in parks, but it is a fact that has to be faced that restricted long term funding is perhaps the single biggest threat to the desire to provide high quality parks and open spaces, not just in Lincoln but nationally.

To try to address this I have asked officers to draft an income policy for parks and open spaces, to give members the chance to consider the issue, and decide if/where looking for external funding would be appropriate. A priority has been not deterring use of parks by legitimate users, and trying to generate income by adding value to visitors' experience. What has been clear is that this is a complex topic, and highly variable, and as such has required a policy which is equally flexible, with significant discretion.. A strategy document also showed what the policy will mean 'in action.' One vital aspect of the policy is that although it is the intention that the City Council will hold the funds generated by this initiative, it is the Park Advisory Groups who will direct the spending.

With new policies in place for tree care and income generation, subject to staff resources permitting it, the next step will be the development of an overarching policy for open spaces that will pull all the strands together. This document will also pick up other priorities for the Council, such as our ambitions for biodiversity enhancement, use of the most sustainable methods we can, and heritage protection.

Finally, very long term, we have agreed to engage in the very initial stages of the Lincon and Witham Landscape Recovery Project. This is an ambitious project, headed by Doddington Hall who have been successful in securing funding for from The Department for Environment Food & Rural Affairs (DEFRA). A very small team are now exploring the potential to enhance opportunities for wildlife in the wider area, outside of the auspices of the well reported specific Doddington Hall rewilding project, by mapping sites with existing and future potential for wildlife, and then seeing how they might be both enhanced and connected. The project covers a large area from

around Doddington Hall down to near Newark, and so is engaging around forty land owners, along with other wildlife interest and stakeholder groups. The project hopes to be in a position to report to DEFRA by the end of 2025, so members should expect formal reports on the project later this year as things progress, and as we learn what the implications would be for Lincoln if we are to remain engaged.

Street Scene

This section covers a wide range of services associated with street cleansing and waste management.

Infrastructure

This includes the provision and maintenance of street name plates, art installations, and the maintenance of bus shelters. The city currently has 111 bus shelters (66 Adshell/ 45 City Council), and 29 pieces cared for as art installations, of varying sizes, spread across the city.

Historically there are two tiers of bus shelter provision. A contract for free provision of those where the advertising pays for the shelter, and those which the Council has to manage and pay for. The budget for council-provided bus shelters was removed a number of years ago, when it was acknowledged that these should be a county highways function, and the City Council could no longer afford to maintain bus shelters.

Ongoing discussions with Lincolnshire County Council (LCC) about the importance of bus shelters within a transport strategy has led to some positive conversations.

Waste/Recycling

In terms of statistical performance of existing services, performance remains acceptable. Please note that data is always lagged. This report reflects data up to end of June 2023 (Q1).

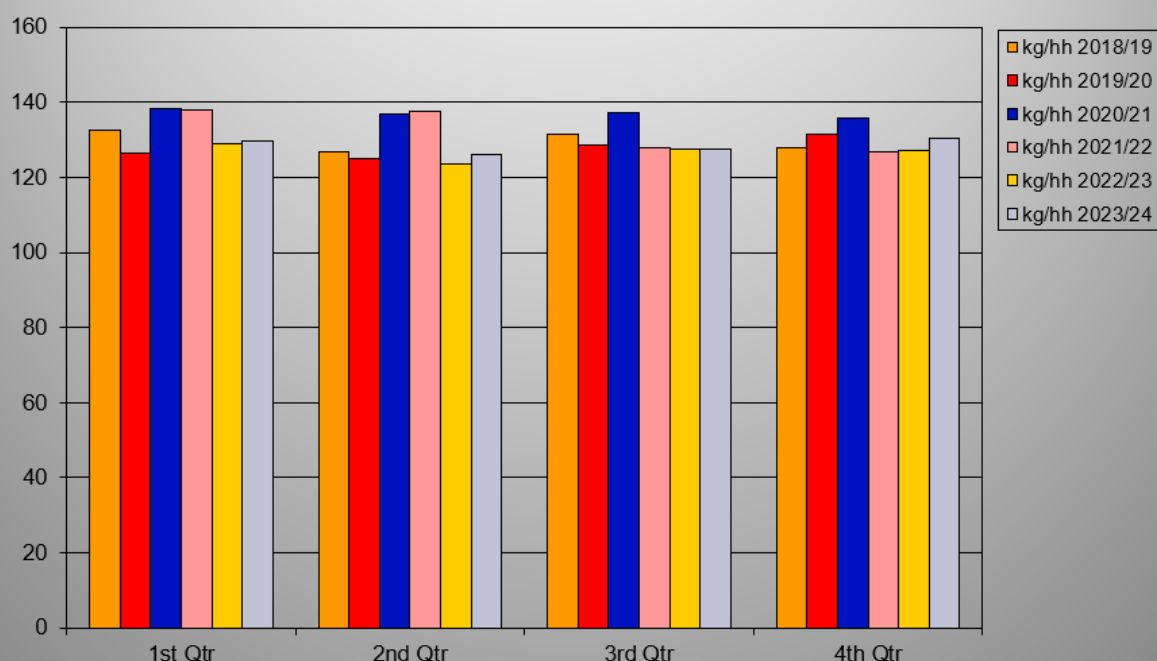
Domestic general (residual) waste disposed of has increased just slightly last year, compared to the previous year, but remains considerably down on past years (this includes for growth in new properties).

Financial years per Household.

20/21	547.6 Kg /pa	136.9 Kg/hh av per Q
21/22	530 Kg/pa	132.5 kg/hh av per Q
22/23	507.5Kg/pa	126.89Kg/hh av per Q
23/24	510.06kg/pa	127.52 Kg/hh av per Q

Residual household waste per household

(data is one quarter behind)



When considered against comparable authorities Lincoln is only just slightly higher than the published median for our grouping, which is around 500Kg/hh/pa.

The number of residents using the garden waste service has dropped just marginally this year (so far). There had been a gradual decline in numbers over the years, which was thought to have been as a result in a drop in disposable income, but last year threw up something of an anomaly. The marketing has been strong again this year, highlighting the benefits of the green bin scheme, and it might be that residents are now realising that the charge offers excellent value for money, compared with paying a contractor to dispose of the waste, or the time and effort required to take the waste to a Household Waste Recycling Centre (HWRC). There was no increase in charge this year, making Lincoln's scheme the cheapest in the county.

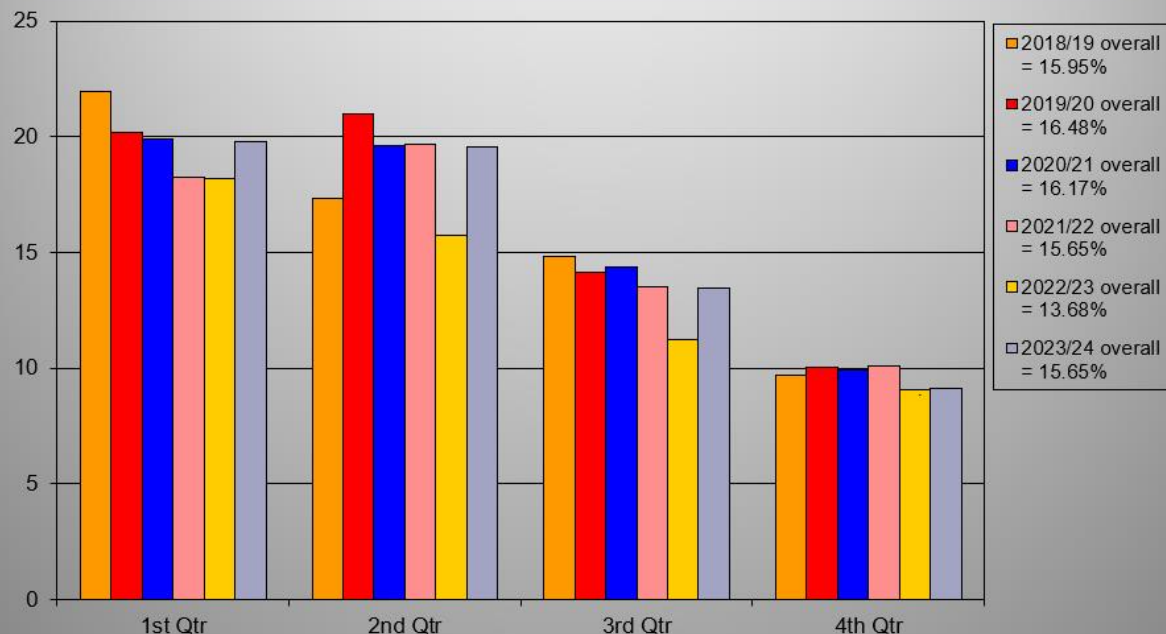
Number of bins being emptied:

2017 18,241
 2018 17,794
 2019 17,405
 2020 17,514
 2021 17,744
 2022 16,785
 2023 18,559
 2024 17,927 (at time of drafting)

The increased buy-in to the green waste service seen above has now been reflected in the data for tonnages collected (see below), which had not always been the case.

Percentage of waste composted

(data is one quarter behind)



Recycling Tonnages

Below are the tonnages collected of Municipal Dry Recyclate (MDR) after 'contamination' has been removed.

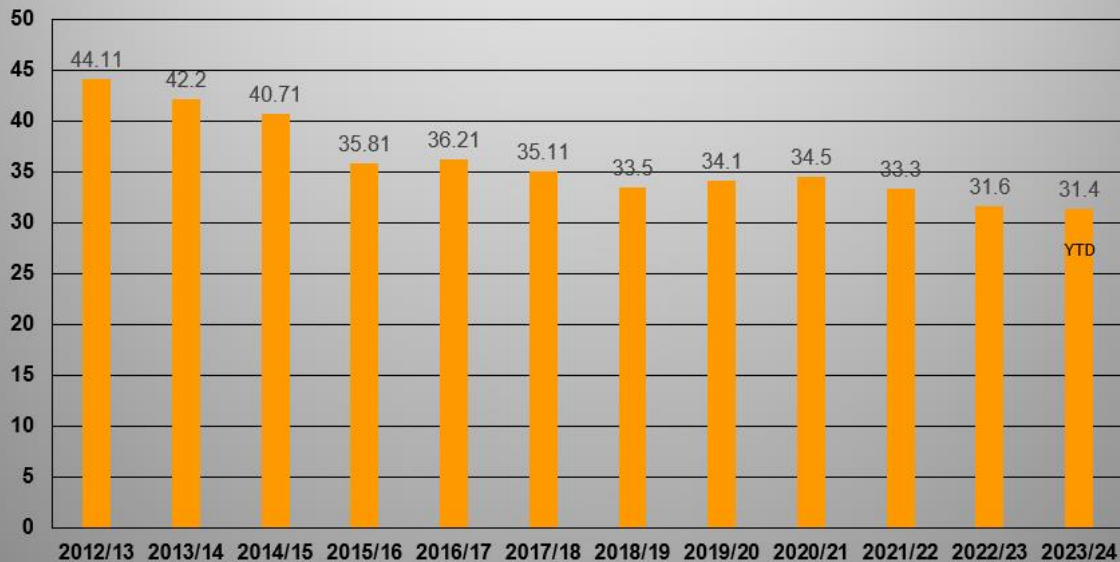
Financial years

20/21	7048.09 Tonnes	18.29%	of total waste stream
21/22	6543.86 Tonnes	17.70 %	of total waste stream
22/23	6193.00 Tonnes	17.88%	of total waste stream
23/24	5570.38 Tonnes	15.79%	of total waste stream

The reduction is a worrying trend, and I draw members attention to my comments on possible action later in the report.

The graph below shows combined performance for dry recyclate and composting, and suggests that there has been a general levelling out of performance in the low to mid 30s.

Percentage of waste recycled and composted (data is one quarter behind)



Comparison with 'near neighbours' shows high performance of 44% and low performance of 25%. Whilst Lincoln therefore sits below average on that score spectrum, there are reasons for this, and again I draw members attention to my comments on possible action below.

Before considering options, it is important that members understand the context of the data provided to them. What appears to be a simple set of data is actually more complex to unpick than is perhaps first imagined.

To aid understanding it is best to see the waste stream (everything being thrown out by a household in bins) as a whole first, and then to divide it up into its constituent parts, initially grouping them by how they are handled for processing.

Green Bin. Green wastes are quite self-explanatory. Simple rules and easily understood. Contamination is very low. This goes for composting.

Black bin. General waste . Goes to the EfW. No sortation for contamination necessary.

Brown bin. MDR. What can be taken in here is a mix of materials that LCC prescribe as being prepared to recycle. It is important to note that this is NOT what can theoretically be recycled. It is only what LCC say they will take. This can be influenced by many factors for example: availability of recycling plants/handlers to actually take the material, impact on recyclability of a material by mixing it, the cost of processing.

A good example of how complexity is added to the data is paper and card. Eminently recyclable, when collected with other materials, can become affected by the other materials in the bin. Food on paper does not render it unrecyclable necessarily, but it

lowers its grade, potentially significantly. At extremes, the value of a material such as paper can go from being valuable and generating an income, to being a burden that costs money to process. So 'contamination' might be something that is clearly not readily recyclable, like a tin of paint, or it can be something that LCC simply don't want because it would cost them money to recycle, like paper/card with food stain on it.

Even taking this into consideration there is no doubt that some areas of Lincoln's recycle is of poor quality, and heavily contaminated. LCC report this as around 16%. If comparison with near neighbours is a yard stick (and we have to be careful in doing this as each council has different criteria for what it will/will not accept) Lincoln is worse than all 'near neighbours. However, some of these are also reporting zero contamination, which must add suspicion to the validity of the data being reported.

All of the above aside, it is recognised that Lincoln's performance is not as it should be or as members would want it to be, and there is a desire to improve this considerably whilst still making sure that the service remains popular and reports high satisfaction levels.

Equally, LCC have asked the City Council to do what it can to clean up the recycle, for the reasons highlighted above. It has asked Lincoln to consider introducing separate paper and card collections to some or all of the city, and to increase its enforcement of contaminated bins by rejecting them from collections. This is something we do now, but LCC would like to see a much harder line being taken.

It is therefore my commitment that one or more reports be produced for members on this subject before the end of this year. The papers will focus on options around the introduction of paper and card, considering both the viability of this for the city's streets, but also the impact on outcomes. There will also be a close look at other options, such as education and enforcement packages.

For clarity, whilst numerous indicators are collected and reviewed for the service as a part of day to day operations, the departmental KPIs are:

Indicator	Q4 outturn
Percentage of Waste Recycled / composted (target 34% to 37% High is good)	35.54%
Contractor performance points score (target 50 to 150 points per Q. Low is good)	2023/24 Q1 95 Q2 325 Q3 40 Q4 100

Percentage of waste recycled and composted

(data is one quarter behind)



Imminent Changes.

The Lincolnshire Waste Partnership has been active this last year in the delivery of the action plan underpinning the Joint Municipal Waste Management Strategy for Lincolnshire (JMWMS). This document prioritises the work which drives change for waste services across the county, and ensures a joined-up approach is taken, so reducing any risks of confusion. The plan has recently been updated.

Over and above the local action plan, we have of course been awaiting clarity on the implications arising from the Environment Act 2021, which proposed some fundamental changes in a few key areas of waste/recycling policy. Covid has delayed this, but the initial national consultation concluded, leading to an announcement in late October on a few key issues. There is little new news since last year, due both to covid and the elections.

Things we already knew:

1. A public body will be established to collect income from packaging companies for dissemination to those dealing with the effects /processing of waste packaging (Councils).
2. To obtain funding councils will be required to prove they are operating "effectively and efficiently," which will be predicated on a consistent list of materials.
3. We will be required to collect food waste weekly (timescale for implementation was to be determined)

Important points of note about the above.

Point 1. Levels of funding are not yet set out, but where income is being achieved this will be netted off against costs.

Point 2. Will be assessed, but the exact criteria remains unclear.

New information:

1. Food waste collections will be a statutory requirement for all households, and must be introduced by no later than April 2026
2. Free garden waste services will not be part of the legislation. All organic waste can go into the same collection.
3. There is a clear materials list that must be collected as recycling, but there is no requirement to separate these into different bins (as many Councils do). A MDR collection, as we have in Lincoln, is acceptable.
4. Plastic film will be added to the list by no later than April 2027.

Important points of note about the above.

1. Food collections will be the biggest upheaval in our waste stream management for many years. It is about an extra 2.4 million collections each year. New burdens funding will be subject to the Council proving collections are “effective and efficient” but they haven’t said what that means yet.
2. No pressure for kerbside sortation (the way to get the highest recycling rates but at the highest cost). Removing the need for Councils to report why they collect the way they do under a Technical, Environmental, Economical Practicality (TEEP) assessment is expected but has not been enacted yet.
3. The recycling materials list is confirmed as the same as we understood it to be, so no change there for now, but the addition of taking plastic film from April 2027 is noted.

The impact of this, and the pressure that will be exerted on waste /recycling services in the next few years should not be underestimated. Not only are we in the process of mobilising for a new contract starting September 2026, but before then, unless the legislation changes again to include for some greater flexibility, we will need to implement food waste collections to every house. Significant challenges lie ahead of us now, and this is without reference to any other initiatives we may wish to implement to try to improve our recycling rate, as the national challenge for the LWP is still to achieve 55% by 2025 and 65% by 2035.

It is not lost on me that we will now need to look at bringing in food waste collections before the end of the existing contract. I will not rehearse the difficulties of the predicament here, as most will be obvious, but it will be easier now that we know Biffa have retained the contract than if we were working with another provider. DEFRA have been made aware of the contract award, and we await their update on funding, as promised.

Horizon Scanning

To a large extent the immediate future for these services has been prescribed by government. However, whilst the new policies set out what government will and will not mandate, they are not transparent on exactly how it expects each authority to reach the challenging national targets.

My aim is clear in that the priority is to retain the stability of our services and ensure that good quality waste services are delivered well throughout any period of change.

We do need to retain a focus on reducing the volumes of waste produced, and contamination levels within what is produced, but this must be done sensitively and ever mindful of the pressures on residents who may struggle to store more bins or understand the waste/recycling system.

It is accepted that the Council is only one player in what makes up the complex waste production, collection, and processing stream, but none the less it has influence beyond just collecting the wastes, and I believe it must continue to play its part and show leadership in the promotion of waste reduction and recycling initiatives.

Street Cleansing

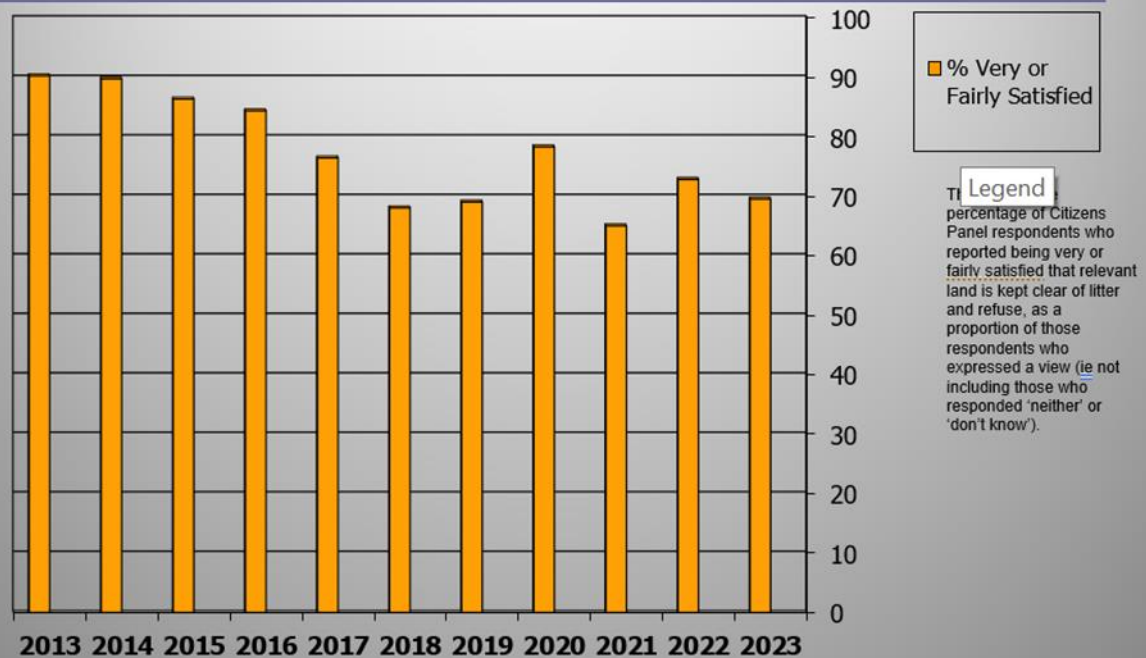
This section covers all areas of street cleansing, including street sweeping, litter picking, litter bin emptying, fly tipping, and the removal of graffiti and abandoned vehicles.

In the summer Citizens Panel survey 2023, 69.5% of respondents who expressed a view reported being very or fairly satisfied with the cleanliness of the city, a small fall of 3.3% on last year, but last year was up a little on the year before, suggesting a norm around this level has been established. Due to the timing of this report, I am not able to update on last year's data, as I won't receive this until the end of the year.

For clarity, whilst numerous indicators are collected and reviewed for the service the departmental KPIs are:

Indicator	2022/23 target	Recorded outturns in 2023
Contractor performance points score	50 to 150 points per Q	Q1 170 Q2 70 Q3 60 Q4 55
Satisfaction with cleansing services	68% to 78%	2023/4 69.5%

Satisfaction with Cleanliness



Graffiti

Graffiti, or perhaps more correctly 'tagging' has become an issue in Lincoln in the last year. It has hit in spates, and is undertaken by a few individuals. We remain committed to graffiti removal as a mainstay of showing commitment to a clean environment. However, getting graffiti cleared is not easy, as much of it is on private property, and as such it is the landowner's responsibility to clear it or at least to give permission for us to do so. Some choose not to, and others won't respond to offers of help from the Council. Where necessary the Public Protection and Anti-Social Behaviour (PPASB) team have become involved and have made use of powers to seek landowners to cooperate, and this has had significant success.

The below includes all graffiti removed (excluding utility boxes) so far this year.

	Total reported	Reported and cleaned within :	Reported but cleaned outside of :	Outstanding (to be cleaned)			Cleaned independently/ continental
				Response from land owner awaited	Response from landowner but other issues	Contractor not yet responded as requested.	
Offensive cases	20	24hrs=14	24hrs=3	0	0	0	3
Not offensive cases	137	30 days=57	30 days=3	49	3	6	19

This compares with a total case load of 46 in 2023.

With regards to utility boxes, we are trialling some new paint, which makes it more difficult to get graffiti to stick to, and when on, much easier to remove.

We are also exploring options to wrap utility boxes, to see if an option might be simply to remove the wrap, and then re-wrap a box, as some cars are done these days.

Additionally, we are looking into the cost of putting murals on some boxes. This has proven popular in the Sincil Bank area.

Compactor Bins.

Last year I reported on a trial of six solar powered compactor bins in high street areas. They were located where we were aware we got the most litter, and the highest number of complaints about overflowing litter bins.

Being a 'smart bin' meant that they measured how full they were, advising when they needed emptying, and every time the doors were actually opened for emptying. This data was transmitted to staff, so they could see how full bins were getting, and how effective our contractor was at emptying them.

The data showed the bins to be highly effective, reducing staff time attending bins unnecessarily and whilst the public have been keen to use them, the technology has made sure that they did not get full. They have therefore been popular with both staff and the public, leading to a targeted expansion of the service, taking us to ten bins in total. The commitment to these efficient bins has been included within the new contract, meaning that tenders submitted have been able to note the efficiency gain, and tighten tendered prices for this aspect of the service accordingly.



Shopping Trolleys.

In last year's report I noted that we were seeing increasing numbers of abandoned shopping trolleys blighting the city. I asked Officers to contact the local supermarkets to seek co-operation, but the response saw no tangible difference on our streets. Accordingly, I asked Officers to move to the next option, which has been to set up an enforceable scheme, whereby shopping trolleys picked up are now impounded and the supermarket responsible given time to either collect the trolleys, have the trolleys

delivered back to them, or agree to their disposal. In any event there is now a charge from the Council for their handling , and if necessary, disposal.

The scheme started in March. So far in the 5-month period March to August 146 abandoned trolleys have been removed from the streets of Lincoln.

Horizon Scanning.

As a part of the preparations for the new contracts members considered at some length what priority was to be given to these services when considered against open spaces and waste/recycling. In recognition that it was a stable but well delivered standard now, members gave this a lower score than the other areas.

Waste/recycling are fast changing areas of work, but less so street cleansing. However, that does not mean it won't be subject to change and new demands, as aspirations grow. I therefore think that the exploration of new ideas is wise, and the innovation offered by such as compactor bins has real potential.

I am also especially keen that we look at the disposal of litter wastes. At the moment we are unable to recycle these in any way, but I feel this is a lost opportunity, and whilst current cultures (not to mention disposal contracts) prevent it, I believe that it is something that will emerge in the next few years, and we would be well to be preparing for this.

Public Toilets

The service continues to struggle to settle, post its reorganisation in 2021. Recruitment has been an issue, and the age profile/health of the existing staff cohort represents an ongoing challenge.

Charges of 20p per use have been in operation at the Bus Station, Castle Square and Tentercroft Street since January 2017, and the table below shows the income received so far. It does not cover the cost of provision, but is of help to offset operating costs. Covid lockdowns affected income at times, as can clearly be seen below, as has the provision of free toilet facilities at the new Central Market. The impact of the later will be assessed more carefully when a full year's data has been collected.

	TOTAL
2016/17	£2,720.13
2017/18	£16,981.06
2018/19	£38,069.43
2019/20	£38,748.82
2020/21	£19,035.69
2021/22	£39,101.85
2022/23	£37,708.56
2023/24	£36,269.99
2024/25 (to end July)	£10,799.52

This service has yet again achieved high standards for those facilities entered into the Loo of the Year awards, with Tentercroft and Castle Square achieving Platinum standard, and the Bus Station achieving Platinum Plus standard.

Food, Health and Safety

The Team continues to prioritise public health, taking a risk-based approach, in line with the Food Law Code of Practice and LEAN Systems. This allows the service to focus on those businesses that present the greatest risk to public health. As we have a large number of tourists this team protects not only our residents working in the city but also our visitors.

Resources

The Team currently consists of the Team Leader, 2 Environmental Health Officers and one Senior Food Safety Officer. There is currently a Food Safety Officer vacancy, however we are using a contractor to fill this gap. We are hoping to recruit into the vacant post from September 2024.

Summary

Over the financial year 1 April 2023 to 31 March 2024 the Team has been fully operating in accordance with the Food Law Code of Practice. This is the first year since the Covid pandemic having been operating a post-covid recovery plan (in line with Food Standards Agency (FSA) protocol).

The Team is consistently above the low target (95%) for the measure 'PIMS - FHS 1 for the percentage of premises that are fully or broadly compliant upon food, health and safety inspection'. The Team has consistently performed above the low target of 15 days for 'achieving compliance from the date of inspection PIMS - FHS 2'. Over the fiscal year to quarter 1 of this fiscal year the average time to reach compliance from the date of inspection was 6.99 days. For 'PIMS - FHS 3 – percentage of food inspections that should have been completed and have been' the average for the 5 quarters was 84.85 – this is due to the ending of the FSA recovery plan which resulted in 103 low risk food premises being returned to our inspection programme. This was dealt with effectively with a project utilising the Alternative Enforcement Strategy as provided by the Food Law Code of Practice. As such upon finishing the fiscal year for 2023 to 2024 the Team was performing at 99.52% with a low target of 90%.

Table – Volume of Work for the 01/04/2023 – 30/06/2024 (fiscal year and quarter 1 of current fiscal year)

	01/04/2023 – 30/06/2024
Service requests (e.g. food, health & safety complaints, food hazard warnings, advice and guidance and public health.	1668
Food Hygiene Inspections Total	773
Food hygiene inspections – physical inspections completed	729
Food hygiene inspection – Alternative Enforcement Strategy	44
Total number registered food premises	1092
New food business registrations received	331
Food and environmental samples taken	44
Infectious disease notifications	30
Health and safety inspections where matters of evident concern identified	4
Accident notifications	62
Accident investigations	6
Personal skin piercing registrations processed	101
Premises skin piercing registrations processed	17

For comparisons to be made please find below a summary table between fiscal year 2022 – 2023 and 2023 – 2024.

	2022 - 2023	2023 - 2024
Service requests (e.g. food, health & safety complaints, food hazard warnings, advice and guidance and public health.	1315	1316
Food Hygiene Inspections Total	582	600
Food hygiene inspections – physical inspections completed	570	556
Food hygiene inspection – Alternative Enforcement Strategy	12	44
Food and environmental samples taken	109	30
Infectious disease notifications	21	26
Health and safety inspections where matters of evident concern identified	8	3
Accident notifications	48	51
Accident investigations	1	6
Personal skin piercing registrations processed	28	88
Premises skin piercing registrations processed	12	14

There is a significant difference between the number of Alternate Enforcement Strategy (AES) between the two fiscal years due to the Teams adoption of a project to reduce the number of outstanding low risk inspections as a result of the Food Standards Agency (FSA) recovery plan. The increased number of personal skin

piercing registrations is the result of the City hosting a tattoo convention in October 2023 resulting in 44 personal registrations being submitted and processed. The decline in sampling between fiscal years is indicative of work pressures in other areas of the Team's activities, such as dealing with matters of evident concern for health and safety.

Examples of Complex Cases for 01/04/2023 – 30/06/2024 (fiscal year and quarter 1 of current fiscal year)

As well as carrying out several hundred routine food inspections and dealing with over a thousand service requests, the Team have also dealt with a number of complex cases with between 12 -16 non-compliant businesses at any one time. Examples of complex cases include:

Food Safety

- A food hazard warning issued by the Food Standards Agency resulted in visits to 50 food business within the City at short notice to determine whether they were selling the affected products and to feedback intelligence to the Food Standards Agency.
- As a result of a food complaint related to the consumption of raw oysters an Officer was able to feedback information through the UK Health Security Agency and the Home Authority (Colchester) to a national study on an increase in food poisoning associated with raw oysters and water quality of fisheries within the UK.
- Voluntary closure of a food business due to the Officer finding a cockroach infestation during their routine and unannounced food hygiene inspection.
- Voluntary surrender of 15Kg food presented for sale past its 'Use By' date a retail premises on Monks Road because of a complaint from a member of the public. This resulted in the inspection of the premises, disposal of the food and debt recovery for the disposal costs.
- The Cornhill Market reopened in the same month as the entertainment venue 'Stack' resulting in 30 new food business inspections to be completed within 28 days of them opening.
- Fruit fly and drain fly infestation resulting in the voluntary closure and major structural works to allow the reopening of a food premise within the City.
- The receipt of a complaint, subsequent inspection and works to achieve compliance of a low risk retailer where the Food Business Operator (FBO) was urinating in a bottle rather than using the first floor toilet facilities.
- The voluntary closure of takeaway with a mouse infestation. The Officer worked with the FBO and the FBO realised they were out of the depth and chose to close the business permanently.
- Our contractor worked with a national chain to improve procedures for service of less than thoroughly cooked burgers.

Health and Safety

- Gas leak detected coming from a takeaway when an Officer was walking past the premises. The FBO was out of the country, Officer had to contact Cadent and make enquiries to get hold of landlord to gain access to the property to

prevent possible danger to employees, tenants in the flats above and members of the public.

- Offering advice to a business premises when raw sewage overflowed into large retail shop during storm Babet.
- Air B&B - following the receipt of a complaint, Officer had to take enforcement action to resolve a problem with dangerous electrics in a holiday let.
- Ongoing investigation of a major H&S incident which is subject to legal proceedings.
- Working with the Lincoln Tattoo Convention 2023 to get the venue and all artists registered for the two-day event held at the Engine Shed.
- Investigating allegation of poor practice for an Aesthetics Practitioner and helping the practitioner to understand their responsibilities in the absence of licensing.

Other

- Increase in rodent complaints following storm Babet and increased water levels.

Licensing

During the financial year 2023-2024, the licensing team have issued the following licences.

Licences processed	2023-24	2022-23 data
Vehicle Licences	458	409
Test Certificates	802	688
Private Hire Operator Licences	4	3
Private Hire (PH) Driver Licences	276	234
Hackney Carriage (HC) Driver Licences	14	21
Premises Licence Applications	194	183
Personal Licence Applications	93	99

The above data shows the output of the Licensing team in relation to applications received over the past year. It doesn't consider the management of the various categories of licences which are already in effect during the same period.

During the last year 14 drivers were referred through to the Private Hire and/or Hackney Carriage Licensing Sub- Committee. The breakdown of the outcomes of the 14 sub-committees is as follows:

- 10 Licences granted
- 4 Licences Refused

There were also 2 drivers who had their badges revoked with immediate effect in the interest of public safety. One was in relation to allegations of a sexual nature. The other was following a serious road collision with a pedestrian.

The below table shows the number of licences that were active at the end of quarter 4 of the financial year 2023-2024:

Licences active at year end	2023-24	2022-23 data
Premises Licences	404	405
PH Drivers	441	409
PH Vehicles	310	290
PH Operator	20	22
HC Driver	35	33
HC Vehicles	31	31

The performance indicators for Licensing were refreshed at the end of 2022/23. The comparison data for previous financial years is not available but will be included in future reports.

The financial year 2023/24 saw Private Hire Vehicles and Drivers, that were registered in other areas, increasingly appearing in the City. This has mainly been driven by the expansion of Uber around the country. This is currently being discussed at a national level due to the inability to effectively monitor the drivers when they are operating outside of their registered area.

Despite the increase of 'out of town' vehicles appearing in the City the private hire trade in Lincoln has continued to recover, post Covid, and a recent influx of new applications has meant numbers continue to grow. For comparison, the numbers at the end of quarter 1 2024-2025 are as follows:

- PH Drivers 467
- PH Vehicles 327
- PH Operator 18
- HC Driver 35
- HC Vehicles 31

Recreation and Leisure Services

Community Centre Overview – 2023-24

2023-24 saw the Community Centres maintain growth in hourly usage and footfall, with a 35% increase in usage on 2022-23 and a 30% increase in footfall.

This increase is despite the transfer of administration of St Giles Community Centre to the YMCA in September 2023.

All CC Footfall			
	2022-23	2023-24	% Variance
April	3987	13052	227%
May	4534	16586	266%
June	3416	13791	304%
July	3516	14271	306%
August	10851	16532	52%
September	18378	13223	-28%
October	23805	18974	-20%
November	19872	17227	-13%
December	18642	16740	-10%
January	16305	20936	28%
February	14200	17468	23%
March	14059	17985	28%
Total footfall	151565	196785	30%

All CC Hourly Usage			
	2022-23	2023-24	% Variance
April	318.5	958.75	201%
May	416.5	1052	153%
June	411	1018.75	148%
July	370	1041	181%
August	571.75	959.25	68%
September	793.75	921.5	16%
October	906.5	932.25	3%
November	993	942.75	-5%
December	865.25	945.5	9%
January	864.5	923	7%
February	947.75	897.5	-5%
March	1181	1087.25	-8%
Total hourly usage	8639.5	11679.5	35%

Breakdown of Community Provision – 2022-23 / 2023-24

	All CC Community Provision (Hourly Usage)				
	2022-23				
	Q1	Q2	Q3	Q4	Total
Community	280.75	260.75	241.25	338.75	1121.5
Health	314.75	844.25	1477.25	1464.25	4100.5
Sport	318.75	352.5	283.5	290.5	1245.25
Education	0	19.5	53.5	81	154
Training	16.5	43.5	314.75	302	676.75
Religion	70	77	273	418.25	838.25
Env'ment	0	0	0	0	0
Music	127.25	128	93	89	437.25
Party	18	10	24.5	9.5	62
Total Hours Usage	1146	1735.5	2760.75	2993.25	8635.5

	All CC Community Provision (Hourly Usage)				
	2023-24				
	Q1	Q2	Q3	Q4	Total
Community	360.25	268	185	253.5	1066.75
Health	1499.5	1449	1324	1374	5646.5
Sport	367.25	342	279.75	358.75	1347.75
Education	48	35.5	55	49.5	188
Training	248	136.25	162.5	112.5	659.25
Religion	380.25	519.5	640.5	582.75	2123
Env'ment	0	0	0	0	0
Music	104.25	139.5	136.25	142.75	522.75
Party	22	32	37.5	34	125.5
Total Hours Usage	3029.5	2921.75	2820.5	2907.75	11679.5

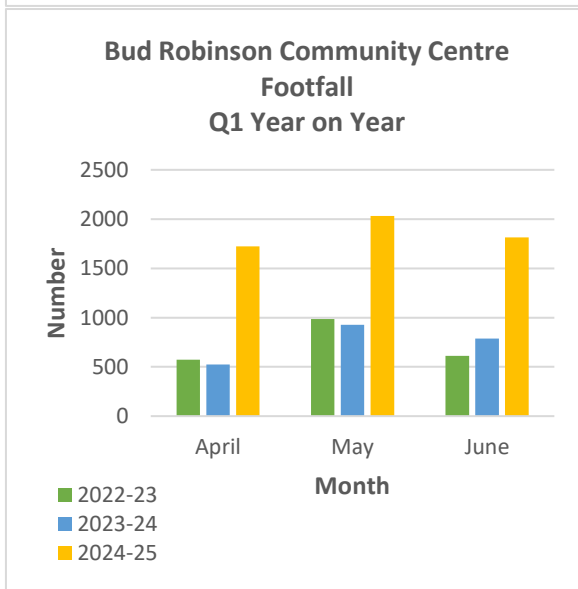
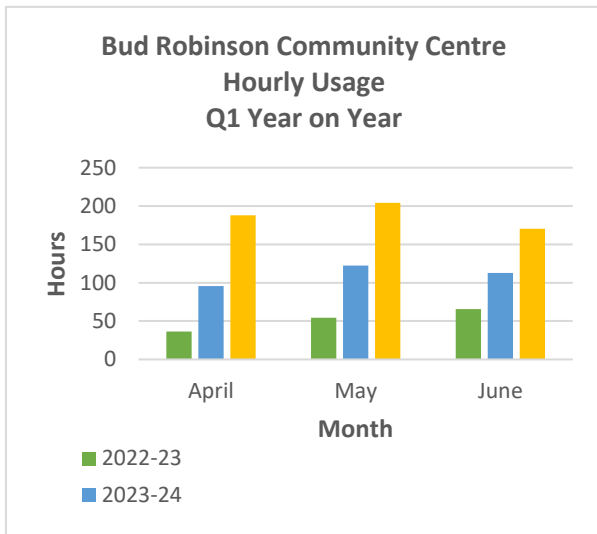
Bud Robinson Community Centre

Regular training course bookings from hirers such as GMB Union, UBU and Secure Care UK, amongst others, has seen usage increase at the centre year on year.

During 2023-24, Club 87, a social and recreational group aimed specifically at young people with disabilities, has seen an increase in attendees resulting in an additional room being required for their activities.

Weekly church bookings on a Sunday morning allow for services to be held by three religious groups building congregations of people of all ages.

The graphs below highlight the increase in usage and footfall in Q1 from 2022-23 to 2024-25:



Comparison of Q1 Community Provision at Bud Robinson Community Centre – 2022-23 / 2024-25

BRCC Community Provision (Hourly Usage)			
	2022-23	2023-24	2024-25
	Q1	Q1	Q1
Community	92.5	116.5	198
Health	24	0	6
Sport	0	0	0
Education	0	0	0
Training	0	100.25	240
Religion	36	103	118.5
Environment	0	0	0
Music	0	0	0
Party	4	11	0

Grandstand Community Centre

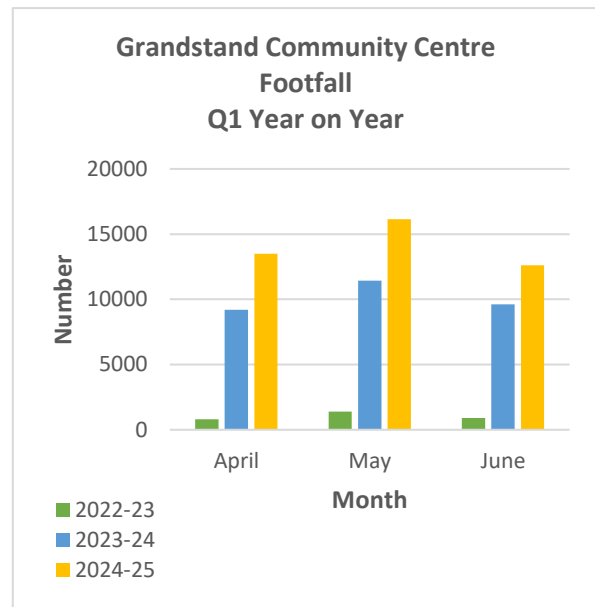
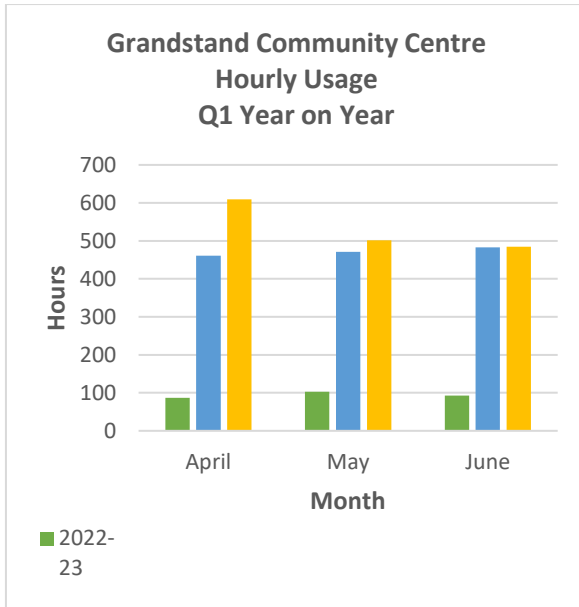
The NHS Vaccination Centre has been using the Weighing Rooms at the Grandstand Community Centre since the Covid outbreak and has recently renewed it's booking until the end of March 2025.

In April 2024, a training provider held a course in the Main Hall for 30 ambulance crew completing their driving qualifications. The venue allowed space for completion of first aid, seminars and exams, as well as providing adequate car parking provision for many ambulances.

City of Lincoln Brass Band have held music rehearsals at the Grandstand Community Centre since March 2016 and continue to meet twice a week in the Main Hall.

Regular monthly bookings by City of Lincoln Council's Local Landscapes and Hidden Histories team provides a History Café and seminars by external speakers.

The graphs below highlight the increase in usage and footfall in Q1 from 2022-23 to 2024-25:



Comparison of Q1 Community Provision at Grandstand Community Centre – 2022-23 / 2024-25

GCC Community Provision (Hourly Usage)			
	2022-23	2023-24	2024-25
	Q1	Q1	Q1
Community	81	27	57
Health	55.5	1256.5	1223
Sport	12.5	19	8
Education	0	0	0
Training	1.5	9	162
Religion	34	33.5	80.25
Environment	0	0	0
Music	97.75	58.75	65.5
Party	0	11	0

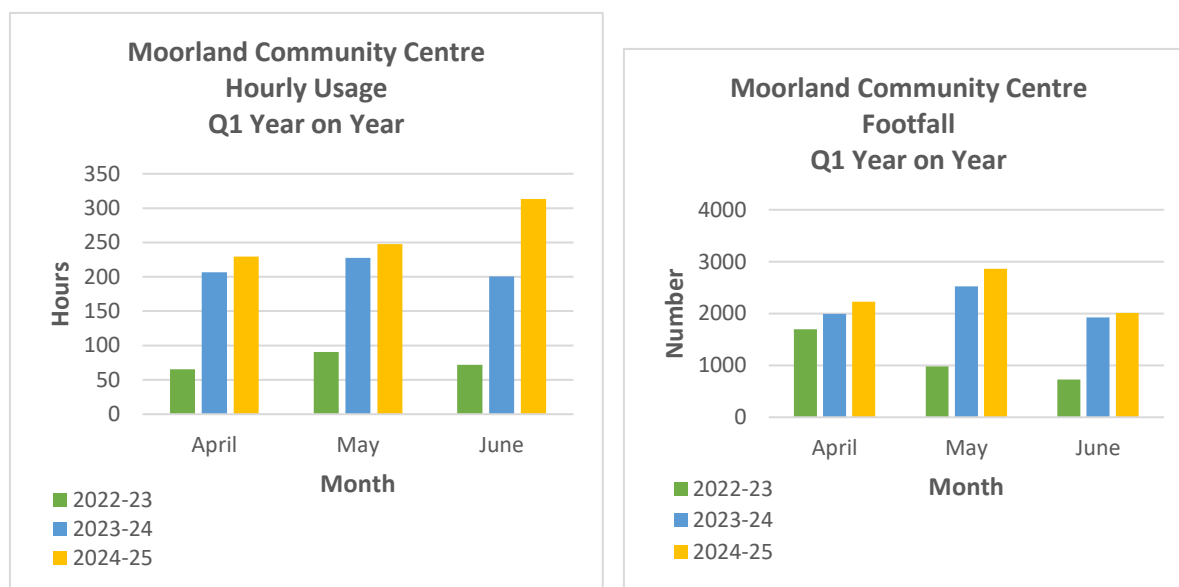
Moorland Community Centre

Voluntary Centre Services (Urban Challenge Ltd) moved into Moorland Community Centre on Monday 17 June 2024, where they will be delivering a programme of community activity focused around the venue. Following successful internal and external refurbishments, they are now engaging with residents, creating a welcoming community hub and working with local organisations to develop a programme of support. Project Officers will be working in and around the venue, supported by members of the wider VCS Team, engaging with regular hirers.

Zest Theatre recently used the car park at Moorland Community Centre to set up The Zone, a pop-up structure enabling young people to take part in activities, alongside experienced youth arts workers.

Go-Gro, a charitable organisation inspiring individuals and communities through creative projects, will be starting a 10-week cookery course, in the newly installed kitchen, from September 2024.

The graphs below highlight the increase in usage and footfall in Q1 from 2022-23 to 2024-25:



Comparison of Q1 Community Provision at Moorland Community Centre – 2022-23 / 2024-25

MCC Community Provision (Hourly Usage)			
	2022-23	2023-24	2024-25
	Q1	Q1	Q1
Community	39	142.75	191.5
Health	34.5	42.5	52
Sport	142.25	172.75	206.5
Education	0	45	45.5
Training	0	6	22
Religion	0	225.5	273
Environment	0	0	0
Music	0	0	0
Party	12	0	0

Sudbrooke Drive Community Centre

Sudbrooke Drive Community Centre's proximity to the local play park, as well as kitchen, toilet and wet weather facilities, makes it an ideal venue for contact visits and

regular bookings by Leeds and Wakefield Councils allowing families to remain in close contact.

The Small Meeting Room provided a location for one-to-one tuition for a youngster with additional needs. A quiet space, with an outside area, to let off steam before resuming studies.

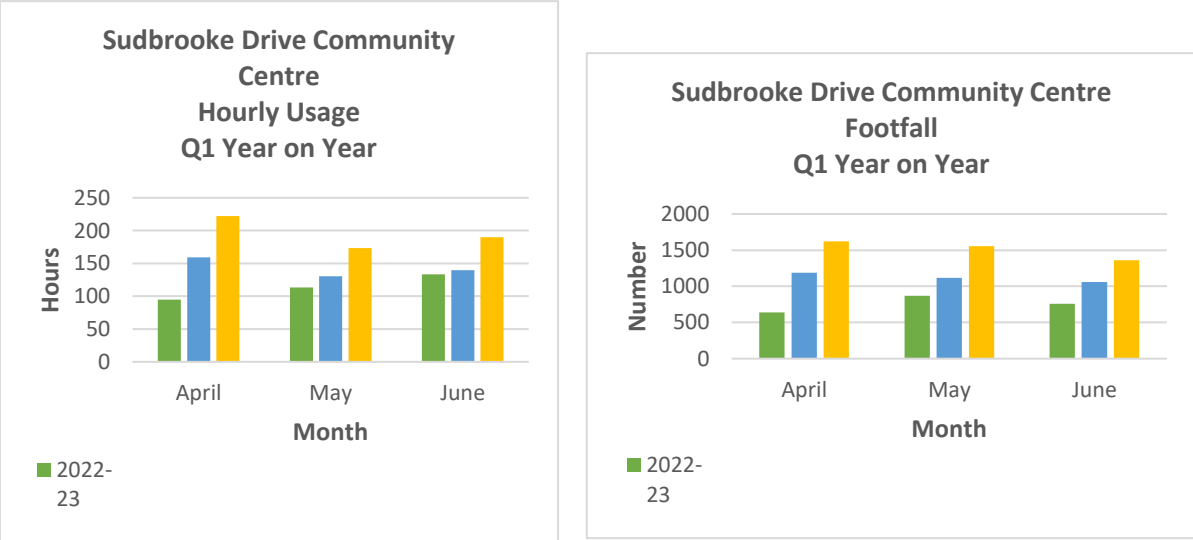
Lincoln Ukulele Band and Lincoln Concert Orchestra hold regular music rehearsals within the Large Meeting Room and store their extensive music library within the venue.

The Main Hall is used for several sporting activities including, Karate, Badminton and Judo. The introduction of Pickleball in November 2023 has resulted in regular weekly bookings.

Stardust, a drama group providing an opportunity for young adults with additional needs to practice their love of theatre and passion for performing, will relocate to Sudbrooke Drive Community Centre in September 2024.

Following a successful grant application (including UKSPF funding), and extensive refurbishment works starting in September 2024, Alive Church will be creating a community hub within the current Large Meeting Room from January 2025. The refurbishment works will alter the layout of the venue with the creation of office space, a second large meeting room and additional storage space.

The graphs below highlight the increase in usage and footfall in Q1 from 2022-23 to 2024-25:



Comparison of Q1 Community Provision at Sudbrooke Drive Community Centre – 2022-23 / 2024-25

SDCC Community Provision (Hourly Usage)			
	2022-23	2023-24	2024-25
	Q1	Q1	Q1
Community	38.25	41	69
Health	200.75	200.5	147
Sport	56	113	194
Education	0	3	50
Training	15	7.5	7.5
Religion	0	18.25	43
Environment	0	0	0
Music	29.5	45.5	74.5
Party	2	0	0

Recreation Grounds Overview

Football Pitches – King George, Sudbrooke Drive, Skellingthorpe Road and Moorland

The 2023-24 football season saw 9 Sunday League adult football teams using King George V Playing Fields, Sudbrooke Drive Playing Fields and Skellingthorpe Road, whilst 3 teams from the University of Lincoln also used Skellingthorpe Road for their league fixtures. Lincoln Griffins also used Moorland Playing Fields for their ladies' fixtures.

Two local junior football clubs fielded a total of 13 teams, consisting of boys and girl's teams, at both Skellingthorpe Road and Moorland Playing Fields.

Unfortunately, due to the low-lying land at Skellingthorpe Road, there was some disruption to fixtures owing to the inclement weather experienced during the season and flooding of adult and junior pitches. The season however ended successfully, as planned, after many cancellations and rearranging of fixtures.

Please see below comparison of annual football income, noting the 18% increase in booking income from 2022-23 to 2023-24.

Football Income Comparison						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Adult Teams	£4,293.60	£3,277.41	£2,680.00	£4,961.72	£3,916.80	£5,140.80
Jnr Teams	£4,558.80	£966.72	£648.00	£957.84	£2,695.80	£2,646.24
One-off Bookings	£390.29	£558.66		£505.97	£351.00	£429.80
Total	£9,242.69	£4,802.79	£3,328.00	£6,425.53	£6,963.60	£8,216.84

Looking forward to the 2024-25 season, there are 6 Sunday League adult football teams scheduled to use the pitches. Unfortunately, despite an increase of teams playing within the league, the obstacles faced last season with the flooding of pitches has impacted on those wishing to use Council owned facilities. There will only be 1 team using Skellingthorpe Road compared to 4 team's last season.

Currently, there are 10 junior teams from one football club using Skellingthorpe Road for the 2024-25 season. Confirmation has not yet been received for the number of junior teams intending to use Moorland.

West Common Cricket Pitch and Pavilion

The 2023-24 cricket season saw 3 adult teams using West Common Cricket Pitch and Pavilion for home fixtures.

Due to the inclement weather experienced during the winter of 2023-24, and the location of the cricket pitch at the lowest point of the Common, it has not been possible to hold any cricket fixtures this season. This has been incredibly disappointing for all teams with scheduled fixtures and the grounds maintenance team are working hard to facilitate games from September 2024.

Please see below comparison of annual cricket income, noting the 5% decrease in booking income from 2022-23 to 2023-24, and the loss of income for the 2024-25 season.

Cricket Income Comparison				
	2021-22	2022-23	2023-24	2024-25
Adult Cricket	£868.14	£1,303.87	£1,213.97	£0.00
Junior Cricket			£21.00	£0.00
Total	£868.14	£1,303.87	£1,234.97	£0.00

The West Common Cricket Pavilion is also used by the Lincoln Commons Horse Association, who use the facility free of charge to hold meetings, and local schools who hold their Sports Days on the West Common.

Sport and Leisure

This past year has again been a challenging year for Yarborough and Birchwood, although usage is on the rise, usage numbers are still not at Pre-Covid levels. As shown below.

Quarterly usage Yarborough	Q1	Q2	Q3	Q4
Pre pandemic19/20	188,529	190,051	174,255	169,64
2021/22	39,879	87,485	76,946	*66,896
2022/23	*51,958	*60,934	*57,864	73,612
2023/24	99,520	103,392	98,617	115,974
2024/25	113,680			
*Main pool closed for ceiling works				
Quarterly usage Birchwood	Q1	Q2	Q3	Q4
Pre pandemic19/20	57,774	57,138	57,321	57,144
2021/22	20,230	34,549	33,393	39,613
2022/23	33,468	37,616	31,185	35,483
2023/24	38,209	42,118	38,687	44,443
2024/25	41,503			
AGP hours usage both sites	Q1	Q2	Q3	Q4
Pre pandemic19/20	520	555	612	630
2021/22	895	790	806	775
2022/23	689	635	806	728
2023/24	761	663	826	826
2024/25	773			

The cost of living is still high with household budgets stretched, Active Nation have been creating new offers to enable people to access the facilities and exercise on a smaller budget.

Rising energy cost in winter 2023 on top of the previous financial year utilities already being up 400% on previous year is causing real concerns, luckily the summer 2024 period saw warm weather and a stabilisation of the energy costs, though it is now predicted energy costs will increase in October, yet again causing considerable hardship to leisure centre/s and users alike.

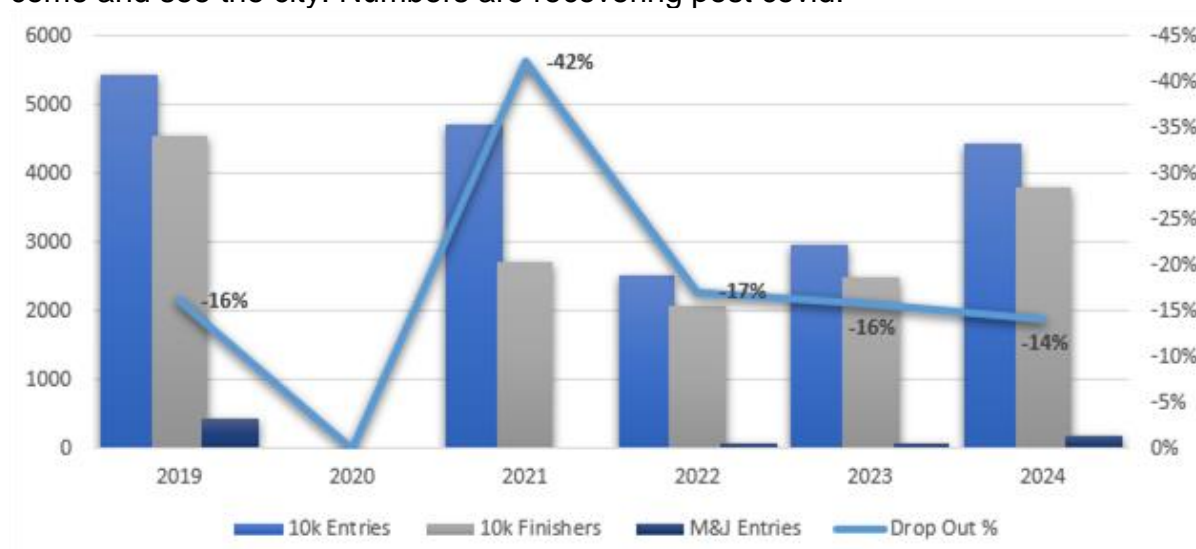
Last year we reported that the Council had applied for over £1.5 million of swimming pool support funding from Sport England, the pot was predictably oversubscribed but the Council was able to secure a significant amount for Solar Panels and energy and heat recovery systems for some of the pool fans, which once fitted will bring down the utility consumption/bills. The work will be programmed into financial year 2024/25 with the benefits being seen after the installation.

During the summer 2024 a permanent EGYM was installed at Yarborough, a trial set up had previously been installed to gauge interest. The users of this AI governed equipment saw the benefit of using this equipment on their health and bio age quickly, the equipment is engaging and guides you through the exercises and provides motivation to finish each exercise. Some of the stats from this equipment for May - July are shown below.

- Average unique users a month of 464 of which an average of 67 are new users.
- Retention of the user's month to month is approx. 80%
- In the first month of using the equipment the individual users Bio Age (health body age) decreased by approximately 11.8 years on average. The user's strength improved by 22% approximately, which is important for any age, but essential for the over 50's for healthy aging. A big plus for the health of the City.

City of Lincoln 10k

The Lincoln 10k road race is commissioned by the City of Lincoln Council and delivered in partnership with the Jane Tomlinson Run For All charity and is an important event in encouraging residents to engage in physical activity and visitors to come and see the city. Numbers are recovering post covid.



Engagement

A key focus for Run for All is to engage further within the local community, encouraging those that are not able to participate to support through other ways, such as volunteering, joining the Event Support Team, providing a cheer station or entertainment out on course. As well as representatives from the below groups:

- Lincoln District Scouts
- Lincoln Sea Cadets
- Pink Ladies Running Club
- Army Cadets
- Park Run

For the Mini and Junior event there was a face painter and child friendly activations to support our younger field (aged 3+) and two bands providing entertainment on the route, with the City of Lincoln Brass Band being one.

Stats

The 10k entries increased 50% in 2024 from 2023, which sees the event heading towards the pre-covid entry levels. The field is 56% male with 2474 participants this year.

2024 saw 302 corporate / team challenge entries, with 247 representing the University of Lincoln.

On the day dropout rates across the industry are decreasing and 14.2% drop out rate was seen for the 10k.

The majority of the field continues to be represented by <40 years old, with the 40-49 age category being the second largest field.

The Mini and Junior event series are now starting to see entry levels return following covid, with 187 participating this year, which is in line with other Mini & Junior events across the UK. 150 free places were offered across 28 schools.

Charities

Six partner charities supporting the City of Lincoln 10k and Mini and Junior Events in 2024:

- Sophie's Journey
- Lincoln & Notts Air Ambulance
- RSPCA Lincolnshire
- YMCA Lincolnshire
- Lincoln City Foundation
- Linkage

Sustainability

Run for All are still on their Sustainability journey, however some of initiatives are summarised below:

- **Finisher goody bags** - are made from sustainable sugar cane and we are exploring more sustainable options for 2025/2026 event seasons
- **T-Shirts** - We now offer the ability for participants to purchase an event place without a t-shirt, ensuring that only those that want one receive one
- **Generators** – We now hire battery powered only, removing petrol and diesel requirements
- **Cardboard** - 95% of cardboard boxes removed from waste
- **Waste** - We hire Dry Mix Recycle bins for our events. The waste in these bins is segregated so that any general waste placed into them is then placed into a normal general waste bin and water is removed from the bottles to ensure that they can be recycled
- **Transport** – Promote the use of public transport, walking or cycling to our events where safe to do so
- **JOGON Again** – We have partnered with JOGON to support removing 1 million pairs of running shoes from landfill

Showmen's Guild Pleasure Fairs

Historically these have taken place on the common in April and September each year, the September Fair was originally set up by Royal Charter, this rich history continues to the present day.

Each fair is open for five days to the public with varying rides and attractions, approximately 4500 people attend each fair, usually families in the afternoon and early evening, changing into older children, teenagers and adults in the evening.

The Showmen's Guild work very hard to create a friendly and fun atmosphere, in all weathers and carry on the tradition, very little anti-social behaviour is experienced at these events now which enables the events to be appealing to all.

Progress against our Physical Activity Strategy

Physical Activity Strategy 'To deliver, support, facilitate and above all inspire Lincoln residents to be more active, more often and make physical activity part of everyday life.'

By providing a community space, facilitating the delivery of exercise classes and providing adequate space for health professionals and community groups to offer guidance and support for those living with health conditions, City of Lincoln Council

Community Centres play an important role in the delivery of the Physical Activity Strategy.

The NHS Lincolnshire Integrated Care Board continue to deliver the vaccination hub at the Grandstand Community Centre, Weighing Rooms and are scheduled to attend until April 2024, providing a clinical environment, accessible, vital care to the local community.

Zumba, an exercise based, dance class has been a long running booking at the Grandstand Community Centre and the recent introduction of Yoga at Sudbrooke Drive Community Centre, offer an alternative to attending a gym facility for local communities looking at improving physical and mental wellbeing.

Badminton hire is available at both Moorland and Sudbrooke Drive Community Centres. Primarily used by Council employees, with a benefit of 50% discount, promoting physical wellbeing within the workplace. Regular weekly bookings are keyholder trained so a caretaker is not required, reducing barriers to the hirer.

The recent rise in popularity of Pickleball has resulted in enquiries for the hire of Badminton courts to facilitate games. The Recreation Officers have purchased Pickleball equipment to allow for newcomers to access the game within the centres. Pickleball is a sport that can be enjoyed by children and adults encouraging family activity.

Martial Arts groups continue to be regular hirers of the centres, offering weekly classes to both adults and children, promoting exercise, a healthy lifestyle and confidence building within a community setting. The number of groups has recently increased to four regular, weekly classes.

Lincoln City Foundation, a local charity dedicated to creating healthier, happier and inspired communities, offer Curling and Carpet Bowls on a weekly basis at Moorland Community Centre. As a part of the EFL Trust, Extra Time initiative these activities are aimed at making a positive difference to the lives of retired and semi-retired people, providing them with the opportunity to meet like-minded people from the local area.

One You Lincolnshire currently provide a strength and balance programme, aimed at people over the age of 65 years, at Sudbrooke Drive Community Centre. By providing local, affordable rooms to facilitate these free services City of Lincoln Council aid people requiring support to make sustainable changes to improve their health and wellbeing and live a longer, happier life.

The Alzheimer's Society and Forget Me Not Café offer fortnightly sessions at Bud Robinson Community Centre to provide support and guidance for those people living with dementia and Alzheimer's, as well as their family and friends.

The Recreation Grounds are another area regularly used for seasonal, sporting activities. West Common Cricket Pitch continues to be used by the two main Cricket Clubs in Lincoln, Rustons and Carholme Cricket Clubs, as well as standalone clubs, 66 such as Monks Cricket Club. Skellingthorpe Road Playing Field, Sudbrooke Drive

Playing Field, King George Playing Field and Moorland Backies are currently home grounds to 13 Adult and 13 Junior teams, including Lincoln Griffins, an all-girls team and the University of Lincoln Men's football. Working in partnership with the Lincoln Sunday League and University of Lincoln to offer regular football provision.

As detailed earlier in this report, statistics are being gathered monthly to establish the current offering of community provision, both in hourly usage and footfall, at the Community Centres. The data has been broken down into nine key areas, community, health, sport, education, training, religion, environment, music and party, to monitor usage and highlight areas requiring improvement, as well as those areas excelling.

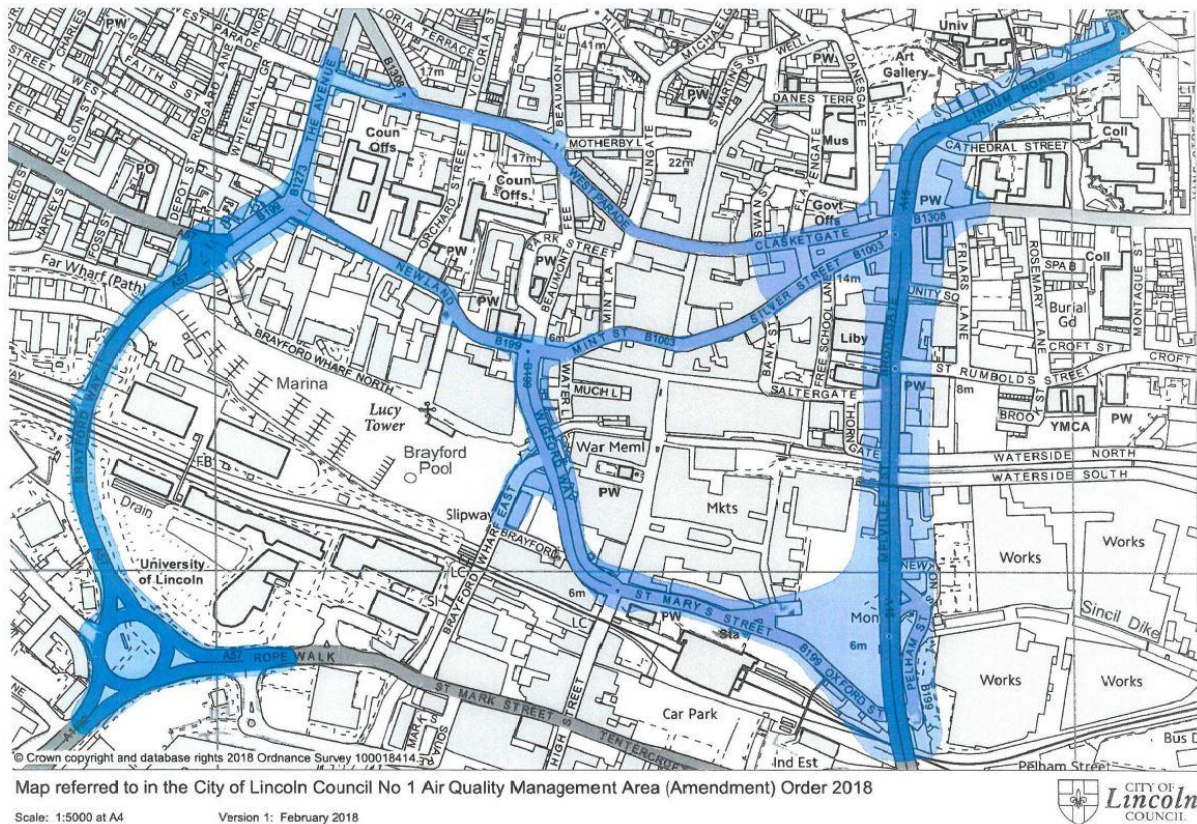
Local Air Quality Management

The Local Air Quality Management (LAQM) process set out in Part IV of the Environment Act (1995) places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the national air quality objectives are likely to be achieved. Local authorities are required to produce an Annual Status Report (ASR), which details the current air pollution levels and provide updates on measures to improve air quality and any progress that has been made.

Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

The Council currently has one AQMA in place due to historic exceedances of the annual mean objective for nitrogen dioxide, a pollutant closely associated with road traffic (as well as other combustion sources). The AQMA closely follows the main road traffic routes through the centre of the city as can be seen on figure 1 below.

Figure 1 – Current AQMA No.1



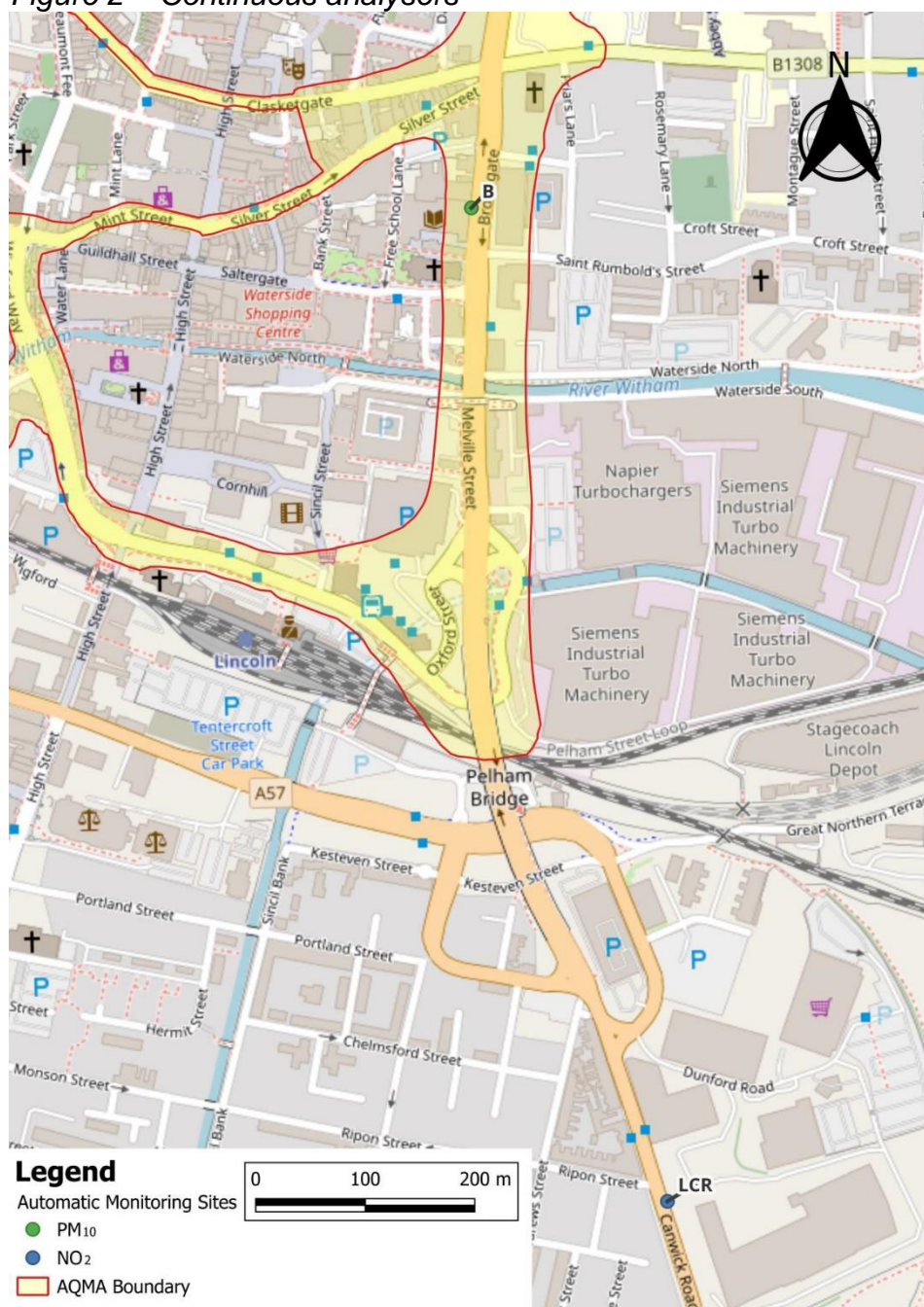
The Council continues to maintain a monitoring network covering the busier roads in the city where pollution levels are expected to be at their highest. The pollutants that are measured include nitrogen dioxide and particulates known as PM₁₀ (i.e. particulates smaller than 10microns).

Nitrogen dioxide is monitored at 18 locations using a combination of diffusion tubes (low-cost passive samplers good for providing data on long term trends) and a continuous analyser (the reference method for assessing both short term and long term exposure). The continuous analyser is part of Defra's national network, which means that the data from that site is subject to their QA/QC and data management protocols.

We also have a continuous PM₁₀ monitor on Broadgate, which provides data on an hourly basis.

The monitoring sites can be seen in figures 2, 3a & 3b below.

Figure 2 – Continuous analysers



Note: LCR – Nitrogen dioxide analyser; B – PM₁₀ analyser

Figure 3a – Nitrogen dioxide diffusion tube sites in and around the AQMA

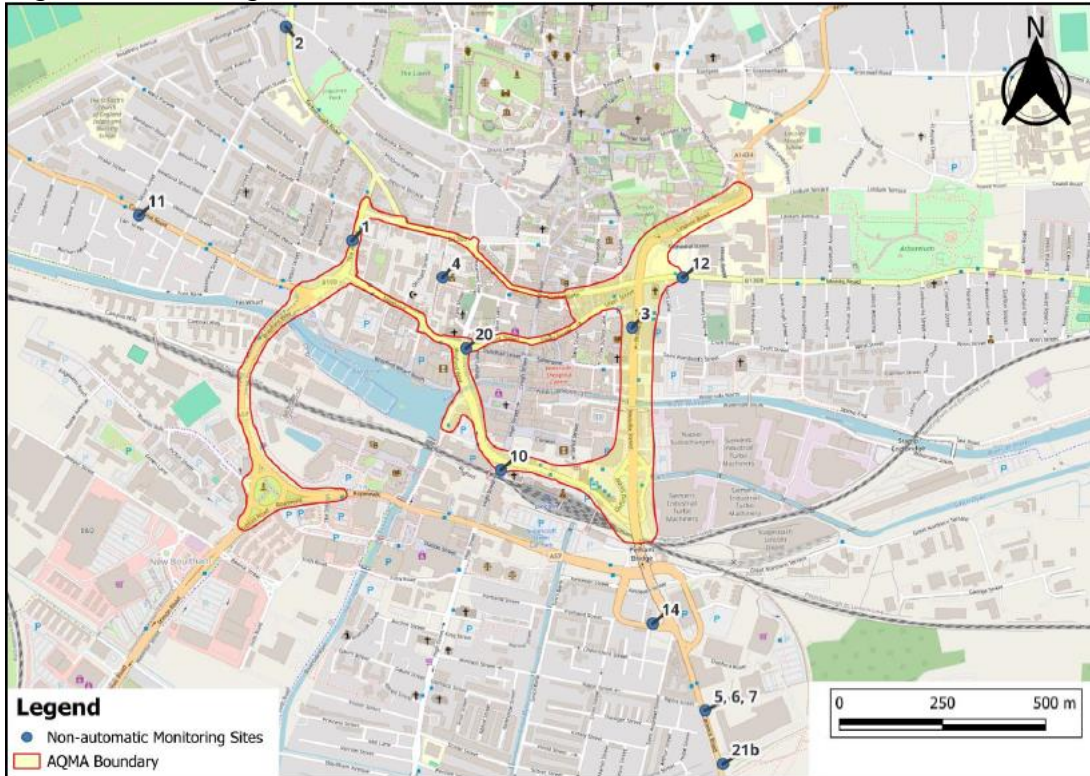
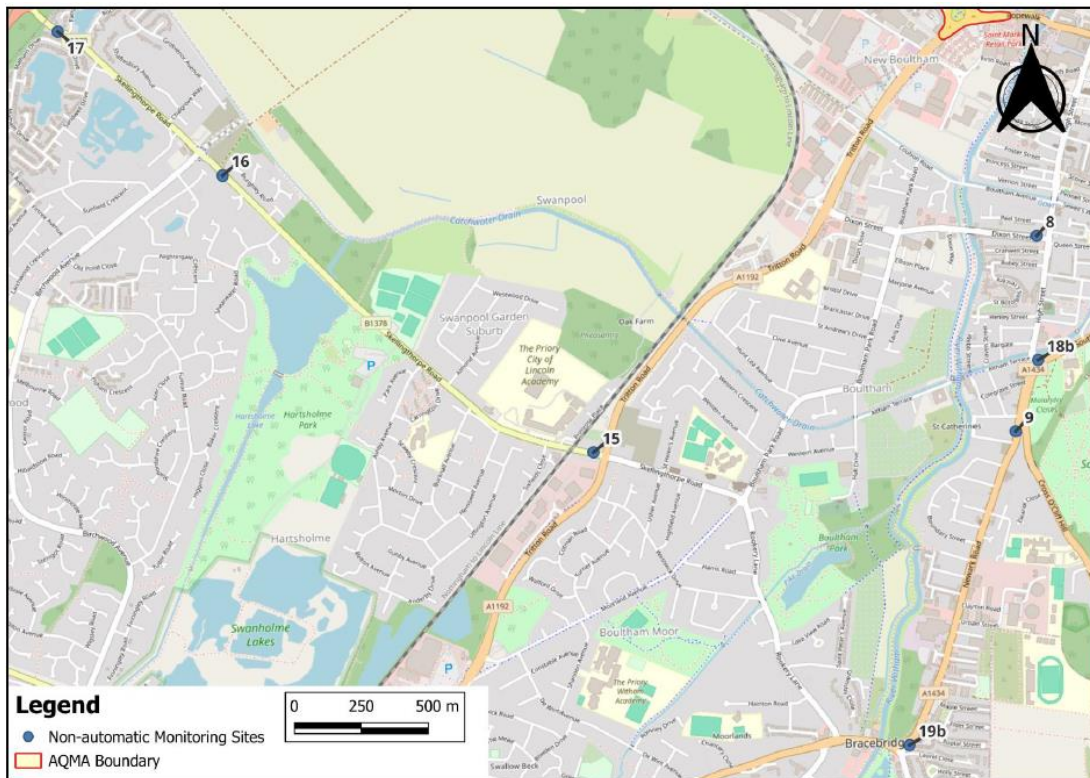


Figure 3a – Nitrogen dioxide diffusion tube sites outside of AQMA



Although the Council still has an AQMA in place, our monitoring network has not identified any likely exceedances of the national air quality objectives since 2018, when monitoring on Broadgate saw a potential breach of the annual mean objective

for nitrogen dioxide. No other monitoring location within the city has seen an exceedance of the air quality objectives since 2013. The most recent verified data (for 2023) is presented within the Council's Annual Status Report 2024, which has recently submitted to Defra for approval.

All monitoring locations continue to indicate a good level of compliance with the relevant national air quality objectives. As such, we are proposing to commence the formal measures to revoke the remaining Air Quality Management Area by the end of 2024, a move which is encouraged and supported by Defra.

Bereavement Services

It has been a difficult 6 months in Bereavement Services. Staff at Lincoln Crematorium reported six incidents where they believe colleagues had not dealt with ashes in accordance with the wishes of the deceased's family.

We have put measures in place to ensure the crematorium can continue to operate to a high standard as we move forward, using experienced industry professionals from the country's leading supplier of crematorium cover staff to support existing staff.

We have organised a full review of procedures and processes at the crematorium by an experienced, independent specialist in crematorium management. In addition, we also requested an immediate inspection of the facility by the Federation of Burial and Cremation Authorities and this is currently in progress. An action plan has been developed and good progress is actively being made against this.

During the 2023 calendar year Crematorium carried out 1752 cremations and is the second busiest crematorium in the county after Grimsby (1794) and is broadly similar to 2024 figures.

From 9 September probably the biggest change in Death Certification in England and Wales for over 100 years has taken place which is the introduction of a Statutory Medical Examiner System. This means independent scrutiny by a Medical Examiner will become a statutory requirement prior to the registration of all non-coronial deaths in England and Wales from this date and the use of medical referees will be removed at some point.

Councillor Bob Bushell
Portfolio Holder for Remarkable Place

This page is intentionally blank.

COUNCIL**3 DECEMBER 2024****REPORT UNDER RULE 2(vi) OF THE COUNCIL PROCEDURE RULES****Annual Report by Councillor Gary Hewson,
Chair of Performance Scrutiny Committee****Introduction**

Mr Mayor and fellow Councillors, it gives me great pleasure to present to you all this report that gives you a guide to the activity that has taken place from within the role of this Scrutiny aspect of your Council.

Since my previous report to Full Council in 2023 Performance Scrutiny Committee has held ten meetings. These meetings have focused on scrutinising the following agenda items acting in the committee's role as what some might call being a critical friend where things needed questioning. And praising where praise was due.

This is also the case regards Housing Scrutiny Sub-Committee which also comes under myself, and Cllr Vaughan along with committee members of Housing Scrutiny Sub-Committee and Tenants Panel representatives

Committee Membership and Activity

The council's Performance Scrutiny Committee consists of the following elected members:

- Cllr Gary Hewson (Chair)
- Cllr Pat Vaughan (Vice-Chair)
- Cllr Natasha Chapman
- Cllr Thomas Dyer
- Cllr Adrianna McNulty
- Cllr Neil Murray
- Cllr Lucinda Preston
- Cllr Anita Pritchard
- Cllr Emily Wood
- Cllr Liz Bushell (Substitute)
- Cllr Annie Currier (Substitute)

These meetings have focused on scrutinising the following agenda items

Agenda item	Committee(s)
Central Lincolnshire Joint Strategic Planning Committee / Local Plan Annual Report 2022/23	September 2023
Scrutiny Annual Report 2022/23	September 2023
Budget Review Process 2024/25	November 2023
Treasury Management and Prudential Code Update Mid-Year Report – 30 September 2023	November 2023
Quarterly Financial Monitoring Reports	November 2023, February 2024, May 2024, August 2024
Quarterly Performance Monitoring Reports	November 2023, February 2024, May 2024, August 2024

Agenda item	Committee(s)
Strategic Risk Register – Quarterly Review	November 2023, February 2024, May 2024, August 2024.
Addressing the Challenge of Climate Change Vision 2025 Progress Report	December 2023, September 2024
Vision 2025 – Remarkable Place Progress Report	December 2023, September 2024
Fire Safety Update	January 2024
Feedback from Budget Review Group	February 2024
Section 106 and Community Infrastructure Levy Contributions Update	February 2024
Treasury Management and Prudential Code – Quarterly Update	February 2024, August 2024
Strategic Performance Measures and Targets 2024/25	March 2024
Treasury Management Stewardship and Actual Prudential indicators Report 2023/24 – Outturn	May 2024
Central Lincolnshire Local Plan Annual Report 2023/24 including financial update	July 2024
Income / Arrears Monitoring Report	July 2024
Protecting Vulnerable People Update	September 2024

Performance Scrutiny Committee has also received and reviewed minutes from the Housing Scrutiny Sub-Committee for the meetings held in August 2023, November 2023, February 2024, March 2024 and August 2024.

Portfolio Holder Reports

On an annual basis Performance Scrutiny Committee receives and scrutinises reports from each of the six Portfolio Holders on the council's Executive. Each report contains details of the progress made towards the council's Vision 2025 strategic priorities through the work of the portfolio and is presented in person by the Portfolio Holder.

Following my last report to Council, Portfolio Holder reports were scrutinised by Performance Scrutiny Committee at each of the following meetings –

Portfolio Holder under Scrutiny Report	Committee
Customer Experience and Review	September 2023
Inclusive Economic Growth	September 2023
Reducing Inequality	November 2023
Remarkable Place	December 2023
Quality Housing	January 2024
Our People and Resources	August 2024
Reducing Inequality	September 2024
Remarkable Place	September 2024

Following Performance Scrutiny Committee each report is presented to Council by the Portfolio Holder.

Due to the schedule of Portfolio Holder reporting being revised in the summer, Portfolio Holder reports for Remarkable Place and Reducing Inequality have been presented to

Performance Scrutiny Committee twice within the past year. These reports will be presented once annually in future years.

Financial and Performance Reports

One of the key roles of the Performance Scrutiny Committee is to scrutinise the council's financial and service area performance on a regular basis. This work has continued throughout the past 12 months, with committee regularly scrutinising the following reports:

- Quarterly Financial Monitoring Reports
- Treasury Management & Prudential Indicators Monitoring Reports
- Quarterly Operational Performance Reports

From quarter 1 2024/25 reporting, the Quarterly Operational Performance Report utilised a refreshed report template. Alongside presenting the performance measure outturn and supporting commentary by directorate, the new template also now presents this information by Portfolio Holder and Vision 2025 priority. This ensures a clear view of performance is provided to fully meet the needs of Performance Scrutiny Committee and Executive members and ensures there is a clearer link to the council's strategic plan. Additionally, case studies are also now included within the report providing examples of success stories during the quarter under each of the Vision priorities.

Performance Scrutiny Committee Referral to Executive

In my previous report I informed members of Council that Performance Scrutiny Committee had referred the performance measure 'DCT 2 – Percentage of invoices that have a purchase order completed' to Executive. This was following members of Performance Scrutiny Committee raising concern over the number of invoices being paid without an associated purchase order. In response the Corporate Management Team endorsed action to increase the number of purchase orders raised. The targets for this measure were also increased.

I am pleased to inform members of Council that the performance of this measure has improved over the past year as a result of this action, with this measure delivering acceptable or above target performance in each quarter from quarter 2 2023/24.

Target Setting for 2023/24

Each year, working with Service Managers, Assistant Directors, Directors and Portfolio Holders, the Corporate Policy & Transformation Team undertake an exercise to review the strategic performance measures. These are those measures which are monitored within each service area and reported on a quarterly basis through to Performance Scrutiny Committee and Executive. This exercise helps to ensure the performance measures reported remain the most appropriate to provide an accurate view of performance.

As part of this annual exercise, all performance measure targets are also reviewed to ensure they remain stretching but achievable and reflect changes in the market place, the strategic direction of the council and consider the current outturn performance.

Volumetric, untargeted, performance measures are also reviewed as part of this exercise to ensure they remain appropriate. These measures are those that a service cannot influence

the outturn but are still valuable for contextual information alongside those targeted measures.

Target setting for 2024/25 commenced in December 2023, with the annual target setting report presented to Performance Scrutiny Committee and Executive for review and approval in March 2024.

Budget Review Group and Housing Scrutiny Sub-Committee

Alongside holding the position of chair of Performance Scrutiny Committee, I am also the chair of the Budget Review Group and the Housing Scrutiny Sub-Committee.

The work of the Budget Review Group and the Housing Scrutiny Sub-Committee directly link into the main Performance Scrutiny Committee.

Budget Review Group

The Budget Review Group has responsibility for scrutinising the robustness of the Draft Medium Term Financial Strategy, provisional budget for the year ahead and the council's Council Tax proposals in advance of presentation to Executive and Council for approval.

For 2024 the Budget Review Group was held on 29 January 2024. Following presentation of the above information, a number of questions were asked by committee members with detailed responses being provided.

The minutes of the Budget Review Group were presented to Performance Scrutiny Committee on 15 February 2024.

Housing Scrutiny Sub-Committee

The Housing Scrutiny Sub-Committee has three main roles:

- 1) To inform Elected Members and Tenant Representatives on the development and implementation of the Housing Revenue Account Business Plan.
- 2) To monitor the performance and delivery of the council's landlord services and functions.
- 3) To enable the Portfolio Holder and housing officers to brief and consult on any proposed policy and procedural changes that might affect the council's housing scrutiny functions.

Since my last report to committee, the Housing Scrutiny Sub-Committee has met on 5 occasions and has considered the following items –

Agenda Item	Committee
Downsizing Policy Update	November 2023
Housing Revenue Account Business Plan 2024/54	November 2023
Lincoln Tenants Panel Project Update	November 2023, March 2024, August 2024, September 2024
Quarterly Performance Monitoring Report	November 2023, March 2024, August 2024, September 2024

Agenda Item	Committee
Adi's Legacy / Hartsholme Community Garden	February 2024
Aids and Adaptations Policy	February 2024
Allocations Breakdown April–December 2023	February 2024
Estate Inspections – Feedback Process	February 2024
Housing 30-Year Business Plan: Summary of Initial Tenants' Consultation	February 2024
Lincoln Tenants' Panel Annual Report	February 2024
Review of Empty Garages	February 2024
Review of the Pet Policy	February 2024
Tenancy Policy	February 2024
Work of Tenancy Sustainability Team	February 2024
Acquisitions Policy	March 2024
Progress Report: Draft Downsizing Policy	March 2024
Report by Councillor D Nannestad, Portfolio Holder for Quality Housing	March 2024
Setting of Performance Targets 2024/25	March 2024
Tenant Involvement Strategy Action Plan	March 2024
Tenancy Strategy	March 2024
Timescale for Scheduled Repairs	March 2024
Update on Insurance Claims Paid – Disrepair Claims Lodged	March 2024
Housing Financial Performance – Quarterly Monitoring	March 2024, September 2024
Directorate of Housing and Investment Compliance Report 2023-24	August 2024
Housing Financial Performance – Outturn 2023/24	August 2024
Income Management and Arrears Policy	August 2024
Neighbourhood Management Policy	August 2024
Pet Policy (Reviewed)	August 2024
Pilot of a new structure for the Tenancy Services Team	August 2024
Tenant Satisfaction Measures Annual Report 2023/24	August 2024
Briefing on Right to Buy and Section 106 Funds	September 2024
Downsizing Policy and Review	September 2024
Housing Management Structure Update	September 2024
Voids Recharges Report	September 2024

I would like to thank Lincoln Tenant Panel members, councillors, the Portfolio Holder for Quality Housing and officers for their contribution to the Housing Scrutiny Sub-Committee.

Looking Ahead

Before doing so I would like to give my thanks to all those members of the above committees who have not just attended committee but have fulfilled their role of representing the people who elected them by questioning where needed and suggesting where they thought it would be beneficial on various matters.

And to the Councils Officers who have provided us with detailed reports which give us explanations in the summary of reports where the obvious concern of a member would be 'why' if service is under performing Thank you Officers and thanks members.

Looking ahead it is to be hoped that we can fill those vacancies that as a council we need to do. Agency workers have got to be a short-term solution. Stability has got to be better for performance and value for money. And moving forward Performance will need to consider the projects that form part of our Vision as a Council such as the Western Growth Objective's The Central Market etc. Where these and other schemes across the City have received Public monies and come with objectives and with council input, Performance targets should be monitored.

Councillor Gary Hewson
Chair of Performance Scrutiny Committee

COUNCIL

3 DECEMBER 2024

REPORT UNDER RULE 2(VI) OF THE COUNCIL PROCEDURE RULES

Report by Councillor Chris Burke, Chair of Policy Scrutiny Committee

Introduction

This year's Policy Scrutiny Committee's membership consists of the following Councillors: Chris Burke (Chair), Calum Watt (Vice-Chair), Debbie Armiger, Liz Bushell, Natasha Chapman, Callum Roper and Rachel Storer.

Substitute member(s): Councillors Dylan Stothard and Pat Vaughan.

Officers attending include: Caroline Bird, Steve Bird, Toby Forbes-Turner, Michelle Hoyles, Tracey Parker, Daren Turner and Simon Walters. Thank you to all Officers who attended for their work.

I would like to thank all Committee members for their contributions. We have had a full and varied range of themes and undertaken our role as a "critical friend" to the Council in ensuring the Council is operating in the best interests of the residents of Lincoln.

Since May 2024, the Committee have met twice, 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:

Parking Strategy Review

The Committee was presented with a summary of the Parking Strategy and Delivery Plan and were asked to provide their views on the proposal prior to the consideration by Executive. Committee was provided with an overview of the strategy which included measures delivered from the previous car parking strategy implemented in 2015, factors that had changed since 2015 and how these factors had helped scope the review of the Strategy. A summary of the consultation process was provided which outlined the stakeholder engagement, public consultation and member engagement including an all-member workshop. The Committee were also advised of the key implications of the Strategy moving forward and were provided with the details of the aims and strategic objectives of the Strategy.

Members discussed the Parking Strategy in detail and supported the Parking Strategy and Delivery Plan.

A Policy for the Maintenance of City Council Owned Trees in Public Open Spaces

The Committee were presented with a policy for the maintenance of Council owned trees in public open spaces for comments prior to consideration by Executive.

The Committee were advised that the aim of the policy was to have a system in place that cared for City Council owned trees to prioritise public safety, protect property appropriately and to ensure that all trees were looked after appropriately, having regard to their species, age, condition and setting.

It was further explained that the policy made clear the value of trees, the intention to work to recognised industry standard as default, to abide by legally required practices, to replant where there were tree losses, the need to educate people that trees were an organic asset that had a life cycle and to promote the importance of trees in the City.

The Committee discussed the proposed policy in detail and the following suggestions were made:

- Councillors were often contacted by residents asking why trees had been removed. It was suggested that a note setting out the reasons for removal of the tree be displayed on the stump for information.
- It was suggested that the Councils database that mapped and provided information on the trees in the City be made available to the public.

Officers confirmed that consideration would be given to the suggestions to find out whether it was possible to implement them.

Members supported the policy for the maintenance of Council owned trees in public open spaces.

Lincoln BIG Ballot

The Committee were presented the Lincoln Business Improvement Group ballot arrangements in advance of seeking Executive views on how the nominated officer should vote in the ballot using the votes attributable to Council properties within the Business Improvement District designated area. An All Member workshop had taken place prior to the Committee and the key themes explored during the training were considered by Committee. Members were provided with a summary on the impact of an overall 'yes' vote and also the impact of an overall 'no' vote for the City.

The Committee discussed the contents of the report in detail and acknowledged the extensive services that Lincoln BIG provided to the City. They were unanimously in support of the nominating Officer casting a 'yes' vote in the upcoming BID Ballot on behalf of City of Lincoln Council properties.

The Committee also scrutinised the following items and forwarded its comments for consideration by the Executive:

- City of Lincoln Homelessness Strategy
- Grounds Maintenance Specification (for new contract from 01/09/2026)
- Localised Council Tax Support Scheme 2025/26

Minutes of these meetings are available to any members who wish to see more details about discussions that took place and questions asked by Members. Each subject was carefully and thoughtfully considered by Members and many questions asked.

The Committee also receives updates from me on the work of the Health Scrutiny Committee which I attend.

Minutes of the Health Scrutiny Committee are available to all members who wish to view further details of discussions that took place and questions asked via: [Committee details - Health Scrutiny Committee for Lincolnshire \(moderngov.co.uk\)](https://moderngov.co.uk/committees/health-scrutiny-committee).

Work Programme for Future Meetings

- Corporate Document Review
- Customer Complaints Policies
- Scrutiny Annual Report
- Safeguarding Policy
- Review of Equality and Diversity Corporate Document Suite

I encourage Members of the Committee to identify future items from the new Executive Work Programme and elsewhere for inclusion in the work programme for 2024/25. The function of the Policy Scrutiny Committee strengthens the position of the Council to ensure that we are able to deliver our strategic priorities, inform the decision-making process and make robust decisions. In addition, the Committee makes sure that the Council is improving value for money and efficiency and helps to make sure we are open and accountable to our residents.

Councillor Chris Burke
Chair of Policy Scrutiny Committee

This page is intentionally blank.

COUNCIL**3 DECEMBER 2024****REPORT UNDER RULE 2(VI) OF THE COUNCIL PROCEDURE RULES****Report by Councillor Emily Wood,
Chair of Equality and Diversity Advisory Panel**

1	Introduction
1.1	In May 2024 I was appointed as the Chair of the Council's Equality and Diversity Advisory Panel, taking over this role from Councillor Joshua Wells who has moved into the position of Portfolio Holder for Inclusive Economic Growth.
1.2	I would like to thank Councillor Wells for his time as Chair of the Panel and for driving forward the equality & diversity agenda during this time. I look forward to continuing this work alongside service areas and members of the Equality & Diversity Advisory Panel.
1.3	Within this report I have provided a reminder of the Council's equality objectives and the equality and diversity legislation the Council must adhere to, provided an update on the work of the Equality & Diversity Advisory Panel over the past year, together with an insight into some of the key equality & diversity focused activity progressed by service areas during this time.
1.4	A sustained focus on equality & diversity is extremely important to ensure our service users continue to be able to easily access the support and guidance they require, whilst also ensuring we continue to meet the requirements of the Public Sector Equality Duty and Equality Act 2010.
2	Public Sector Equality Duty and Equality Act 2010
2.1	<p>The Public Sector Equality Duty and the Equality Act 2010 requires the Council to consider all individuals when carrying out day to day work when shaping policy, delivering services and in relation to our own employees.</p> <p>It requires that public bodies have due regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act • Advance equality of opportunity between people who share a protected characteristic and those who do not • Foster good relations between people who share a protected characteristic and those who do not
3	Our Equality Objectives
3.1	The Council has five equality objectives in place, which we strive to meet on a rolling basis through the delivery of a range of equality and diversity focused activities and through the services we provide. These objectives link into the aims of the Public Sector Equality Duty and Equality Act 2010. The equality

	objectives were introduced in 2020 alongside the Council's new strategic plan at this time, Vision 2025.										
3.2	<p>The Council's five equality objectives currently in place are:</p> <ul style="list-style-type: none"> • Our services are more accessible and do not discriminate on any unjustifiable grounds • Local communities and stakeholders are empowered to influence the way our services are provided to them • Equality is at the heart of decision making at all levels within the Council • Our workforce at all levels reflects the makeup of the local community • Equalities, social inclusion and community cohesion have all improved with our communities <p>The objectives will be reviewed as part of the development of the Council's new strategic plan, Vision 2030, to ensure they remain appropriate and in line with the priorities of this plan.</p>										
4.	Equality & Diversity Advisory Panel										
4.1	<p>The Equality & Diversity Advisory Panel is a working group formed of elected members and officers. The Panel works to ensure equality and diversity remains fully embedded across the Council.</p> <p>The Panel meets twice each year usually in the months of February and October and has the option to add further meetings should these be required.</p>										
4.2	<p>The Equality & Diversity Advisory Panel is currently formed of the following elected members –</p> <table border="0"> <tr> <td>- Cllr Emily Wood (Chair)</td><td>- Cllr Thomas Dyer</td></tr> <tr> <td>- Cllr Sue Burke (Vice-Chair)</td><td>- Cllr Gary Hewson</td></tr> <tr> <td>- Cllr Naomi Tweddle</td><td>- Cllr Anita Pritchard</td></tr> <tr> <td>- Cllr James Brown</td><td>- Cllr Dylan Stothard</td></tr> <tr> <td>- Cllr Laura Danese</td><td></td></tr> </table> <p>I would like to welcome the new members joining the Panel from May 2024 and to thank the previous and current members for their work on the Panel and their support towards equality and diversity to date.</p>	- Cllr Emily Wood (Chair)	- Cllr Thomas Dyer	- Cllr Sue Burke (Vice-Chair)	- Cllr Gary Hewson	- Cllr Naomi Tweddle	- Cllr Anita Pritchard	- Cllr James Brown	- Cllr Dylan Stothard	- Cllr Laura Danese	
- Cllr Emily Wood (Chair)	- Cllr Thomas Dyer										
- Cllr Sue Burke (Vice-Chair)	- Cllr Gary Hewson										
- Cllr Naomi Tweddle	- Cllr Anita Pritchard										
- Cllr James Brown	- Cllr Dylan Stothard										
- Cllr Laura Danese											
4.3	Working alongside the elected members above, the Panel also consists of council officers representing the service areas of Human Resources, Corporate Policy & Transformation, Customers Services and Legal.										
4.4	Provided below are details of the agenda items discussed by the Equality & Diversity Advisory Panel in February 2024, ahead of myself taking up the role of Chair of the Panel, together with the agenda items for the most recent meeting of the Panel taking place in October 2024.										

	<p><u>28 February 2024</u></p> <ul style="list-style-type: none"> - Equality & Diversity Action Plan Update - Equality & Diversity Census Data 2011 & 2021 - The Government's Disability Action Plan - Applicants for City of Lincoln Council Job Vacancies - Gender Pay Gap <p><u>9 October 2024</u></p> <ul style="list-style-type: none"> - Equality Journal April 2023 to March 2024 - Equality and Diversity Action Plan Update <p>At the meeting on 9 October 2024, it was also agreed to form a Task & Finish Group to review our current equality objectives alongside the development of Vision 2030.</p>
5.	Equality and Diversity Action Plan and Annual Equality Journal
5.1	<p>The Council has a rolling Equality and Diversity Action Plan, which contains a live list of the key equality and diversity focused actions being progressed across the Council at any one time.</p> <p>Progress on the actions within the plan is reported to the Equality and Diversity Advisory Panel at each meeting. New actions are added into the plan as and when required.</p> <p>All actions are presented and monitored under the most relevant equality objective. Currently there are 25 actions within the live plan.</p>
5.2	<p>On an annual basis the Council produces an Equality Journal. The Journal acts as an equality and diversity annual report and includes information on the equality and diversity focused activity progressed by the Council during the previous year drawn from the action plan and from wider across Council services.</p> <p>Additionally, the Journal also presents the latest demographic information available for the City of Lincoln, together with the latest information on the makeup of the Council's workforce.</p>
5.3	<p>The latest Equality Journal covering the period April 2023 to March 2024 was presented to the Equality and Diversity Advisory Panel in October 2024 and is expected to be presented to Council in November 2024 ahead of publication on the council's website and staff intranet.</p>
6.	Examples of Equality and Diversity Focused Activity Progressed over the Past Year
6.1	<p>Provided below is an insight into some of the equality and diversity focused activity progressed within service areas over the past year. Some of the</p>

	<p>examples provided are drawn from the latest Equality Journal as referenced above.</p> <p>I would encourage all members to review the latest Equality Journal upon its publication.</p>
6.2	<p>Reviewed the most frequently used languages included within the Council's alternative formats document</p> <p>At the end of all Council publications is included a section informing the reader how they can access the publication in an alternative format. The alternative formats guidance document, which informs this section, continues to be reviewed on at least an annual basis to ensure the alternative language translations included reflect the most frequently spoken languages in the city, together with the Council's latest translation and interpretation request data. A review of the alternative formats document took place in June 2024 as planned and confirmed the language translations currently included remained the most frequently spoken languages within the city.</p> <p>In advance of this scheduled review, following an increase in the number of Nigerian, Ghanaian and Indian residents moving to Lincoln, in early 2024 the Equality and Diversity Advisory Panel asked whether Nigerian, Ghanaian and additional Indian language translations needed to be included within the guidance document.</p> <p>A subsequent exercise took place working with the University of Lincoln's International Team, the Customer Services Team at the Council and a local pastor working with the African community to determine whether additional language translations needed to be included within in the guidance document to further support our customers.</p> <p>Following this exercise, it was determined that at the time Nigerian, Ghanaian and additional Indian language translations were not required within this document. The Council will continue to review demographic data and translation & interpretation data moving forward and ensure additional language translations are included if required.</p>
6.3	<p>Continued to deliver staff, member, and external equality and diversity communications</p> <p>Communicating information on the topic of equality and diversity and key equality and diversity dates and events to our staff, members and residents continues to be undertaken. Over the past year the Council's Communications Team has raised awareness of a range of equality and diversity topics via the Council's social media channels. Some examples include World Mental Health Day, International Day of Peace, Remembrance Day, Diwali, Christmas and Holocaust Memorial Day. Additionally, the above topics were also communicated to staff and members via internal briefings. Communication of a range of equality and diversity focused topics will continue over the year ahead.</p>

6.4	<p>Cost of living support and Lincoln Against Poverty</p> <p>Helping our residents to overcome the continuing cost of living challenges has remained a high priority for the Council during the past year.</p> <p>Equality and diversity has been considered throughout the promotion and delivery of this essential support with a focus on ensuring our residents are aware of the support available to them and how to access this. Raising awareness of the support available has been supported by the Council's Communications Team.</p> <p>Information on the cost of living support available is provided via the Council's website - https://www.lincoln.gov.uk/benefits/cost-living-support. Information provided on this section of the Council's website includes how to access support focused on the following areas:</p> <ul style="list-style-type: none"> - Benefits - Energy saving and energy efficiency - Finance - Food and hygiene - Housing - Warm spaces - Well-being <p>With the cost of living challenges continuing, the Council and partners have recently commenced work to develop a new Lincoln Against Poverty Strategy. The aim of the strategy is to help ensure those living in poverty, or at risk of poverty, are supported to help them to navigate the difficulties they are facing. Further information on the strategy will be shared with members as this work progresses.</p>
6.5	<p>Delivered a face to face consultation event with residents with different lived experiences and backgrounds</p> <p>The Council regularly seeks feedback on our service delivery and future proposals from members of the Lincoln Citizens' Panel, via city wide resident consultations and via consultation with specific groups of residents. Feedback is primarily collected via questionnaires completed online or by post.</p> <p>In January 2024, working with a local organisation called Every One, the Council delivered a face to face consultation event on the Council's budget proposals for the coming year. Residents with different lived experiences and backgrounds were invited to attend.</p> <p>The key areas where feedback was sought included:</p> <ul style="list-style-type: none"> - Our vision and priorities - Financial context - Our budget proposals for 2024/25 - How we spend our budget - Delivering savings

	<p>- Council Tax</p> <p>This face to face engagement activity was support by a city wide consultation, which was shared via the Council's website and social media channels, together with shared with members of the Lincoln Citizens' Panel and local businesses.</p> <p>Collectively the event and wider consultation was a success and helped to ensure residents from across the city could provide feedback on the Council's proposals for the year ahead.</p> <p>Further engagement activity utilising the routes above is planned moving forwards to ensure our residents have the opportunity to feedback on future proposals and service delivery.</p>
6.6	<p>Continued to ensure the Council's website meets accessibility legislation</p> <p>Web Content Accessibility Guidelines (WCAG) is an international standard, which must be met by all government and public sector websites. The standard helps to make web content more accessible to people with disabilities.</p> <p>In the UK, public sector websites and mobile apps must meet level AA by October 2024. These regulations aim to ensure that all public service websites are accessible to everyone, including individuals requiring additional support due to visual, cognitive, or hearing impairments.</p> <p>The Corporate Policy & Transformation Team has been working to achieve the new compliance standards and at the time of writing this report the Council's website has 97% accessibility compliance, giving us the required AA rating for WCAG. This is an improvement of 2% from the previous year, which is notably high.</p>
6.7	<p>Published the latest Gender Pay Gap information for the Council</p> <p>Each year the Council publishes its Gender Pay Gap, which shows how large the pay gap is between their male and female employees. The latest figures available are as at 31 March 2023.</p> <p>At this date, the Gender Pay Gap figures were as follows –</p> <ul style="list-style-type: none"> - The mean gender pay gap was 0.6% - The median gender pay gap was 3.6% - The mean gender bonus gap was 0% (please note the Council does not have any bonus schemes) - The median gender bonus gap was 0% - The proportion of male employees receiving a bonus was 0% and the proportion of female employees receiving a bonus was 0%

	The table below shows the Council's workforce split into four equal-sized groups based on hourly pay rate.			
	Pay quartiles by gender			
	Band	Males	Females	Description
	A	40%	60%	Includes all employees whose standard hourly rate places them at or below the lower quartile.
	B	48%	52%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median.
	C	51%	49%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile.
	D	44%	56%	Includes all employees whose standard hourly rate places them above the upper quartile.
	<p>The Council remains confident that the gender pay gap is not as a result of paying men and women differently for the same or equivalent work but is as a result of the roles in which men and women work at the Council and the salaries that these roles attract.</p> <p>The Council remains committed to ensuring our employees receive equal treatment and equal opportunity and has an action plan in place with a focus on reducing the gender pay gap further.</p>			
6.8	<p>Continued to offer a range of health & wellbeing support to our workforce</p> <p>Having a happy, healthy and fully supported workforce is a key priority for the Council. Over the past year the council has provided our staff with a range of benefit and support mechanisms. Some examples include:</p> <ul style="list-style-type: none"> - A men's suicide prevention charity, Andy's Man Club, has delivered presentations to staff based at City Hall and Hamilton House - The Menopause Café was relaunched as the Health and Wellbeing Café (women through the ages). This has helped to widen scope for discussions. - The mental health training "Looking after your teams mental health" has now been developed into a e-learning package and is available for all staff. - The Council raised awareness of Mental Health Awareness Week which took place from 15th to 21st May. - A community group has been launched to provide a safe space for members of the LGBTQ+ community (or those questioning) to come together to support each other, discuss a range of topics and potentially arrange events and socials. - The benefits the Council has in place that will help employees' money go further (such as employee discounts) have been promoted to staff. 			

	<ul style="list-style-type: none"> - Financial Wellbeing online courses along with Pension Pre-Retirement courses have also been promoted to our staff. - A “Know your numbers” event has been delivered, which involved GP referral trained coaches from Active Nation being on hand to undertake blood pressure and BMI checks and offer general health and dietary advice. - The flu vaccination scheme has been promoted with all Council employees continuing to be eligible to request a flu vaccination voucher (unless an employee is eligible to receive a free vaccination through their GP). <p>In addition to the health and wellbeing support above, the Council has also continued to be committed and accredited to the following schemes –</p> <ul style="list-style-type: none"> - Employers for Carers Charter signatory - Dying to Work Charter signatory - Foster Friendly Employer signatory - Real Living Wage signatory - Mindful Employer and Disability Confident Employer
7.	Concluding Comments
7.1	<p>I would like to thank members of the Equality & Diversity Advisory Panel, together with officers and elected members from across the Council for their continued commitment towards equality and diversity over the past year.</p> <p>Equality and diversity is such an important topic, which must remain at the centre of everything we do. I look forward to continuing to progress the equality and diversity agenda at the Council over the year ahead, working alongside staff and elected members, to ensure the needs of our customers are fully met.</p>

COUNCIL

3 DECEMBER 2024

SUBJECT:	TREASURY MANAGEMENT AND PRUDENTIAL CODE UPDATE MID-YEAR REPORT -30 SEPTEMBER 2024
REPORT BY:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	ALI HEWSON, SENIOR DEMOCRATIC SERVICES OFFICER

1. Matter for Council

- 1.1 To approve the Prudential and Local Indicators and the actual performance against the Treasury Management Strategy 2024/25 for the half-year ended 30 September 2024 (in accordance with CIPFA's Code of Practice for Treasury Management).

List of Background Papers / Appendices: Executive– 18 November 2024 Report, Appendices and Associated Minute

Lead Officer: Ali Hewson, Senior Democratic Services Officer
Email: alison.hewson@lincoln.gov.uk

This page is intentionally blank.

SUBJECT:	TREASURY MANAGEMENT AND PRUDENTIAL CODE UPDATE MID YEAR REPORT – 30 SEPTEMBER 2024
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
REPORT AUTHOR:	LAURA SHIPLEY, FINANCIAL SERVICES MANAGER

1. Purpose of Report

- 1.1 This report summarises the Council's treasury management activity and the actual prudential indicators for the period 1 April 2024 to 30 September 2024.

2. Executive Summary

- 2.1 The Treasury Management Strategy for 2024/25 approved by Council on 27 February 2024 outlines the Council's capital and investment priorities as follows;
- **Liquidity** of investments
 - **Security** of capital / investments
 - **Yield** earned on investments
- 2.2 The strategy includes indicators that help ensure that the Council's capital investment plans are affordable, prudent and sustainable. Setting an integrated Capital and Treasury Management Strategy is a requirement of the CIPFA Code of Practice.
- 2.3 The position and performance for the 6 months ended 30 September 2024 are set out in the body of this report.
- 2.4 Officers can confirm that the approved limits within the Annual Treasury Management Strategy were not breached during the quarter ended 30 September 2024.

3. Background

- 3.1 The prudential system for capital expenditure is well established. One of the requirements of the Prudential Code is to ensure adequate monitoring of the capital expenditure plans, prudential indicators (PIs) and treasury management response to these plans. This report fulfils that requirement and includes a review of compliance with Treasury and Prudential Limits and the Prudential Indicators at 30 September 2024. The Treasury Management Strategy and Prudential Indicators were previously reported to and approved by Council on 27 February 2024.
- 3.2 This Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Sector and operates its treasury management service in compliance with this Code and the above requirements. These require that the prime objective of treasury management activity is the effective management of risk, and that its borrowing activities are undertaken in a prudent, affordable and sustainable basis.

- 3.3 This report highlights the changes to the key prudential indicators, to enable an overview of the current status of the capital expenditure plans. It incorporates any new or revised schemes previously reported to Members. Changes required to the residual prudential indicators and other related treasury management issues are also included.

4. Investment Portfolio

- 4.1 The Council held £29.355m of investments as at 30 September 2024. (as set out in paragraph 4.8).
- 4.2 Forecast interest income for the year is £0.961m (£0.354m General Fund & £0.606m HRA), an overachievement of income of £0.300m against the £0.661m budget.
- 4.3 Of this investment portfolio 100% was held in low risk specified investments, the requirement for the year being a minimum of 25% of the portfolio to be specified investments. During the 6 months to 30 September on average 93% of the portfolio was held in low risk specified investments and an average of 7% of the portfolio was held in non-specified investments (with other local authorities).
- 4.4 Where possible the Council seeks sustainable investments and are working with our advisors on the best way to score banks and funds ESG ratings, whilst balancing this against generating returns that are in the best interest of the taxpayer.
- 4.5 Liquidity – The Council seeks to maintain liquid short-term deposits of at least £5m available with a week's notice. At 30 September 2024 the Council held liquid short term deposits of £20.355m and the WAL of the investment portfolio was 0.082 years (30 days). The WAL of the investment portfolio is higher than expected.
- 4.6 Security - The Council's maximum security risk benchmark for the portfolio as at 30 September 2024 was 0.012%. Based on the historic risk of default of the counterparties and types of accounts in which the council's funds are place – this equates to a potential loss of £0.004m on an investment portfolio of £29m. This represents a very low risk investment portfolio.
- 4.7 Yield – The Council achieved an average return of 5.25% on its investment portfolio for the 6 months ended 30 September 2024. This compares favourably with both the prior year's equivalent figure of 4.73% and average SONIA rate over the period of 5.12%.
- 4.8 The table below highlights the level of investment activity, and the rates obtained as at 30 September 2024. Investments were made in line with Link's approved counterparty list.

INVESTMENTS	PRINCIPAL £	RATE %	PERIOD DAYS
Lloyds Bank Corporate Market NRFB	2,000,000	5.24	92
Lloyds Bank Corporate Market NRFB	2,000,000	5.12	185
SMBC Bank International Plc	2,000,000	4.95	92
SMBC Bank International Plc	3,000,000	4.77	181
Total Fixed Short term Investments	9,000,000		
Aberdeen Standard Liquidity Fund	7,000,000	5.01	Call
BlackRock Institutional Sterling Liquidity	605,000	4.97	Call
BNP Paribas Insticash Sterling	5,750,000	4.96	Call
Federated Short-Term Sterling Prime Fund	7,000,000	5.03	Call
Total Money Market Fund Investments	20,355,000		
Total Investments / Average Rate	29,355,000	5.01	

5. Borrowing

- 5.1 In accordance with the Local Government Act 2003, the Council has a statutory duty to determine and keep under review how much it can afford to borrow. Therefore, the Council establishes 'Affordable Borrowing Limits' (or Authorised Limit) as part of the Prudential Indicators within the approved treasury management strategy.
- 5.2 The 'authorised limit' and 'operational boundary' indicators govern the maximum level of external borrowing to fund the capital programme and short-term cash flow. See Appendix A.
- 5.3 The Council's capital financing requirement (CFR) for 2024/25 is £154.944m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The Council has projected borrowing at the end of 2024/25 of £105.068m and is forecasting to utilise £49.876m of cash flow funds in lieu of borrowing towards capital expenditure. This is a prudent and cost-effective approach in the current economic climate but will require ongoing monitoring if further upside risk to gilt yields prevails.
- 5.4 As at 30 September 2024, the average rate of interest paid during the first half of the financial year on external borrowing was 3.26%. This is lower than the budgeted rate set in the MTFS 2024-29 of 3.65% due to the repayment of a loan in the prior year, which was not anticipated in the MTFS, and the new borrowing forecast at budget setting has not yet been required.
- 5.5 As at 30 September 2024, the Council held £107.406m of external borrowing, of which 100% were fixed rate loans (See table below).

Borrowing Type	Lender	Outstanding Loans (£)	No Of Loans	Ave Rate %
PWLB	PWLB	95,405,738	32	3.55
LA Borrowing	North Kesteven District Council	2,000,000	1	2.05
Market Loans	Barclays	10,000,000	4	4.24
Total/ Ave Rate		107,405,738	37	3.59*

* Note the average rate in the table above differs from the actual average rate of interest paid in 5.4 as it relates to all loans and doesn't take into account size of loans / weighting.

5.6 It is anticipated that no additional borrowing will be undertaken during this financial year. A loan of £2m is due to mature in February 2025, the need to replace this will be assessed closer to the time in-line with cashflow forecasts and interest rates at the time.

5.7 The capital programme is being kept under regular review due to the effects of inflationary pressures and shortages of materials and labour. The borrowing strategy will therefore also be regularly reviewed and revised, to achieve optimum value and risk exposure in the long-term.

6. Capital Expenditure and Financing

6.1 Capital expenditure forms one of the required prudential indicators. The Council must ensure that capital expenditure is affordable, approved and monitored.

6.2 The table below shows the forecast capital expenditure as at Q2 against budgets set as part of the Medium Term Financial Strategy (OE), and revised budgets adjusted at 2023/24 year end due to reprofiling etc, and how these are to be financed.

	2024/25 Original Estimate (OE) £'000	2024/25 OE inc. Year End Adj 's £'000	2024/25 Q2 Revised Estimate £'000
General Fund Capital Expenditure	17,527	23,151	27,894
Financed By -			
Capital Grants	4,550	6,806	14,601
Capital Receipts	1,112	1,133	74
Revenue Contributions	121	161	149
REFCUS Grants	5,468	8,270	8,376
Prudential Borrowing	6,276	6,781	4,694

6.3 The General Fund Investment Programme was adjusted post 2023/24 year end to take into account reprofiling of schemes and known changes at the time. The programme has since seen an increase in forecast expenditure in Q2, mainly due to the approval and inclusion of the Western Growth Corridor Levelling Up Fund bridge works.

	2024/25 Original Estimate (OE) £'000	2024/25 OE inc. Year End Adj 's £'000	2024/25 Q2 Revised Estimate £'000
Housing Revenue Account Capital Expenditure	21,043	22,763	17,432
Financed By -			
Capital Receipts	1,119	2,213	1,677
Capital Grants	0	0	1,155
MRR Revenue Contributions	5,721	5,855	4,235
MRR Depreciation	13,603	13,352	8,969
Prudential Borrowing	600	1,343	1,396

- 6.4 The Housing Investment Programme original was adjusted post 2023/24 year end to take into account reprofiling of schemes and known changes at the time. In addition, the original estimates, set as part of the Medium Term Financial Strategy, were based on a stock condition survey of properties and the required levels of work. The forecast expenditure has now been adjusted to better reflect what the council's internal workforce and current contractors have capacity to complete in year.
- 6.5 The Capital Financing Requirement (CFR), the councils underlying need to borrow, and the movement in year can be seen below. (See also 5.3 & 7.2)

Capital Financing Requirement (CFR)	2024/25 Original Estimate (OE) £'000	2024/25 OE inc. Year End Adj 's £'000	2024/25 Q2 Revised Estimate £'000
Capital Financing Requirement (CFR) - General Fund	76,810	76,701	74,614
Capital Financing Requirement (CFR) - HRA	79,913	80,278	80,330
Capital Financing Requirement Total	156,723	156,979	154,944
Net movement in CFR (Capital borrowing need less MRP & VRP)	5,949	7,197	5,163

* Note that although the CFR total doesn't change significantly between the Original Estimate and the OE including year-end adjustments, the net movement figures look greater due to the reprofiling of capital expenditure at year end and the 2023/24 CFR carried forward figure being adjusted accordingly.

7. Prudential Indicators

- 7.1 As part of the Treasury Management Strategy, the Council established a range of Prudential Indicators (in accordance with professional practice) to monitor both Treasury and Capital as the two are intrinsically linked.
- 7.2 Details of the performance against the Prudential Indicators can be found at Appendix A. See comments below.

1. Capital Expenditure General Fund – see section 6.2
2. Capital Expenditure HRA – see section 6.2.
3. Capital Financing Requirement (CFR) General Fund – The Capital Financing Requirement is the Council's underlying need to borrow for a capital purpose. The GF CFR is currently less than anticipated at budget setting due to the reprofiling of WGC Housing element, in line with revised build schedule.
4. Capital Financing Requirement (CFR) HRA – As above. The HRA CFR remains very close to the original estimate (including year-end adjustments) with minimal additional borrowing expected, pushing the CFR up only slightly.
5. Actual External Debt – Currently forecasting actual external debt at year end to be less than original anticipated at budget setting due to the council utilising internal funds rather than borrowing whilst interest rates are still high. The need for borrowing will be continuously monitored in-line with the councils cashflow and spending requirements.

6. Gross Debt to the CFR – Under Borrowing –. The council is currently under borrowing against the CFR, meaning the council is utilising internal resources (£46m) rather than borrowing.
7. Authorised Limit for External Debt - This represents the limit beyond which borrowing is prohibited and needs to be set and revised by members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.
8. Operational Boundary for External Debt - This indicator is based on the probable external debt during the course of the year; it is not a limit and actual borrowing could vary around this boundary for short times during the year. CIPFA anticipate that this should act as an indicator to ensure the authorised limit is not breached.
9. Financing Costs to Net Revenue Stream (General Fund)– improved position anticipated due to re-profiling of forecast borrowing (planned borrowing for Western Growth Corridor £6m) and utilising internal funds.
10. Financing Costs to Net Revenue Stream (HRA) – Slight improvement due to forecasting holding off on reborrowing to replace a maturing loan.

7.3 Due to changes in accounting practice and the implementation of IFRS16 (leases) this year, the CFR will include lease liabilities that are currently not recognised on the balance sheet. As IFRS16 implications have not been fully calculated at the date of this report no changes to the CFR forecast have been made yet. The council is currently establishing the impact of the change in accounting for these liabilities (previously treated as operating leases and treated as rental expenditure) and estimates will be reflected in the 2024/25 Statement of Accounts.

7.4 The Chief Finance Officer reports that no difficulties are envisaged for the current or future years. This view takes into account current commitments, existing plans, and the proposals in the budget report.

8. Economic Update

8.1 The current economic update from the Council's treasury advisors (LINK) can be found in Appendix B.

8.2 Interest Rate Forecast - Current medium term interest rate forecasts are shown below. Economists have now forecast a more gradual / slower reduction of rates so

Link Group forecasts are likely to be adjusted to reflect the Capital Economics forecast.

Bank Rate											
	NOW	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
Link Group	5.00%	4.50%	4.00%	3.50%	3.25%	3.25%	3.25%	3.25%	3.00%	3.00%	3.00%
Capital Economics	5.00%	4.75%	4.50%	4.25%	3.75%	3.25%	3.00%	3.00%	3.00%	3.00%	-
5yr PWLB Rate											
	NOW	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
Link Group	4.75%	4.50%	4.30%	4.10%	4.00%	3.90%	3.90%	3.90%	3.90%	3.90%	3.80%
Capital Economics	4.75%	4.70%	4.60%	4.40%	4.30%	4.10%	4.10%	4.00%	4.00%	4.00%	-
10yr PWLB Rate											
	NOW	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
Link Group	5.01%	4.60%	4.40%	4.30%	4.10%	4.10%	4.10%	4.00%	4.00%	4.00%	3.90%
Capital Economics	5.01%	4.80%	4.70%	4.60%	4.50%	4.30%	4.30%	4.20%	4.10%	4.10%	-
25yr PWLB Rate											
	NOW	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
Link Group	5.51%	5.00%	4.80%	4.70%	4.50%	4.50%	4.40%	4.40%	4.40%	4.30%	4.30%
Capital Economics	5.51%	5.10%	4.90%	4.80%	4.70%	4.50%	4.50%	4.40%	4.30%	4.20%	-
50yr PWLB Rate											
	NOW	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
Link Group	5.29%	4.80%	4.60%	4.50%	4.30%	4.30%	4.20%	4.20%	4.20%	4.10%	4.10%
Capital Economics	5.29%	5.10%	5.00%	4.80%	4.70%	4.60%	4.50%	4.40%	4.40%	4.30%	-

9. Strategic Priorities

9.1 One Council

Through its Treasury Management Strategy, the Council seeks to reduce the amount of interest it pays on its external borrowing and maximise the interest it achieves on its investments.

10. Organisational Impacts

10.1 Finance

The financial implications are covered in the main body of the report.

10.2 Legal Implications including Procurement Rules

The powers for a local authority to borrow and invest are governed by the Local Government Act 2003 (LGA 2003) and associated Regulations. A local authority may borrow or invest for any purpose relevant to its functions, under any enactment, or for the purpose of the prudent management of its financial affairs. The Regulations also specify that authorities should have regard to the CIPFA Treasury Management Code and the MHCLG Investment Guidance when carrying out their treasury management functions.

10.3 Equality, Diversity and Human Rights

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

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

- Eliminate discrimination
- Advance equality of opportunity

- Foster good relations between different people when carrying out their activities

Due to the nature of the report, no specific Equality Impact Analysis required.

11. Risk Implications

The Local Government Act 2003, the Prudential Code and the Treasury Management Code of Practice include a key principal that an organisations appetite for risk is included in their annual Treasury Management Strategy and this should include any use of financial instruments for the prudent management of those risks, and should ensure that priority is given to security and liquidity when investing.

12. Recommendation

- 12.1 It is recommended that Executive note the Prudential and Local Indicators and the actual performance against the Treasury Management Strategy 2024/25 for the half-year ended 30 September 2024 and refers to Full Council (in accordance with CIPFA's Code of Practice for Treasury Management).

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? Two

List of Background Papers: Treasury Management Strategy 2024/25
(Approved by Council February 2024)

Lead Officer: Laura Shipley, Financial Services Manager
Email address: laura.shipley@lincoln.gov.uk

Updated Position on Prudential and Local Indicators

The table below summarised and provides an update of the main prudential indicators as at 30th September 2024 against budget.

Indicator No.	Indicator	2024/25 Original Estimate (OE) £'000	2024/25 OE inc. Year End Adj 's £'000	2024/25 Q2 Revised Estimate £'000
1 & 2	Capital Expenditure - General Fund	17,527	23,151	27,894
1 & 2	Capital Expenditure - HRA	21,043	22,763	17,432
	Capital Expenditure Total	38,570	45,914	45,326
3 & 4	Capital Financing Requirement (CFR) - General Fund	76,810	76,701	74,614
3 & 4	Capital Financing Requirement (CFR) - HRA	79,913	80,278	80,330
	Capital Financing Requirement Total	156,723	156,979	154,944
5	Estimated Actual External Debt (As at 31st March 2025)	113,017	113,017	105,068
6	Gross Debt and the CFR – Under Borrowing	(43,706)	(43,962)	(49,876)
7	Authorised Limit for External Debt	130,165	130,773	128,850
8	Operational Boundary for External Debt	124,217	124,217	116,268
9 & 10	Financing Costs to Net Revenue Stream - General Fund	15.39%		13.51%
9 & 10	Financing Costs to Net Revenue Stream - HRA	28.79%		28.34%
Local 5	Net Income from Commercial and Service Investments to Net Revenue Stream	10.45%		10.58%

Remaining Prudential Indicators

In addition to the 10 key Prudential Indicators covered in the main report are 4 further indicators, as set out below.

Treasury Management Prudential Indicators

The first treasury indicator requires the adoption of the CIPFA Code of practice on Treasury Management. This Council adopted the Code of Practice on Treasury Management on 1st March 2011 (revised 2021), and as a result adopted a Treasury Management Policy & Practices statement.

There are two further indicators:

These limits relate to funds invested for greater than 365 days.

Upper Limits On Variable Rate Exposure – This indicator identifies a maximum limit for variable interest rates based upon the debt position net of investments.

Upper Limits On Fixed Rate Exposure – Similar to the above indicator, this covers a maximum limit on fixed interest rates.

Indicator No	Indicator	2024/25 %
11	Upper Limit for Fixed Interest Rates	100%
12	Upper Limit for Variable Interest Rates	40%

Total Principal Funds Invested – These limits are set to reduce the need for early sale of an investment, and are based on the availability of investments after each year-end.

Indicator 14 - Maximum Principal Sums invested for longer than 365 days	2024/25 Limit £m	Actual as at 30/09/24	Forecast 31/03/25
	7	0	0

As at 30th September 2024, there were no principal funds invested for a duration invested greater than 1 year.

Maturity Structure of Borrowing

These gross limits are set to reduce the Council's exposure to large, fixed rate sums falling due for refinancing at the same time and are required for upper and lower limits.

The table below shows the maturity structure limits in places per the Treasury Management Strategy, maturity structure as at Q2 and the profile expected at year end.

Indicator 13 - Maturity structure of fixed borrowing	2024/25 Lower Limit	2024/25 Upper Limit	Actual at 30/09/24	Forecast at 31/03/25
Under 12 months	0%	40%	3%	2%
12 months to 2 years	0%	40%	1%	1%
2 years to 5 years	0%	60%	7%	9%
5 years to 10 years	0%	80%	14%	15%
10 years and above	10%	100%	75%	74%

Local Prudential Indicators

In addition to the statutory and local indicators listed above the Chief Finance Officer has set five additional local indicators aimed to add value and assist in the understanding of the main indicators. These are summarised in the table below.

Additional Local Indicator	2024/25 Target	2024/25 Actual as at 30/09/24
1. Borrowing rate achieved (i.e. temporary borrowing of loans less than 1 year)	Less than SONIA rate	No temporary loans taken
2. Investment rate achieved against the SONIA rate	Greater than SONIA rate (5.12% 6 month Ave)	5.25%
3. Average rate of interest paid on Council debt during the year	4.50%	3.26%
4. The amount of interest on debt as a percentage of gross revenue expenditure.	Reported at year end	
5. Net Income from Commercial and Service Investments to Net Revenue Stream	10.45%	10.58%

The interest rate achieved on investments compares favourably to the SONIA rate due to the use of fixed rate investments setup prior to Bank of England rate reduction forecasts. The council is also proactive with the use of money market funds and seeking best possible rates.

Average rate of interest paid on the Council's debt during the year - The council has benefitted from holding long term loans taken out prior to rates being as high as they have been over the last couple of years.

Net income from commercial and service investments has to Net revenue stream ratio being slightly higher due to rent reviews in excess of what was assumed at budget setting.

Economic Update from LINK (the Council's treasury advisors)
NOTE – THIS WAS PREPARED AHEAD OF THE 2024 AUTUMN BUDGET

- The third quarter of 2024 (July to September) saw:
 - GDP growth stagnating in July following downwardly revised Q2 figures (0.5% q/q)
 - A further easing in wage growth as the headline 3myy rate (including bonuses) fell from 4.6% in June to 4.0% in July;
 - CPI inflation hitting its target in June before edging above it to 2.2% in July and August;
 - Core CPI inflation increasing from 3.3% in July to 3.6% in August;
 - The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting;
 - 10-year gilt yields falling to 4.0% in September.
- The economy's stagnation in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index, from 53.8 in August to 52.9, was still consistent with GDP growth of 0.3%-0.4% for the summer months. This is in line with the Bank of England's view, and it was encouraging that an improvement in manufacturing output growth could be detected, whilst the services PMI balance suggests non-retail services output grew by 0.5% q/q in Q3. Additionally, the services PMI future activity balance showed an uptick in September, although readings after the Chancellor's announcements at the Budget on 30th October will be more meaningful.
- The 1.0% m/m jump in retail sales in August was stronger than the consensus forecast for a 0.4% m/m increase. The rise was reasonably broad based, with six of the seven main sub sectors recording monthly increases, though the biggest gains came from clothing stores and supermarkets, which the ONS reported was driven by the warmer-than-usual weather and end of season sales. As a result, some of that strength is probably temporary.
- The government's plans to raise public spending by around £16bn a year (0.6% GDP) have caused concerns that a big rise in taxes will be announced in the Budget, which could weaken GDP growth in the medium-term. However, if taxes are raised in line with spending (i.e., by £16bn) that would mean the overall stance of fiscal policy would be similar to the previous government's plan to reduce the budget deficit. Additionally, rises in public spending tend to boost GDP by more than increases in taxes reduce it. Our colleagues at Capital Economics suggest GDP growth will hit 1.2% in 2024 before reaching 1.5% for both 2025 and 2026.
- The further easing in wage growth will be welcomed by the Bank of England as a sign that labour market conditions are continuing to cool. The 3myy growth rate of average earnings fell from 4.6% in June to 4.0% in July. On a three-month annualised basis, average earnings growth eased from 3.0% to 1.8%, its lowest rate since December 2023. Excluding bonuses, the 3myy rate fell from 5.4% to 5.1%.
- Other labour market indicators also point to a further loosening in the labour market. The 59,000 fall in the alternative PAYE measure of the number of employees in August marked the fourth fall in the past five months. And the 77,000 decline in the three months to August was the biggest drop since November 2020. Moreover, the number of workforce jobs fell by 28,000 in Q2. The downward trend in job vacancies continued too. The number of job

vacancies fell from 872,000 in the three months to July to 857,000 in the three months to August. That leaves it 34% below its peak in May 2022, and just 5% above its pre-pandemic level. Nonetheless, the Bank of England is still more concerned about the inflationary influence of the labour market rather than the risk of a major slowdown in labour market activity.

- CPI inflation stayed at 2.2% in August, but services inflation rose from a two-year low of 5.2% in July to 5.6%, significantly above its long-run average of 3.5%. Food and fuel price inflation exerted some downward pressure on CPI inflation, but these were offset by the upward effects from rising furniture/household equipment inflation, recreation/culture inflation and a surprisingly large rise in airfares inflation from -10.4% in July to +11.9% in August. As a result, core inflation crept back up from 3.3% to 3.6%. CPI inflation is also expected to rise in the coming months, potentially reaching 2.9% in November, before declining to around 2.0% by mid-2025.
- The Bank initiated its loosening cycle in August with a 25bps rate cut, lowering rates from 5.25% to 5.0%. In its September meeting, the Bank, resembling the ECB more than the Fed, opted to hold rates steady at 5.0%, signalling a preference for a more gradual approach to rate cuts. Notably, one Monetary Policy Committee (MPC) member (Swati Dhingra) voted for a consecutive 25bps cut, while four members swung back to voting to leave rates unchanged. That meant the slim 5-4 vote in favour of a cut in August shifted to a solid 8-1 vote in favour of no change.
- Looking ahead, CPI inflation will likely rise in the coming months before it falls back to its target of 2.0% in mid-2025. The increasing uncertainties of the Middle East may also exert an upward pressure on inflation, with oil prices rising in the aftermath of Iran's missile attack on Israel on 1 October. China's recent outpouring of new fiscal support measures in the latter stages of September has also added to the upshift in broader commodity prices, which, in turn, may impact on global inflation levels and thus monetary policy decisions. Despite these recent developments, our central forecast is still for rates to fall to 4.5% by the end of 2024 with further cuts likely throughout 2025. This is in line with market expectations, however, although a November rate cut still looks likely, December may be more problematic for the Bank if CPI inflation spikes towards 3%. In the second half of 2025, though, we think a more marked easing in inflation will prompt the Bank to speed up, resulting in rates eventually reaching 3.0%, rather than the 3.25-3.50% currently priced in by financial markets.
- Our forecast is next due to be updated around mid-November following the 30 October Budget, 5 November US presidential election and the 7 November MPC meeting and the release of the Bank of England Quarterly Monetary Policy Report.
- Looking at gilt movements in the first half of 2024/25, and you will note the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank's August rate cut signalled the start of its loosening cycle. Following the decision to hold the Bank Rate at 5.0% in September, the market response was muted, with the 10-year yield rising by only 5bps after the announcement. This likely reflected the fact that money markets had priced in a 25% chance of a rate cut prior to the meeting. The yield had already increased by about 10bps in the days leading up to the meeting, driven in part by the Fed's "hawkish cut" on 18 September. There is a possibility that gilt yields will rise near-term as UK policymakers remain cautious due to persistent inflation concerns, before declining in the longer term as rates fall to 3.0%.
- The FTSE 100 reached a peak of 8,380 in the third quarter of 2024, but its performance is firmly in the shade of the US S&P500, which has breached the 5,700 threshold on

several occasions recently. Its progress, however, may pause for the time being whilst investors wait to see who is elected the next US President, and how events in the Middle East (and Ukraine) unfold. The catalyst for any further rally (or not) is likely to be the degree of investors' faith in AI.

MPC meetings: 9 May, 20 June, 1 August, 19 September 2024

- On 9 May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20th June.
- However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey's tone with its emphasis on "gradual" reductions over time.
- Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC, but this came to nothing.
- Nonetheless, November still looks most likely to be the next month to see a rate cut to 4.75% but, thereafter, inflation and employment data releases, as well as geo-political events, are likely to be the determinant for what happens in the remainder of 2024/25 and into 2025/26.

Interest Rate Forecasts

The Authority has appointed Link Group as its treasury advisors and part of their service is to assist the Authority to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012.

Our latest forecast on 28 May sets out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance. Our PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1 November 2012.

Link Group Interest Rate View 28.05.24		Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE		4.50	4.00	3.50	3.25	3.25	3.25	3.25	3.00	3.00	3.00
3 month ave earnings		4.50	4.00	3.50	3.30	3.30	3.30	3.30	3.00	3.00	3.00
6 month ave earnings		4.40	3.90	3.50	3.30	3.30	3.30	3.30	3.10	3.10	3.20
12 month ave earnings		4.30	3.80	3.50	3.40	3.40	3.40	3.40	3.20	3.30	3.40
5 yr PWLB		4.50	4.30	4.10	4.00	3.90	3.90	3.90	3.90	3.90	3.80
10 yr PWLB		4.60	4.40	4.30	4.10	4.10	4.10	4.00	4.00	4.00	3.90
25 yr PWLB		5.00	4.80	4.70	4.50	4.50	4.40	4.40	4.40	4.30	4.30
50 yr PWLB		4.80	4.60	4.50	4.30	4.30	4.20	4.20	4.20	4.10	4.10

48. Treasury Management and Prudential Code Update Mid-Year Report - 30 September 2024**Purpose of Report**

To report the Council's treasury management activity and the actual prudential indicators for the period 1 April 2024 to 30 September 2024, in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice. The strategy included indicators that helped ensure that the Council's capital investment plans were affordable, prudent and sustainable.

Decision

That the Prudential and Local Indicators and the actual performance against the Treasury Management Strategy 2024/25 for the half-year ended 30 September 2024 be noted and referred to Full Council (in accordance with CIPFA's Code of Practice for Treasury Management).

Alternative Options Considered and Rejected

None.

Reason for Decision

The prudential system for capital expenditure was well established. One of the requirements of the Prudential Code was to ensure adequate monitoring of the capital expenditure plans, prudential indicators (PIs) and the treasury management response to these plans. The report fulfilled that requirement and included a review of compliance with Treasury and Prudential Limits and the Prudential Indicators at 30 September 2024. The Treasury Management Strategy and Prudential Indicators were previously reported to and approved by Council on 27 February 2024.

It was noted that the Council held £29.355 million of investments at 30 September 2023, with the full investment profile set out at Appendix A of the report. Of this investment portfolio, 100% was held in low risk specified investments, the requirement for the year being a minimum of 25% of the portfolio to be specified investments. During the six months to 30 September on average 93% of the portfolio was held in low risk specified investments and an average of 7% of the portfolio was held in non-specified investments with other local authorities.

It was noted that as at 30 September 2023, the Council held £107.406m of external borrowing, of which 100% were fixed rate loans (Appendix A referred).

As at 30 September 2023, the average rate of interest paid during the first half of the financial year on external borrowing was 3.26%. This was lower than the budgeted rate set in the Medium Term Financial Strategy (MTFS) 2024-29 of 3.65%, due to the repayment of a loan in the prior year, which was not anticipated

in the MTFS, and the new borrowing forecast at budget setting had not yet been required.

This Council had adopted the CIPFA Code of Practice for Treasury Management in the Public Sector and operated its treasury management service in compliance with this Code and the above requirements. These required that the prime objective of treasury management activity was the effective management of risk, and that its borrowing activities were undertaken in a prudent, affordable and sustainable basis.

It was anticipated that no additional borrowing would be undertaken during this financial year. A loan of £2m was due to mature in February 2025, the need to replace this would be assessed closer to the time in-line with cashflow forecasts and interest rates at the time.

The capital programme was being kept under regular review due to the effects of inflationary pressures and shortages of materials and labour. The borrowing strategy would therefore also be regularly reviewed and revised, to achieve optimum value and risk exposure in the long-term.

Officers confirmed that the approved limits within the Annual Treasury Management Strategy were not breached during the quarter ended 30 September 2024.

COUNCIL

3 DECEMBER 2024

SUBJECT:	GAMBLING ACT 2005 TRIENNIAL REVIEW OF STATEMENT OF LICENSING POLICY
REPORT BY:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER

1. Matter for Council

- 1.1 To approve the Gambling Act 2005 Statement of Principles Policy 2025-2028, referred from Licensing Committee.

List of Background Papers / Appendices: Licensing Committee– 13 November 2024 Report, Policy and Associated Minute

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

This page is intentionally blank.

SUBJECT: GAMBLING ACT 2005 - TRIENNIAL REVIEW OF STATEMENT OF LICENSING POLICY

DIRECTORATE: COMMUNITIES & ENVIRONMENT

REPORT AUTHOR: IAN CULLEN, LICENSING TEAM LEADER

1. Purpose of Report

- 1.1 To update the committee on the result of the consultation of the Statement of Principles (the Policy) under the Gambling Act 2005 ('the Act').

2. Executive Summary

- 2.1 An updated Statement of Principles under the Gambling Act 2005 has been out for consultation.
- 2.2 Following feedback from various stakeholders, approval is sought to forward the amended Policy to Full Council for adoption.

3. Background

- 3.1 The Act requires that the Licensing Authority publish its Statement of Licensing Principles (Policy) at least every three years. The date for publishing is on or before the 31 January 2025.
- 3.2 Core to the Act are the licensing objectives. These are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open manner;
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 3.3 The draft Policy was forwarded to a total of 47 persons/organisations and to every member of the Licensing Committee. The Policy was also placed on the Councils website. A copy of the revised Policy can be seen at **Appendix A**.
- 3.4 The list of persons consulted when reviewing the gambling policy was deliberately wide. This enables the licensing authority to undertake a comprehensive consultation exercise with anyone who may be affected by or otherwise have an interest in the policy.
- 3.5 The consultation period commenced on 18 September and ended on the 24 October 2024. A total of 5 responses were received.

The Gambling Commission Guidance to licensing authorities' states:

In determining its statement of policy, the licensing authority must give appropriate weight to the views of those it has consulted. In deciding what weight to give, the factors to be taken into account include:

- who is making the representations, the nature of their interest and their expertise
- relevance of the factors to the licensing objectives
- how many other people have expressed the same or similar views
- how far the representations relate to matters that the licensing authority should be including in its policy statement.

4. Consultation results

- 4.1 Of the 5 responses received, 4 of them were to advise that the consultee had no comment to make regarding the proposed policy. The consultees were contacted and thanked for their contribution.
- 4.2 The fifth response received was a letter from Gosschalks Solicitors on behalf of the Betting and Gaming Council (BGC). Their response gives an overview of the work of the BGC and also makes some specific comments on the draft policy. (**Appendix B**).
- 4.3 Contact was made with the author of the letter and the points raised were discussed as presented below.
- 4.4 The letter refers to paragraphs 1.28 to 1.34 of Part B of the Policy document. Clarity being sought on the imposition of conditions on premises licences.
- 4.5 The points raised by the author were considered by the working party and it was felt the inclusion of additional wording in paragraphs 1.28 and 1.29 helps to clarify when additional conditions may be imposed on a licence.
- 4.6 The letter also refers to paragraphs 2.2, 3.3, 6.4 and 7.3 of Part B of the Policy. Here it was suggested that further clarity should be provided with regards to how conditions/measures should be presented to the Licensing Authority as part of an application.
- 4.7 The points raised here were acknowledged and appreciated. This Authority recognises that the risk assessments produced by applicants and operators are a dynamic document and should therefore be updated and changed depending on circumstance. Any imposition of conditions would only be if the discretion of the Licensing Authority was engaged, and it was felt the risk assessments weren't sufficient to address any perceived risk to the licensing objectives.
- 4.8 The above-mentioned paragraphs have therefore been amended to clarify that the examples given are meant as guidance for applicants when producing their risk assessments, rather than just conditions that would be added to the licence.
- 4.9 No other responses were received during the consultation period.

5. Strategic Priorities

5.1 Let's drive inclusive economic growth

By keeping the statement of policy up to date it will ensure that there is clear guidance for local businesses.

5.2 Let's reduce all kinds of inequality

Protecting vulnerable people is a key objective of the Act. This Statement of Licensing Policy should ensure that the licensing objectives are promoted and the most vulnerable are protected.

6. Organisational Impacts

6.1 Finance (including whole life costs where applicable)

Cost of consultation and printing of Policy can be contained within the current licensing budget.

6.2 Legal Implications including Procurement Rules

Gambling Act 2005 section 349.

A licensing authority shall before each successive period of three years –

- a) prepare a statement of the principles that they propose to apply in exercising their functions under this Act during that period, and
- b) publish the statement.

If the Council fails to introduce its reviewed Policy by the 31 January 2025, it cannot function as the Licensing Authority under the Gambling Act 2005.

Additionally, the Licensing Authority must ensure that its decisions and policies can withstand scrutiny by reference to the principle of proportionality, i.e. is the decision / action proportionate to what it wishes to achieve?

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

The statement of policy shall ensure that the licensing function is conducted in a fair and transparent way.

The licensing policy provides transparency for everyone, including local residents and applicants for premises licences, who will be able to refer to the statement when making representations or when preparing their applications. There is therefore not a need to complete an Equality Impact Assessment as there are no

specific impacts on anyone who has a protected characteristic

7. Risk Implications

7.1 (i) Options Explored

7.2 (ii) Key risks associated with the preferred approach

8. Recommendation

8.1 The Committee is asked to:

- approve the draft policy; and
- recommend it to Full Council for adoption

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?

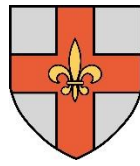
2

List of Background Papers:

Appendix A – Draft Policy document
Appendix B – Response Gosschalks

Lead Officer:

Ian Cullen, Licensing Team Leader
Email: ian.cullen@lincoln.gov.uk



CITY OF
Lincoln
COUNCIL

Gambling Act 2005

Statement of Principles (Policy)

2025 - 2028

www.lincoln.gov.uk

CITY OF LINCOLN STATEMENT OF PRINCIPLES GAMBLING ACT 2005

Contents

Item	
Part A	
1. The licensing objectives	2
2. Introduction	2
3. Declaration	3
4. Responsible Authorities	4
5. Interested parties	4
6. Exchange of information	5
7. Enforcement and Inspection	6
8. Licensing Authority functions	7
Part B - Premises licences	
1. General Policy	9
2. Adult Gaming Centres	15
3. (Licensed) Family Entertainment Centres	16
4. Casinos	17
5. Bingo	17
6. Betting premises	18
7. Tracks	19
8. Travelling fairs	20
9. Provisional Statements	20
10. Reviews	21
Part C - Permits / Temporary and Occasional Use Notices / Lotteries	
1. Unlicensed Family Entertainment Centre gaming machine permits	24
2. (Alcohol) Licensed premises gaming machine permits	26
3. Prize Gaming Permits	27
4. Club Gaming and Club Machines Permits	28
5. Temporary Use Notices	29
6. Occasional Use Notices	29
7. Lotteries	30
8. Review	31
9. Glossary	31
Appendix A – Summary of Delegation	32
Appendix B – Consultees	36
Appendix C – Glossary	37
Appendix D – Safeguarding of Children	40
Appendix E – Safeguarding of Vulnerable Persons	42

This Statement of Licensing Principles was approved by the City of Lincoln Council on 3 December 2024

All references to the Guidance refer to the Gambling Commission's Guidance to Licensing Authorities, published April 2021

PART A

1. The Licensing Objectives

- 1.1 In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
 - Ensuring that gambling is conducted in a fair and open way.
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.2 It should be noted that the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.
- 1.3 The Licensing Authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:
- in accordance with any relevant code of practice issued by the Gambling Commission.
 - in accordance with any relevant guidance issued by the Gambling Commission.
 - reasonably consistent with the licensing objectives, and
 - in accordance with the authority’s statement of policy.
- 1.4 The Gambling Commission issues two types of code of practice. Social responsibility (SR) codes and ordinary codes (OC). A social responsibility code must be adhered to by all licence holders in the same manner as a licence condition. An ordinary code is not mandatory but operators are expected to take account of them. Both sets of codes can be found in the [Commission’s Licence Conditions and Codes of Practices](#) (LCCP).

2. Introduction

- 2.1 The City of Lincoln Council is the Licensing Authority for the City of Lincoln for the purpose of the Gambling Act 2005 and any subsequent legislation and guidance.
- 2.2 The City of Lincoln Council is situated in the County of Lincolnshire, which contains 7 District Councils in total. The Council area has a population of 103,813 (2021 census) making it the fourth largest in the County in terms of population. In terms of area it is the smallest covering 3569 hectares. The Council’s area is mainly urban.
- 2.3 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the policy, which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.

- 2.4 The City of Lincoln Council has worked in partnership with the other District Councils in the County in preparing this statement of policy. It is based in part on
- guidance from the Commission's "[Guidance to Licensing Authorities](#)" (the Guidance)
- 2.5 The Gambling Act requires that the following parties are consulted by Licensing Authorities:
- The Chief Officer of Police;
 - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;
 - One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under the Gambling Act 2005.
- 2.6 The City of Lincoln Council consulted widely upon this statement before finalising and publishing. A list of those persons consulted is provided below (appendix B).
- 2.7 Our consultation took place between 19 September 2024 and 26 October 2024
- 2.8 The City of Lincoln Council recognises its duties to consider the impact of all its functions and decisions on crime and disorder under the requirements of Section 17 of the Crime and Disorder Act 1998 in adopting this statement of policy. The City of Lincoln Council acknowledges the benefits to the community of properly regulating gambling in the district.
- 2.9 The statement of policy was approved at a meeting of the Full Council on 3 December 2024 and was published via our website on 10 December 2024. Copies were placed in the public libraries of the area as well as being available at City Hall. The statement will be effective from 31 January 2025
- 2.10 It should be noted that this statement of policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 2.11 The Licensing Authority recommends that applicants and interested persons study the [Lincoln City Profile](#) (this is a link to the 'live' document, updated by City of Lincoln Council).

3. Declaration

- 3.1 In producing the final statement, The Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the statement.

4. Responsible Authorities

- 4.1 The Licensing Authority is required by regulations to state the policy it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the Authority about the protection of children from harm. The policy is:
- the need for the body to be responsible for an area covering the whole of the Licensing Authority's area;
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group; and
 - that this body is experienced in dealing with the protection of children.
- 4.2 In accordance with the suggestion in the Gambling Commission's Guidance for licensing authorities, the Authority designates the Lincolnshire Safeguarding Children Partnership for this purpose.
- 4.3 The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the City of Lincoln Council's website at: www.lincoln.gov.uk

5. Interested parties

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:
- "For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person-
- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
 - b) has business interests that might be affected by the authorised activities, or
 - c) represents persons who satisfy paragraph (a) or (b)" e.g. ward councillors or member of parliament.

Principles of determining Interested Parties:

- 5.2 The Licensing Authority is required by regulations to state the policy it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party.
- 5.3 Each case will be decided upon its merits. The Authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's [Guidance for licensing authorities](#) at 8.12 and 8.15. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.
- 5.4 The Gambling Commission has recommended that the Licensing Authority state whom it considers represent interested parties. These include, but are not confined

to, democratically elected representatives such as local councillors and Members of Parliament (no specific evidence of being asked to represent an interested person will be required if the councillor or Member represents the ward likely to be affected) and bodies such as trade associations and trade unions, and residents' and tenants' associations. The Authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Gambling Act 2005 i.e. lives sufficiently close to the premises to be likely to be affected by or has business interests that might be affected by the authorised activities being applied for. A letter from one of these persons requesting representation shall be sufficient.

- 5.5 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the licensing department on 01522 873714 or licensing@lincoln.gov.uk.

6. Exchange of Information

- 6.1 In accordance with Section 350 and Schedule 6 of the Gambling Act 2005, in exercise of its duty the Licensing Authority may exchange information with the following persons and statutory bodies:
- A constable or police force;
 - An enforcement officer;
 - A Licensing Authority;
 - Her Majesty's Revenues and Customs;
 - The First-tier Tribunal;
 - The Secretary of State;
 - Scottish Ministers; and
 - Any other person or body designated by the Secretary of State in accordance with the Act.

The Council may also exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime, but we will only share any personal details for this purpose if required to do so by law.

- 6.2 The Licensing Authority will act in accordance with the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 2018 will not be contravened.
- 6.3 The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission to Licensing Authorities as well as any relevant regulations issued by the Secretary of State under powers provided in the Gambling Act 2005.
- 6.4 The Licensing Authority will inform the Gambling Commission without delay if:
- Information that causes the Licensing Authority to question the suitability of a person or business holding or applying to hold an operating licence is received.
 - There are persistent or serious disorder problems that an operator could or should do more to prevent, so that the Commission may consider the

- continuing suitability of the operator to hold an Operating Licence.
 - If it comes to the Licensing Authority's attention that alcohol-licensed premises, clubs or institutes are playing bingo during the course of a week which involves significant stakes and prizes that make it possible that £2,000 in seven days is being exceeded.
 - Any other reasonable and relevant information that the Licensing Authority is of the opinion the Gambling Commission should be made aware of.
- 6.5 The council is a signatory to a joint protocol on information sharing under the provisions of Section 115 of the Crime and Disorder Act 1998 with the [Safer Lincolnshire Partnership](#). The council will use this protocol as appropriate.
- 6.6 Should any further protocols be established as regards information exchange with other bodies then they will be made available on the City of Lincoln Council's website at www.lincoln.gov.uk

7. Enforcement and Inspection

- 7.1 Licensing Authorities are required by regulation under the Gambling Act 2005 to state the policy to be applied by the Authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 7.2 The Licensing Authority's policy is that:
It will be guided by the Gambling Commission's Guidance for Licensing Authorities and will endeavour to be:
- Proportionate: regulators should only intervene when necessary; remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;
 - Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem and minimise side effects.
- 7.3 As per the Gambling Commission's Guidance for Licensing Authorities The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 The Licensing Authority will implement a risk-based inspection programme on a multi-agency basis, based on;
- The licensing objectives
 - Relevant codes of practice
 - Guidance issued by the Gambling Commission, in particular at Part 36
 - The principles set out in this statement of policy.
- 7.5 The main enforcement and compliance role for The Licensing Authority in terms of

the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions, which it authorises. The Gambling Commission will be the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.

- 7.6 The Licensing Authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities
- 7.7 Bearing in mind the principle of transparency, The Licensing Authority's enforcement/compliance policies/protocols/written agreements will be available upon request to the licensing department.
- 7.8 The Authority recognises that certain gambling premises operators have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the Authority a single named point of contact, who should be a senior individual, and who the Authority will contact first should any compliance queries or issues arise.
- 7.9 In considering enforcement action, the Licensing Authority will bear in mind the Human Rights Act, in particular:
 - Article 1, Protocol 1 – Peaceful enjoyment of possessions
 - Article 6 – right to a fair hearing
 - Article 8 – respect for private and family life
 - Article 10 – right to freedom of expression.

8. Licensing Authority functions

- 8.1 Licensing Authorities are required under the Act to:
 - Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences;
 - Issue Provisional Statements;
 - Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
 - Issue Club Machine Permits to Commercial Clubs;
 - Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres;
 - Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
 - Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
 - Register small society lotteries below prescribed thresholds;
 - Issue Prize Gaming Permits;
 - Receive and Endorse Temporary Use Notices;
 - Receive Occasional Use Notices;

- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange');
- Maintain registers of the permits and licences that are issued under these functions.

8.2 It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via operating licences.

PART B PREMISES LICENCES

1. General Policy

- 1.1 Premises licences will be subject to the requirements set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing Authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 1.2 The Licensing Authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:
- in accordance with any relevant code of practice issued by the Gambling Commission;
 - in accordance with any relevant guidance issued by the Gambling Commission
 - reasonably consistent with the licensing objectives; and
 - in accordance with the Authority's statement of licensing policy.
- 1.3 It is appreciated that as per the Gambling Commission's Guidance for Licensing Authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see section on Casinos below – page 15) and also that unmet demand is not a criterion for a Licensing Authority.
- 1.4 Premises Licences authorise the provision of gambling facilities on the following:
- Casino premises
 - Bingo Premises
 - Betting Premises (including race tracks used by betting intermediaries)
 - Adult Gaming Centres (AGCs)
 - Family Entertainment Centres (FECs)
- 1.5 **Local Risk Assessments** - It is a requirement of the Commission's Licence Conditions and Codes of Practices (LCCP), specifically an SR code requirement that licensees assess local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.
- 1.6 Licensees must review (and update as necessary) their local risk assessments:
- to take account of significant changes in local circumstances, including those identified in a Licensing Authority's statement of licensing policy;
 - when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
 - when applying for a variation of a premises licence; and
 - in any case, undertake a local risk assessment when applying for a new premises licence.

- 1.7 The Licensing Authority expects the local risk assessment to consider as a minimum:
- whether the premises are in an area subject to high levels of crime and/or disorder;
 - the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions;
 - the location of services for children such as schools, playgrounds, toy shops, leisure/community centres and other areas where children will gather;
 - the demographics of the area in relation to vulnerable groups;
 - how vulnerable people, including people with gambling dependencies are protected;
 - whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises;
 - any indication in the area of young people attempting to access adult gambling facilities of the type offered in the area;
 - high unemployment area;
 - the area has a high number of rough sleepers/homeless people.

The risk assessment should take into account the risks presented by the local landscape. The Council publishes a range of information about the district in the [Lincoln City Profile](#) which will be of use to applicants in the preparation of local risk assessments.

- 1.8 This policy does not preclude any application being made and every application will be decided on its individual merits, with the opportunity given for the applicant to show how potential concerns can be overcome.
- 1.9 The Authority acknowledges the Commission's guidance that "moral or ethical objections to gambling are not a valid reason to reject applications for premises licences" and also that unmet demand is not a criterion for a Licensing Authority.
- 1.10 **Definition of "premises"** - Premises is defined in the Act as "any place". Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances. However, the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.
- 1.11 The Licensing Authority takes particular note of the Gambling Commission's Guidance for Licensing Authorities which states that:
Licensing Authorities should take particular care in considering applications for multiple premises licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating.
 - Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
 - Customers should be able to participate in the activity named on the premises licence.
- 1.12 The Guidance also gives a list of factors which the Licensing Authority should be aware of, which may include:
- Is a separate registration for business rates in place for the premises?
 - Is the premises' neighbouring premises owned by the same person or someone else?
 - Can each of the premises be accessed from the street or a public passageway?
 - Can a premises only be accessed from any other gambling premises?
- 1.13 **Premises "ready for gambling"** - It should be noted that following the case of *The Queen (on the application of) Betting Shop Services Limited v Southend-on-Sea Borough Council*, an applicant can obtain a full premises licence for premises in which it is proposed to offer gambling but the facilities have still to be constructed or altered. Licensing Authorities are required to determine such applications on their merits.
- 1.14 The Authority shall consider such applications in a two-stage process;
- First, whether the premises should be permitted to be used for gambling in accordance with section 153 of the Act.
 - Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.
- 1.15 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have the right to occupy them, then an application for a provisional statement can be made instead.
- 1.16 Applicants should note that the Authority is entitled to decide that it is appropriate to grant such a licence subject to conditions, but it is not obliged to grant such a licence.
- 1.17 More detailed examples of circumstances in which such a licence may be granted can be found at paragraphs 7.60-7.65 of the Gambling Commission's Guidance.

- 1.18 **Location** - The Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. As per the Gambling Commission's Guidance for local authorities, the Authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.
- 1.19 **Duplication with other regulatory regimes** - The Licensing Authority will seek to avoid any duplication with other statutory / regulatory systems where possible, including planning. The Licensing Authority will not consider any planning or building regulations issues in relation to the premises, in its consideration of the licence application. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.
- 1.20 Furthermore, the Authority notes the following excerpt from the Commission's Guidance:
- When dealing with a premises licence application for finished buildings, the Licensing Authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt with under relevant planning control, building and other regulations, and must not form part of the consideration for the premises licence. S.210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.
- 1.21 **Licensing objectives** - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, The Licensing Authority has considered the Gambling Commission's Guidance to licensing authorities and some comments are made below.
- 1.22 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** - The Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. The Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. Issues of nuisance cannot be addressed via the

Gambling Act provisions.

- 1.23 **Ensuring that gambling is conducted in a fair and open way** - The Licensing Authority has noted that the Gambling Commission has stated that it would generally not expect Licensing Authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section below.
- 1.24 **Protecting children and other vulnerable persons from being harmed or exploited by gambling** - The Licensing Authority has noted the Gambling Commission's Guidance for Licensing Authorities states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The Licensing Authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective.
- 1.25 To prevent children and young people accessing adult gambling activities, safeguarding measures should be in place. The Licensing Authority will therefore consider whether or not specific measures are needed to protect children at particular premises. Such measures may include:
- Proof of age scheme e.g. the Think 25 scheme and only recognised proof of age accepted (for example photo driving licence, passport and PASS cards)
 - All points of entry monitored by staff/CCTV.
 - Signage prominently displayed at all points of entry regarding the prohibition of under 18's.
 - Signage displayed on machines highlighting age restrictions.
 - Supervision of gaming machines in non-adult gambling specific premises.
 - All staff being trained to be vigilant and respond if a child gains illegal access to premises.
 - Third party test purchasing.
 - Maintain refusal registers.
- 1.26 The Licensing Authority will also make itself aware of the Codes of Practice which the Gambling Commission issues as regards this licensing objective, in relation to specific premises such as casinos.
- 1.27 As regards the term "vulnerable persons" it is noted that the Gambling Commission does not seek to define 'vulnerable persons' but it does, for regulatory purposes, assume that this group includes people who gamble more than they want to, people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs. Information and sources of help regarding problem gambling can be found on the [Gamcare](#) and [Gambleaware](#) websites. The Licensing Authority will consider this licensing objective on a case-by-case basis. Further specific information on the Authority's recommendations and expectations, in relation to the protection of children and

other vulnerable persons can be found at Appendix D and E of this policy document.

- 1.28 **Conditions** – All licences will be subject to mandatory and/or default conditions. The licensing authority may consider that conditions other than the mandatory or default conditions are necessary to ensure the premises are reasonably consistent with the licensing objectives where there is a perceived risk.

Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

- 1.29 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of measures The Licensing Authority will consider utilising should there be a perceived need if a risk to the licensing objectives is identified, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. The Licensing Authority will also expect the licence applicant to offer his/her own suggestions as to ways in which the licensing objectives can be met effectively.

- 1.30 The Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

- 1.31 The Authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

- 1.32 These considerations will apply to premises including buildings where multiple premises licences are applicable.

- 1.33 The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

As per the Gambling Commission's Guidance, The Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

- 1.34 It is noted that there are conditions which the Licensing Authority cannot attach to premises licences which are:
- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
 - conditions relating to gaming machine categories, numbers, or method of operation;
 - conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
 - conditions in relation to stakes, fees, winning or prizes.
- 1.35 **Door Supervisors** - If there are concerns that premises may attract disorder or be subject to unauthorised access by children and young persons, then the Licensing Authority may require that Door Supervisors control entrances to the premises. The Licensing Authority recognises that each premises application shall be treated on its own merit. In addition, the Licensing Authority shall take into account the previous trading history of the type of premises proposed and that any decision shall be necessary and proportionate.
- 1.36 Where door supervisors are imposed as a condition on a Premises Licence (except casino or bingo premises), Section 178 of the 2005 Act requires that any person employed in that capacity will hold a relevant licence issued by the Security Industry Authority (SIA).

2. Adult Gaming Centres (AGCs)

- 2.1 The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and expects the applicant to satisfy the Authority that there will be sufficient measures to, for example, ensure that under 18-year-olds do not have access to the premises.
- 2.2 As part of their local risk assessments the Licensing Authority expects applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:
- Proof of age schemes
 - CCTV
 - Supervision of entrances / machine areas (e.g. use of door supervisors)
 - Physical separation of areas
 - Location of entry
 - Notices / signage (including the statutory requirement for GamCare stickers)
 - Specific opening hours
 - Self-exclusion schemes
 - Provision of information leaflets / helpline numbers for organisations such as

GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 2.3 The Licensing Authority expects applicants to adopt an approved proof of age scheme (such as Think 25), for staff to be suitably trained and aware of the gambling laws, social responsibility and statutory requirements relating to age restrictions.

3. (Licensed) Family Entertainment Centres (FECs)

- 3.1 The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and expects the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18-year-olds do not have access to the adult only gaming machine areas. Children and young persons are permitted to enter an FEC and may play on Category D machines. They are not permitted to play on Category C machines, and it is a requirement that there is clear segregation between the two types of machine, to prevent access by children and young persons to Category C machines.

- 3.2 Therefore, all Category C machines must be located in an area of the premises separate from the remainder of the premises by a physical barrier, which is effective to prevent access other than through a designated entrance.

- 3.3 As part of their local risk assessments the Licensing Authority expects applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:

- CCTV
- Supervision of entrances / machine areas (e.g. use of door supervisors)
- Physical separation of areas
- Location of entrance
- Notices / signage (including the statutory requirement for GamCare stickers)
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 3.4 The Licensing Authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. The Licensing Authority will also make itself aware of any mandatory or default conditions on these premises licences.

- 3.5 The Licensing Authority acknowledges that only premises that are wholly or mainly used for making gaming machines available may hold a Family Entertainment Centre (uFEC) gaming machine permit (*see page 24 for more on uFECs*) or a Family Entertainment Centre (FEC) premises licence. Both a licensed FEC and uFEC are classified as 'premises'. The Licensing Authority considers that, generally, premises such as an entire shopping centre, motorway service station, bowling alley or similar would not be suitable for licensing or to hold a permit. Further the Authority believes that the machines should be in a designated, enclosed area, they should not be in walkways or corridors forming part of a larger building

4. Casinos

- 4.1 **No Casinos resolution** - The Licensing Authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should The Licensing Authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. The Full Council will make any such decision.

5. Bingo premises

- 5.1 The Licensing Authority notes that the Gambling Commission's Guidance states at paragraph 18.5:

Licensing authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premises licence, or multiple new premises licences, with the aim of creating separate premises in that area. Essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises.

- 5.2 The authority also notes the Guidance regarding the provision of gaming machines in premises subject to a bingo premises licence.

- 5.3 The Guidance also states:

Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed. Social Responsibility (SR) code 3.2.5(3) states that 'licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises' in order to prevent underage gambling.

- 5.4 Where category C or above machines are available in premises to which children are admitted the Authority shall seek to ensure that:
- All such machines are located in an area of the premises separate from the

remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;

- Only adults are admitted to the area where the machines are located;
- Access to the area where the machines are located is supervised;
- The area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

5.5 Where Bingo is provided in alcohol-licensed premises and reaches a certain threshold, it will no longer be authorised as equal chance gaming and a Bingo Operating Licence will need to be obtained from the Gambling Commission. The aim of this provision is to prevent bingo becoming a predominant commercial activity on such non-gambling premises.

5.6 The threshold is reached if the bingo played during any seven-day period exceeds £2,000 (either in money taken or prizes awarded) once in a year, referred to as 'high turnover bingo'.

5.7 If it comes to the attention of the Licensing Authority that alcohol-licensed premises or clubs or institutes are playing bingo during the course of a week which involves significant stakes and prizes, that makes it possible that the £2,000 in seven days is being exceeded, the Licensing Authority shall inform the Commission accordingly.

6. Betting premises

6.1 The Licensing Authority is responsible for issuing and monitoring Premises Licences for all betting premises. Children and young persons are not permitted entry to a premises which has a Betting Premises Licence. They may, however, be permitted entry to tracks and special rules will apply. The Licensing Authority recommends that an applicant for betting premises considers carefully the location of gaming and betting machines to ensure that they are not in sight of the entrance of the premises.

6.2 **Betting machines** - The Licensing Authority notes that Section 181 of the Act contains a power for licensing authorities to restrict the number of Self-Service Betting Terminals (SSBTs), their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBTs, the Licensing Authority, amongst other things, will take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

6.3 While the Authority has discretion as to the number, nature and circumstances of the use of betting machines, currently there is no evidence that such machines give rise to regulatory concerns. Therefore, the Authority will consider limiting the number of machines only where there is clear evidence that such machines have been or are likely to be used in breach of the licensing objectives. Where there is

such evidence, the Authority may consider, when reviewing the licence, the ability of staff to monitor the use of such machines from the counter.

- 6.4 As part of their local risk assessments the Licensing Authority expects applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:
- Proof of age schemes
 - CCTV
 - Supervision of entrances / machine areas (e.g. use of door supervisors)
 - Physical separation of areas
 - Location of entry
 - Notices / signage (including the statutory requirement for GamCare stickers)
 - Specific opening hours
 - Self-exclusion schemes
 - Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures

7. Tracks

- 7.1 The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, The Licensing Authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 7.2 The Authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 7.3 As part of their local risk assessments the Licensing Authority expects applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:
- Proof of age schemes
 - CCTV
 - Supervision of entrances / machine areas (e.g. use of door supervisors)
 - Physical separation of areas
 - Location of entry
 - Notices / signage (including the statutory requirement for GamCare stickers)
 - Specific opening hours
 - Self-exclusion schemes

- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 7.4 **Gaming machines** - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.
- 7.5 **Betting machines** Licensed operators may install Self-Service Betting Terminals (SSBTs) on tracks. There is no restriction on the number of SSBTs that may be in use but operators must, by virtue of their operating licence conditions, supervise such terminals to prevent them being used by those under 18 years of age.
- 7.6 **Applications and plans** - The Gambling Act (s151) requires applicants to submit plans of the premises with their application, in order to ensure that the Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the Licensing Authority to plan future premises inspection activity. (See the Guidance to Licensing Authorities, para 20.43)
- 7.7 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations. (See Guidance to Licensing Authorities, para 20.44)
- 7.8 The Authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information so that the Authority can satisfy itself that the plan indicates the main areas where betting might take place.

8. Travelling Fairs

- 8.1 It will fall to The Licensing Authority to decide whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 8.2 The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 8.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will work with its neighbouring authorities to ensure that land that crosses our boundaries is monitored so that the statutory limits are not exceeded.

9. Provisional Statements

- 9.1 Developers may wish to apply to the Authority for a Provisional Statement before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 9.2 Section 204 of the Gambling Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that he or she:
- Expects to be constructed;
 - Expects to be altered; or
 - Expects to acquire a right to occupy.
- 9.3 The process for considering an application for a Provisional Statement is the same as that for a Premises Licence application. The applicant is obliged to give notice of the application in the same way as when applying for a Premises Licence. Responsible Authorities and Interested Parties may make representations and there are rights of appeal.
- 9.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.
- 9.5 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the Authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- a) which could not have been raised by way of representations at the provisional licence stage
 - b) which, in the Authority's opinion, reflect change in the operator's circumstances.
 - c) where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and Licensing Authorities should discuss any concerns they have with the applicant before making a decision.

10. Reviews

- 10.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities, however, it is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

- in accordance with any relevant code of practice issued by the Gambling Commission;
 - in accordance with any relevant guidance issued by the Gambling Commission;
 - reasonably consistent with the licensing objectives; and
 - in accordance with the Authority's statement of licensing policy.
- 10.2 The request for the review will also be subject to the consideration by the Authority as to whether the request is frivolous, vexatious or whether it will certainly not cause the Authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review
- 10.3 The Licensing Authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks appropriate.
- 10.4 Once a valid application for review has been received by the Licensing Authority, representations can be made by responsible authorities and interested parties during a 28-day period. This period begins 7 days after the application was received by the Licensing Authority, who will publish notice of the application within 7 days of receipt.
- 10.5 The Licensing Authority must carry out the review as soon as possible after the 28-day period for making representations has passed.
- 10.6 The purpose of the review will be to determine whether the Licensing Authority should take any action in relation to the licence. If action is justified, the options open to the Licensing Authority are:
- Add, remove or amend a licence condition imposed by the Licensing Authority;
 - Exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such a condition;
 - Suspend the premises licence for a period not exceeding three months; and
 - Revoke the licence.
- In determining what action, if any, should be taken following a review, the Licensing Authority must have regard to the principles set out in Section 153 of the Act, as well as any relevant representation.
- 10.7 In particular, the Licensing Authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 10.8 Once the review has been completed, the Licensing Authority must, as soon as possible, notify its decision to:
- The licence holder
 - The applicant for review (if any)
 - The Gambling Commission
 - Any person who made a representation

- The Chief Officer of Police or Chief Constable
- Her Majesty's Commissioners for Revenue and Customs.

10.9 **Appeals** - There is a right of appeal both for applicants and those who have made relevant representations or applied for a review. This appeal must be lodged within a period of 21 days from the day on which the applicant was notified by the Licensing Authority of the decision and must be made to Lincoln Magistrates Court.

PART C

Permits / Temporary & Occasional Use Notices / Lotteries

Permits

Permits regulate gambling and the use of gaming machines in premises, which do not hold a premises licence. They are required when a premises provides gambling facilities but either the stakes are very low or gambling is not the main function of the premises.

The Licensing Authority is responsible for issuing the following permits:

- uFEC gaming machine permits
- Alcohol licensed gaming machine permits
- Prize gaming permits
- Club gaming permits and club machine permits

The Licensing Authority can only grant or reject an application for a permit and cannot attach conditions. Therefore, the Licensing Authority will consider a number of factors before determining an application for a permit to ensure that the permit holder and the premises are suitable for the proposed gambling activities.

There is a minimum age of 18 for all players for all category A, B and C gaming machines, including category B3A gaming machines offering lottery style games. However, there is no minimum age for players of category D machines. The holder of any permit or premises licence has to comply with the codes of practice issued by the Commission on the location of and access to gaming machines by children and young persons, and the separation from category C and B machines where those are also located on the same premises.

- 1. (Unlicensed) Family Entertainment Centre (uFEC) gaming machine permits (Statement of Principles on Permits – 2005 Act, Schedule 10 paragraph 7)**
 - 1.1 Where a premises does not hold a premises licence but wishes to provide category D gaming machines, it may apply to the Licensing Authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (2005 Act, Section 238).
 - 1.2 The Gambling Act 2005 states that a Licensing Authority may prepare a statement of policy that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Gambling Commission's Guidance for Licensing Authorities also states: "In its Licensing Authority Statement of Policy, a Licensing Authority may include a statement of principles that it proposes to apply in exercising its function in considering applications for permits...., Licensing Authorities may want to give weight to matters relating to protection of children from being

harmed or exploited by gambling and to ensure that staff supervision adequately reflects the level of risk to this group. ." (24.8)

- 1.3 The Licensing Authority will require applicants to demonstrate:
 - a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and the applicant to do this by producing a Basic Disclosure and Barring Service (DBS) Certificate dated within one calendar month of the date of the application being submitted to the Licensing Authority;
 - that employees are trained to have a full understanding of the maximum stakes and prizes.
- 1.4 It should be noted that a Licensing Authority cannot attach conditions to this type of permit.
- 1.5 The Licensing Authority expects the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
 - appropriate measures / training for staff as regards suspected truant school children on the premises,
 - measures / training covering how staff would deal with unsupervised young children being on the premises,
 - measures / training covering how staff would deal with children causing perceived problems on / around the premises.
- 1.6 The Licensing Authority acknowledges that only premises that are wholly or mainly used for making gaming machines available may hold a Family Entertainment Centre (uFEC) gaming machine permit or a Family Entertainment Centre (FEC) premises licence. Both a licensed FEC and uFEC are classified as 'premises'. The Licensing Authority considers that, generally, premises such as an entire shopping centre, motorway service station, bowling alley or similar would not be suitable for licensing or to hold a permit. Further the Authority believes that the machines should be in a designated, enclosed area, they should not be in walkways or corridors forming part of a larger building.
- 1.7 The Authority expects that a plan of the uFEC shall be supplied as part of the application.
- 1.8 N.B. Applicants and permit holders are reminded that there is no provision within the Gambling Act 2005 and associated regulations which enables the transfer of a permit from one person to another, therefore a new operator will need to apply for their own permit.

2. (Alcohol) Licensed premises gaming machine permits and notifications

- 2.1 **Notifications of 2 or less machines** - There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, from a bar, without a requirement that alcohol is served only with food to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the Licensing Authority and pay the relevant fee. The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.
- 2.2 **Permits for 3 or more machines** - If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the Licensing Authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and "*such matters as they think relevant.*" The Licensing Authority considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and expects the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.
- 2.3 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.
- 2.4 It should be noted that the Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 2.5 When determining an application for an alcohol-licensed premises gaming machine permit, the Licensing Authority will consider each application on its own merits.
- 2.6 The Licensing Authority may cancel a permit or may vary the number or category (or both) of gaming machines authorised by it if:

- it would not be reasonably consistent with pursuit of the licensing objectives for the permit to continue to have effect;
 - gaming has taken place on the premises in purported reliance on the permit but otherwise than in accordance with the permit or a condition of the permit;
 - the premises are mainly used or to be used for making gaming machines available; or
 - an offence under the 2005 Act has been committed on the premises.
- 2.7 Before the Licensing Authority cancels or varies a permit it will give the permit holder 21 days' notice of its intention and allow him/her the opportunity to make a representation. If the permit holder requests a hearing the Licensing Authority will arrange a Licensing Sub-Committee hearing to consider the permit holder's representation and any other evidence available before making its determination.
- 2.8 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

3. Prize Gaming Permits

- 3.1 The Gambling Act 2005 states that a Licensing Authority may "prepare a statement of policy that they propose to apply in exercising their functions under this Schedule" which "may, in particular, specify matters that the Licensing Authority propose to consider in determining the suitability of the applicant for a permit".
- 3.2 The Licensing Authority's Statement of Policy is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- that they understand the limits to stakes and prizes that are set out in Regulations;
 - and that the gaming offered is within the law;
 - clear policies that outline steps to be taken to protect children from harm.
- 3.3 In making its decision on an application for this permit the Licensing Authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 3.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the Licensing Authority cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
 - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
 - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
 - participation in the gaming must not entitle the player to take part in any other

gambling.

4. Club Gaming and Club Machine Permits

- 4.1 Members Clubs and Miners' welfare institutes may apply for a Club Gaming Permit (but not Commercial Clubs) or if a club does not wish to have the full facilities permitted under a Club Gaming Permit or is a commercial club, then they can apply for a Club Machine Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D – but only 1 B3A can be sited as part of this entitlement), equal chance gaming and games of chance as set out in regulations. A Club Machine Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D – but only 1 B3A can be sited as part of this entitlement) if a Members Club or Miners' welfare institute but not category B3A in Commercial Clubs.
- 4.2 Gambling Commission Guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulation and these cover bridge and whist clubs, which replicates the position under the Gambling Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations."
- 4.3 The Commission Guidance also notes that "Licensing Authorities may only refuse an application on the grounds that:
- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - d) a permit held by the applicant has been cancelled in the previous ten years; or
 - e) an objection has been lodged by the Commission or the police.
- 4.4 There is also a 'fast-track' procedure available under the Act for premises that hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Gambling Commission's Guidance for Licensing Authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an Authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:
- a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
 - b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - c) (that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

- 4.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

5. Temporary Use Notices (TUN)

- 5.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 5.2 The Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence i.e. a non-remote casino operating licence.
- 5.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 5.4 There are a number of statutory limits as regards Temporary Use Notices. The meaning of “premises” in Part 8 of the Act is discussed in Part 7 of the Gambling Commission’s Guidance to Licensing Authorities. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of a “set of premises” the Licensing Authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 5.5 The Licensing Authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commissions Guidance to Local Authorities.

6. Occasional Use Notices (OUN)

- 6.1 The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Licensing Authority will though consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice.

7. Lotteries

- 7.1 The promotion or facilitating of lotteries falls within 2 categories:
- Licensed Lotteries (these require an Operating Licence from the Gambling

- Commission); and
 - Exempt Lotteries
- 7.2 One such exemption is 'Small Society Lotteries', these are non-commercial and have been established and conducted for one of the following purposes:
- for charitable purposes;
 - for the purpose of enabling participation in, or of supporting, sports, athletic or a cultural activity; or
 - for any other non-commercial purpose other than for private gain
- 7.3 Those societies wishing to operate small society lotteries must first register with the Licensing Authority in the area where their principal office is located. Where the Licensing Authority believes the Society's principal office is situated in another area it will inform the Society as soon as possible.
- 7.4 The Licensing Authority will keep a public register of all applications and will provide information to the Gambling Commission on all lotteries registered by the Licensing Authority. As soon as the entry on the register is completed, the Licensing Authority will notify the applicant of registration.
- 7.5 The Licensing Authority will ask applicants to set out the purposes for which the society is established and will ask the society to declare that they represent a bona fide non-commercial society and have no relevant convictions. The Licensing Authority may, however, seek further information from the society and in particular may require a copy of the society's constitution.
- 7.6 Where the Licensing Authority intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion.
- 7.7 The Licensing Authority may revoke the registered status of a society if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the society has been given the opportunity to make representations. The Licensing Authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.
- 7.8 With regards to where small society lottery tickets may be sold, the Licensing Authority applies the following guidance criteria to all small society lotteries it registers:
- Tickets should not be sold in a street, where street includes any bridge, road, lane, footway, subway, square, court or passage (including passages through enclosed premises such as shopping malls); and
 - Tickets may be sold from a kiosk, in a shop or door-to-door.

This approach is consistent with the operating licence conditions imposed by the Commission upon operators of large lotteries.

8. Review

- 8.1 This statement of policy will remain in force for a period of three years and will be subject to review and further consultation before January 2028. However, following consultation, the Licensing Authority may make revisions to it as deemed necessary.

9. Glossary

- 9.1 A glossary of terms is attached at Appendix C.

Appendix A

Summary of Licensing Authority delegations permitted under the Gambling Act.			
MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE OF LICENSING COMMITTEE	OFFICERS
Final approval of three-year licensing statement of principles	✓		
Statement of principles not to permit casinos	✓		
Fee setting (when appropriate)	✓		
Application for premises licences (including applications for re-instatement under S195)		<p>Where representations have been received and not withdrawn</p> <p>Representation made and not withdrawn (S154 (4)(a)) and/or Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary</p>	<p>Where no representations received/representations have been withdrawn</p> <p>The only representations received are vexatious, frivolous, or certainly will not influence the Authority's determination of the application</p>
Application for a variation to a licence		<p>Where representations have been received and not withdrawn</p> <p>Where the Licensing Authority considers</p>	<p>Where no representations received/representations have been withdrawn</p> <p>The only representations received are vexatious, frivolous, or certainly will</p>

		<p>that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary (S187(3))</p> <p>If the application for variation is to remove a default condition and there are no representations and there are no proposals by the Authority to otherwise alter the conditions this could be dealt with at officer level without a hearing</p>	not influence the Authority's determination of the application
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission/ representations have been withdrawn
Application for a provisional statement		<p>Where representations have been received and not withdrawn</p> <p>Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b)</p>	Where no objections made/objections have been withdrawn

Revocation of a premises licence due to non-payment of annual fee			✓
Review of a premises licence		✓	
Application for a club gaming/club machine permit		Where objections have been received and not withdrawn	Where no representations received/representations have been withdrawn
Cancellation of club gaming/club machine permits		✓	
Application for other permits			✓
Cancellation of licensed premises gaming machine permits Sch 13 paragraph 16		✓	
Cancellation of licensed premises gaming machine permits for non-payment of fee			✓
Cancellation Club Gaming Permits/Club Machine Permits for non-payment of fee			✓
Consideration of temporary use notice		<p>All cases where an objection notice has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary</p> <p>All cases where a counter notice may be required (S232(3))</p>	All other cases

Decision to give a counter notice to a temporary use notice		All Cases except where time limits for temporary events are exceeded pursuant to Section 218(3) and Section 218(5)	All Cases where time limits for temporary events are exceeded pursuant to Section 218(3) and Section 218(5)
Registration of small society lotteries		Where officers believe there is reason to refuse the application for registration	✓
Cancellation of a small society lottery due to non-payment of annual fee			✓

Appendix B

Consultees

Age UK
BACTA
BALPPA (The British Association of Leisure Parks, Piers & Attractions Limited)
Betting and Gaming Council
BII
British Beer & Pub Association
Buzz Group Limited
Chamber of Commerce
Citizens Advice Bureau
City of Lincoln Council
Civic Voice
Public Health Directorate
Done Brothers
Federation of Small Businesses
Framework
Gamble Aware
Gamblers Anonymous
Gambling Commission
GamCare
H.M. Revenue & Customs
Health & Safety Executive
Institute of Directors
Ladbrokes Betting and Gaming Ltd
Licensing Committee City of Lincoln Council
Lincoln Business Improvement Group
Lincoln Magistrates Court
Lincolnshire County Council
Lincolnshire Fire & Rescue
Lincolnshire Police
Lincolnshire Safeguarding Children Partnership
Lotteries Council
Luxury Leisure
Mencap
Mental Health Trust
MIND
Merkur Slots UK Limited
NSPCC
Relate
RTB Investments Limited
The Bingo Association
The Racecourse Association
Trading Standards Service
We are with you

Appendix C

GLOSSARY OF TERMS UNDER THE GAMBLING ACT 2005

Council	City of Lincoln Council
Applications	Applications for licences and permits as stated in the Statement of Policy
Notifications	Notifications of temporary and occasional use notices
The Act	The Gambling Act 2005
Regulations	Regulations made under the Gambling Act 2005
Premises	Any place, including a vehicle, vessel or moveable structure
Premises Licence	Issued by the Licensing Authority to authorise premises to be used for the activities as defined by Section 150 of the Gambling Act
Operator Licence	Issued by the Gambling Commission to organisations and individuals who are providing facilities for gambling as defined by Section 65 of the Gambling Act
Personal Licence	Issued by the Gambling Commission to certain categories of people working in the gambling industry as defined by Section 127 of the Gambling Act
Family Entertainment Centre	The Act creates two classes of Family Entertainment Centres – Licensed: which provide category C and D gaming machines and require a premises licence Unlicensed: which provide category D gaming machines in reliance on a Gaming machine Permit
Adult Gaming Centre	Premises which provide category B, C and D gaming machines and require an operating licence and a premises licence
Members' Club	Club as defined by section 266 of the Gambling Act
Commercial Club	Club as defined by section 267 of the Gambling Act

Miners' welfare institute	Association as defined by section 268 of the Gambling Act
Gaming Machine	A machine which is designed or adapted for use by individuals to gamble as defined by Section 235 of the Gambling Act
Money Prize Machine	A machine in respect of which every prize which can be won as a result of using the machine is a money prize as defined in regulation 3(7) of the Categories of Gaming Machine (Amendment) Regulations 2009
Non- Money Prize Machine	A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize as defined in regulation 3(7) of the Categories of Gaming Machine (Amendment) Regulations 2009. For non-money prize machines in general, the maximum stake (charge for use) must be no more than 30 pence, and the maximum prize value must be no more than £8
Crane Grab Machine	A crane grab machine is defined as a non-money prize machine in respect of which two conditions are satisfied. The first is that every prize which can be won as a result of using the machine consists of an individual physical object (such as a stuffed toy). The second is that whether or not a person using the machine wins a prize is determined by the person's success or failure in manipulating a device forming part of the machine so as to separate and keep separate one or more physical objects from a group of such objects. The maximum stake may be anything up to and including £1, and the maximum prize value may be anything up to and including £50
Coin Pusher or Penny Fall Machine	These machines are commonly found in seaside arcades and are defined in regulation 2(3) of the Categories of Gaming Machine Regulations 2007 with the additional requirement that the machine be neither a money-prize nor a non-money prize machine. The maximum stake may be anything up to and including 20 pence, and the maximum prize value may be anything up to and including £20 (of

which no more than £10 may be a money prize)

The Gambling Commission's web site contains up to date [information about gaming machine categories, stakes and prizes](#)

Code of Practice	Means any relevant code of practice under section 24 of the Gambling Act 2005
Responsible Authority	<p>For the purposes of this Act, the following are responsible authorities in relation to premises:</p> <ol style="list-style-type: none">1. The Licensing Authority in whose area the premises are wholly or mainly situated (City of Lincoln Council)2. The Gambling Commission3. Lincolnshire Police4. Lincolnshire Fire and Rescue5. Planning Department, City of Lincoln Council;6. Environmental Health (Pollution Section) City of Lincoln Council7. Lincolnshire Safeguarding Children's Partnership, Lincolnshire County Council8. HM Revenue and Customs
Interested Party	<p>For the purposes of this Act, a person is an interested party in relation to a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person:-</p> <ol style="list-style-type: none">a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities;b) Has business interests that might be affected by the authorised activities;c) Represents persons who satisfy a) or b) above.

Appendix D

Safeguarding of Children

What are the risks to children?

The risks will vary, depending on the type of gambling activities taking place at the premises. For example, at Adult Gaming Centres, Off-Course (High Street) Betting Premises or Casinos, safeguarding systems should be in place to prevent young people gaining access to the premises.

If children are permitted access to adult gambling activities, they may be at risk of being:

- exposed to information or advertisements encouraging them to gamble
- allowed, or invited to, gamble or bet in a commercial setting
- allowed to purchase and consume alcohol (casino premises)
- financially exploited.

They may also witness, or be involved in, other dangerous or threatening behaviour.

Managing the risks

To prevent children and young people accessing adult gambling activities, stringent safeguarding measures should be in place, examples of such measures could include:

- the Think 25 scheme operated by all door and bar staff and only recognised proof of age accepted (for example photo driving licence or passport; PASS cards)
- all points of entry monitored by security staff/CCTV
- signage prominently displayed at all points of entry regarding the prohibition of under 18's
- signage displayed on machines highlighting age restrictions
- signage prominently displayed in bar areas regarding the law and the sale of alcohol
- operating a membership scheme
- all staff being trained to be vigilant and respond if a child gains illegal access to premises.

If a premises offers a range of gambling activities (for example, a licensed Family Entertainment Centre or Bingo Premises) premises must operate systems to ensure that under 18's are prevented from accessing areas where adult activities (such as betting or high stakes gambling) take place; or where adult gaming machines are located.

The measures set out above should be used to help the public clearly identify from which areas children are prohibited.

If a premise offers a variety of activities, it may be necessary to operate the following systems:

- designated family-friendly areas using physical barriers/cordons to segregate these from restricted areas

- points of access/egress located for easy supervision by staff and regularly monitored
- signage displayed to indicate access rules
- signage to remind parents/adults of their responsibilities
- use of screens
- use of the Think 25 scheme
- assigning at least one member of staff as a 'Children's Safeguarding Lead'

Premises should ensure that the environment to which they allow children access is safe and suitable.

Action should be taken if adults demonstrate irresponsible behaviour, such as showing signs of intoxication, using strong or offensive language, threatening behaviour, or violence towards others or towards machinery.

Adults accompanying children should be encouraged to supervise them, to minimise the risk of children being exposed to inappropriate or dangerous behaviour or gaining access to prohibited areas of the premises.

The employment of children and young people

The Gambling Act 2005 does not prohibit the employment of children and young people at some premises.

However, it does restrict the type of tasks and areas to which children and young people may have access and it is important that premises comply with these restrictions, as failure to do so may result in committing an offence; for example, it is an offence to employ children and young people to provide facilities for gambling, or to perform a function in relation to a gaming machine, at any time.

Children should not be exposed to gambling as they carry out their employment functions.

Appendix E

Safeguarding of Vulnerable persons

The Gambling Commission puts a high priority on the social responsibilities operators have to protect vulnerable persons from the harm associated with gambling; and policies must be in place to support the protection of vulnerable persons.

Who is a vulnerable person?

Persons may be vulnerable if, for example, they are taking certain types of prescribed medication which may impair their judgement or prevent them making informed, balanced decisions about gambling; or if they are intoxicated from misusing drugs or alcohol.

If a person has mental health issues, a mental impairment or problems with addiction, they may also be vulnerable as they may have difficulty controlling their activities or behaviour, or understanding the players' guides to games.

What are the risks to vulnerable persons?

If a vulnerable person is not supported within the gambling environment they may be at risk of:

- gambling beyond their financial means
- problems with addiction
- financial exploitation
- causing, or being a victim of dangerous, abusive, or threatening behaviour
- physical, emotional, or accidental harm.

These difficulties may have a serious impact upon the person's relationships, home life or employment.

Managing the risks and being socially responsible

Premises should consider the following steps:

- Designate a member of staff to lead on problem gambling issues.
- Train staff in how to recognise and respond to indicators of concern.
- Staff should be trained to recognise the signs of persons becoming aggressive and how to deal with such situations whilst maintaining their own safety.
- Information should be made readily/discreetly available to customers on how to gamble responsibly and seek help in respect of problem gambling.
- Offer a self-exclusion, or self-limit scheme, enabling individuals to restrict the amount of time or money they spend.
- When offering membership schemes, the details of a contactable person should be required in the event of an emergency.

This page is intentionally blank.

Appendix B

By Email Only
Licensing Section
Lincoln Council

Please ask for: Richard Taylor
Direct Tel: 01482 590216
Email: rjt@gosschalks.co.uk
Our ref: RJT / ADS / 123267.00004
#GS5910482
Your ref:
Date: 09/10/2024

Dear Lincoln Council,

Re: Gambling Act 2005 Statement of Principles for Gambling

We act for the Betting and Gaming Council (BGC) and are instructed to respond on behalf of the BGC to your consultation on the review of your Gambling Act 2005 Statement of Principles.

The Betting and Gaming Council

The Betting and Gaming Council (BGC) was created in 2019 as the standards body for the UK's regulated betting and gaming industry. This includes betting shops, online betting and gaming businesses, bingo and casinos. Its mission is to champion industry standards in betting and gaming to ensure an enjoyable, fair and safe betting and gaming experience for all of its members' customers.

The BGC has four objectives. These are to:

1. create a culture of safer gambling throughout the betting and gaming sector, with a particular focus on young people and those who are vulnerable.
2. ensure future changes to the regulatory regime are considered, proportionate and balanced.
3. become respected as valuable, responsible, and engaged members of the communities in which its members operate.
4. safeguard and empower the customer as the key to a thriving UK betting and gaming industry.

BGC members support 110,000 jobs, generate £4.2 billion in taxes and contribute £7.1 billion to the economy in GVA (Gross Value Added), according to a report by EY in 2022.

Betting shops alone also support 42,000 jobs on the UK's hard-pressed high streets, contributing £800 million a year in tax to the Treasury and another £60m in business rates to local councils. Further, according to ESA Retail report 89% of betting shop customers go on to spend money in other high street establishments, further cementing the important role of betting shops in the local economy.

BGC members also support the UK's hospitality, tourism and leisure industry through our casinos – there are currently 116 across the UK. Overall, we are a major component of world leading British technology, where our members have founded tech powerhouses in many cities throughout the UK.

Betting is a hugely popular British leisure activity. Each month, around 22.5 million adults in the UK have a bet - whether it's buying a lottery ticket, having a game of bingo, visiting a casino, playing online or having a wager on football, horseracing and other sports - and the overwhelming majority do so perfectly safely and responsibly.

BGC members are proud to support UK sport, from the grassroots to the elite level. The industry contributes around £350 million to racing in levy, media, and sponsorship rights each year, £40 million to the EFL (English Football League), and £12.5 million to snooker, darts, and rugby league.

Before we comment on your draft policy document, it is important that the backdrop against which the comments are made is established.

Betting and Gaming in the UK

Any consideration of gambling licensing at the local level should also be considered within the broader context.

The raft of measures recently put in place by the industry (in terms of protecting players from gambling-related harm), the Gambling Commission, and the Government (a ban on credit cards, restrictions to VIP accounts, new age and identity verification measures, and voluntary restrictions on advertising) have contributed to problem gambling rates now being lower than they were at the passage of the 2005 Gambling Act (see further details on problem gambling rates below).

In addition, a range of further measures will be implemented imminently following the Government's White Paper, published in April 2023. These include: financial risk checks for those at risk of gambling harm, changes to the way operators market to their customers, changes to online game design which will remove certain features, the introduction of a mandatory levy for research, prevention and treatment (RPT) activities, an Ombudsman to adjudicate on customer redress and the introduction of mandatory stake limits on online slots, bringing the maximum stakes online in line with land based casinos.

It should also be noted that:

- The overall number of betting shops is in decline. The latest Gambling Commission industry statistics show that the number of betting offices (as of March 2023) was 5,995. This is reducing yearly and has fallen by 28% since March 2019 – equating to 2,309 betting shop closures in just four years.
- Planning law changes introduced in April 2015 have increased the ability of licensing authorities to review applications for new premises, as all new betting shops must now apply for planning permission.
- In April 2019, a maximum stake of £2 was applied to the operation of fixed odds betting terminals.

- Successive prevalence surveys and health surveys show that problem gambling rates in the UK are stable.

Problem Gambling

A point often lost in the debate about the future of gambling regulation is that problem gambling rates in the UK are low by international comparison.

The most recent “Gold standard” NHS (National Health Service) Health Survey found that problem gambling rates among adults are 0.4 per cent – the rate was 0.5 per cent in 2018. In comparison to other European countries, problem gambling rates in the UK are low. The problem gambling rate is 2.4 per cent in Italy, 1.4 per cent in Norway, and 1.3 per cent in France.

Both the Gambling Commission and the Government have acknowledged that problem gambling levels have not increased. However, one problem gambler is one too many, and we are working hard to improve standards further across the regulated betting and gaming industry.

In June 2020, the BGC’s largest members committed to increasing the amount they spend on RPT (Research, Prevention and Treatment) services from 0.1 per cent to 1 per cent in 2023. This was expected to raise £100 million but they have gone further and will have donated £110 million by 2024.

In the White Paper, the Government committed to introducing a statutory RPT (Research, Prevention and Treatment) levy, which would apply to all gambling licensees (excluding the national lottery). This levy is expected to raise £100m annually by 2026/2027.

The BGC also funds the £10 million Young People’s Gambling Harm Prevention Programme, delivered by leading charities YGAM and GamCare. As of March last year (2023), it has educated over 3 million children.

Advertising and Sponsorship

All betting advertising and sponsorship must comply with strict guidelines, and safer gambling messaging must be regularly and prominently displayed.

The Government has previously stated that there is “no causal link” between exposure to advertising and the development of problem gambling, as stated in a response by then Minister of State at DCMS, in June 2021. The Gambling Review White Paper, in relation to advertising, restated that there was “little evidence” of a causal link with gambling harms or the development of gambling disorder.

The Seventh Industry Code for Socially Responsible Advertising, adopted by all BGC members, adds a number of further protections in particular for young people. New measures include ensuring that all social media ads must target consumers aged 25 and over unless the website proves they can be precisely targeted at over-18s. In addition to raising advertising standards for young people, this

code, which came into force on 1 December 2023, extended the previous commitment that 20% of TV and radio advertising is devoted to safer gambling messaging to digital media advertising.

Under the 'whistle-to-whistle' ban, ads cannot be shown from five minutes before a live sporting event until five minutes after it ends, before the 9 p.m. watershed. Research by Enders Analysis found that in its first 12 months in operation, the ban reduced the number of TV betting adverts seen by children by 97% at that time. Overall, the number of gambling adverts viewed by young people also fell by 70% over the entire duration of live sports programmes. At the same time, the ban also reduced the number of views of betting ads by 1.7 billion during its first five months in operation.

BGC members also continue to abide by the stringent measures established by advertising standards watchdogs. These measures are in stark contrast to the unsafe, unregulated black market online, which has none of the safer gambling measures offered by BGC members, including strict age-verification checks. Any withdrawal of advertising would simply level the playing field with illegal operators thus providing opportunities for those operators to peel off customers from the regulated markets.

Misleading/ambiguous premises signage

There are increasing numbers of premises (usually Adult Gaming Centres) which describe themselves on their shopfronts and external signage as casinos despite these premises not being permitted to operate as a casino.

Section 150 Gambling Act 2005 creates five separate classes of premises licences – the operation of a casino (a casino premises licence), the provision of facilities for the playing of bingo (a bingo premises licence), making category B gaming machines available for use (an adult gaming centre premises licence), making category C gaming machines available for use (a family entertainment centre premises licence) and the provision of facilities for betting (a betting premises licence). Whilst casinos are permitted under a casino premises licence to provide bingo and betting facilities, the holder of an adult gaming centre premises licence may not offer casino facilities.

In order to avoid any ambiguity, the draft statement of principles should be clear that premises must not display signage which may suggest that the premises have a different premises licence to the one held.

Differentiation between Licensing Act 2003 and Gambling Act 2005 applications

When considering applications for premises licences, it is important to clearly distinguish between the regimes, processes, and procedures established by the Gambling Act 2005 and its regulations and those that are usually more familiar to licensing authorities—the regimes, processes, and procedures relating to the Licensing Act 2003.

Whilst Licensing Act 2003 applications require applicants to specify steps to be taken to promote the licensing objectives, which are then converted into premises licence conditions, there is no such requirement in Gambling Act 2005 applications, where the LCCP provides a comprehensive package of conditions for all types of premises licence.

It should continue to be the case that additional conditions in the Gambling Act 2005 premises licence applications are only imposed in exceptional circumstances with clear reasons for doing so. There are already mandatory and default conditions attached to any premises licence which will ensure operation that is consistent with the licensing objectives. In most cases, these will not need to be supplemented by additional conditions.

The LCCP require that premises operate an age verification policy. The industry employs a policy called “Think 21”. This policy is successful in preventing underage gambling. Independent test purchasing carried out by operators and submitted to the Gambling Commission shows that ID challenge rates are consistently around 85%. Following the publication of the Gambling Commission’s response to their consultation on age verification on premises, all gambling venues will be moving to a “Think 25” policy from 30th August 2024.

Since Serve Legal began working with the gambling sector in 2009, the industry has now become the highest performing sector across all age verification testing. Across thousands of audits, there was an average pass rate of 91.4 per cent (2024 data). For casinos, there is a near perfect pass rate in the last period of 98%. When comparing Serve Legal audit data between members of the BGC and comparative age verification audit data in the Alcohol and Lottery sector we see how the gambling sector is performing between 10-15 per cent higher every year.

It should be noted that the Executive Summary of the Gambling White Paper stated that when parliamentary time allows, the Government will align the gambling licensing system with that for alcohol by introducing new powers to conduct cumulative impact assessments.

The BGC is concerned that the imposition of additional licensing conditions could become commonplace if there are no precise requirements regarding the need for evidence in the revised licensing policy statement. If additional licence conditions are more commonly applied, this would increase variation across licensing authorities and create uncertainty amongst operators regarding licensing requirements, overcomplicating the licensing process for operators and local authorities.

Working in partnership with local authorities

The BGC is fully committed to ensuring constructive working relationships between betting and gaming operators and licensing authorities and that problems can be dealt with in partnership. The exchange of clear information between councils and betting operators is a key part of this, and the opportunity to respond to this consultation is welcomed.

Considerations specific to the Gambling Act 2005 Statement of Licensing Principles

Paragraphs 1.28 to 1.34 in Part B explains the Authority’s approach to premises licence conditions. This section on conditions would be assisted by the insertion of a clear statement that the mandatory and default conditions are intended to be, and usually are, sufficient to ensure consistency with the licensing objectives. These sections should be clear that additional conditions will only be considered where there is clear evidence of a risk to the licensing objectives which is not adequately addressed by the mitigation measures/procedures contained in applicant’s local risk assessment and not simply where there is a “perceived need.” (para 9.25)

Paragraphs 2.2, 3.3, 6.4 and 7.3 (Adult Gaming Centres, (Licensed) Family Entertainment Centres, Betting premises and Tracks respectively) all state, *“The Licensing Authority expects applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as ...”* and is followed by a bullet point list of examples of potential measures/conditions. These paragraphs should be redrafted in order that it is clear that these suggested measures to meet the licensing objectives are expected to be outlined within the applicant’s local risk assessment and not within the application itself. Unlike Licensing Act 2003 applications where an applicant is required to indicate the steps to be taken to promote the licensing objectives with these steps then being converted into premises licence conditions, there is no such requirement under Gambling Act 2005 applications as the mandatory and default conditions coupled with the local risk assessment will detail how the premises will operate consistently with the licensing objectives. There is no requirement within the legislation nor expectation that applicants for Gambling Act 2005 premises licences will offer/propose conditions. Instead, the risk assessment will outline local risks and the policies, procedures and measures to be implemented to ensure consistency with the licensing objectives.

Conclusion

On behalf of the BGC, we thank you for the opportunity to comment on your draft statement of principles and hope these comments above are helpful. The BGC will work with you to ensure that its members’ operation of its premises will operate in accordance with the licensing objectives.

Yours faithfully,



GOSSCHALKS LLP

12. Gambling Act 2005 - Triennial Review of Statement of Licensing Policy

Ian Cullen, Licensing Team Leader:

- a) presented a report to update Licensing Committee on the result of the consultation on the Gambling Act 2005 Triennial Review of the Statement of Licensing Policy, under the Gambling Act 2005
- b) explained the background to the consultation process covering the following main points:
 - The Gambling Act 2005 required a Licensing Authority to publish its statement of Licensing Policy at least every three years; the current statement was due to expire on 31 January 2025.
 - The draft policy, as detailed within Appendix A of the report, was forwarded to a total of 47 persons/organisations and to every member of the Licensing Committee as well as being placed on the Council's website.
 - The consultation period commenced on 18 September 2024 and concluded on 24 October 2024. A total of 5 responses were received.
 - Of the 5 responses received, 4 of them were to advise that the consultee had no comment to make regarding the proposed policy.
 - The fifth response was received from Gosschalks Solicitors on behalf of the Betting and Gambling Council, as detailed at Appendix B of the report.
 - The points raised in the consultation response were acknowledged and appreciated. The Authority recognised that the risk assessments produced by applicants and operators were dynamic documents and should therefore be updated and changed depending on circumstance. Any imposition of conditions would only be if the discretion of the Licensing Authority was engaged, and it was felt the risk assessments were not sufficient to address any perceived risk to the licensing objectives,
 - The policy had been amended to clarify that the examples given were meant as guidance for applicants when producing their risk assessments, rather than just conditions that would be added to the licence.
- c) requested that consideration be given to the policy prior to recommendation to full Council for approval.

The committee discussed the contents of the report in detail and the following key points were made in response to questions asked:

- The consultation was advertised on the City of Lincoln Council's website. In future, consideration could be given to publicising it on social media to

direct people to the consultation on the website. This may increase the number of responses received.

- Generally the response rate to consultations on Licensing Policies was fairly low, more responses were received on new policies than revised policies. This was not specific to Licensing, the response rate was similar to consultations across the Council.
- The safeguarding measures to protect children in gambling establishments varied depending on the type of venue e.g. children were permitted to enter some premises but could not enter certain areas. It was the responsibility of the operator to know the laws and regulations and to offer their own measures to meet the licensing objectives.
- There had been no reports in Lincoln to suggest that operators were allowing children to gamble on their premises outside of the law. If there was a report made and evidence provided then appropriate enforcement action would be taken.

RESOLVED that the Gambling Act 2005 Statement of Principles (Policy) 2025-2028 be approved and referred to Council for adoption.

SUBJECT: EQUALITY JOURNAL APRIL 2023 TO MARCH 2024

DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK

REPORT AUTHOR: GRAHAM ROSE – SENIOR STRATEGIC POLICY OFFICER

1. Purpose of Report

- 1.1 To present the Equality Journal April 2023 to March 2024 to Council for information.

2. Executive Summary

- 2.1 The Equality Journal April 2023 to March 2024 is a record of the key equality and diversity focused activity progressed by the City of Lincoln Council between April 2023 and March 2024 towards meeting the Council's equality objectives.

3. Background

- 3.1 Adopted in early 2020 in line with the Council's strategic plan, Vision 2025, were the Council's refreshed equality objectives.
- 3.2 The Council's equality objectives are underpinned by an equality action plan. The actions set out in the plan serve to demonstrate how the Council is meeting its equality objectives on an annual basis.

A range of other equality and diversity focused activity is also progressed each year within service areas across the Council and support those actions included within the formal plan.

- 3.3 Overall progress on the delivery of equality focused activity is reported annually through an Equality Journal.

4. Equality Journal April 2023 to March 2024

- 4.1 The Equality Journal April 2023 to March 2024 at Appendix A details the activity City of Lincoln Council progressed during the year 2023/24 towards meeting its equality objectives and to comply with the requirements of the Equality Act 2010 and the Public Sector Equality Duty.
- 4.2 The Equality Journal April 2023 to March 2024 also includes the latest City of Lincoln Council workforce demographic data using data provided by the Council's Human Resources team, and also includes the latest demographic data for the City of Lincoln collated from the census 2021.

5. Strategic Priorities

- 5.1 Consideration of equality and diversity is an integral part of the Council's strategic plan, Vision 2025, particularly the priority 'Let's reduce all kinds of inequality'. During 2023/24 the Council continued to support equality and diversity across all Vision 2025 priorities. Moving forward, the Council will continue to adapt to the changing needs of our residents and staff based on the latest data available and through engagement and feedback.
- 5.2 As the Council develops plans for Vision 2030, the equality objectives will also be reviewed.

6. Organisational Impacts

6.1 Finance (including whole life costs where applicable)

There are no direct financial implications arising from this report.

6.2 Legal Implications including Procurement Rules

The information and activities included in the supporting appendix contribute to the implementation of and the monitoring of progress towards meeting the Council's strategic equality objectives and the requirements of the Equality Act 2010 and the Public Sector Equality Duty.

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

- 6.4 The Equality Journal details action and progress against the Council's identified equality objectives and demonstrates compliance with the requirements of the Equality Act 2010 and the Public Sector Equality Duty.

7. Risk Implications

7.1 (i) Options Explored

N/A.

7.2 (ii) Key Risks Associated with the Preferred Approach

N/A.

8. Recommendation

- 8.1 That Council notes the contents of the Equality Journal April 2023 to March 2024 included at Appendix A.

Is this a key decision? No

Do the exempt information categories apply? No

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

How many appendices does the report contain? One

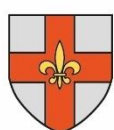
List of Background Papers: None

Lead Officer: Graham Rose, Senior Strategic Policy Officer
Email address: graham.rose@lincoln.gov.uk

This page is intentionally blank.

Equality Journal

April 2023 to March 2024



CITY OF
Lincoln
COUNCIL

Together, let's deliver
Lincoln's ambitious future



Table of contents

Forward	3
1. Introduction	4
2. The council's equality objectives	5
3. Equality and diversity focused activities progressed during 2023/24	6
3.1 - Our services are more accessible and do not discriminate on any unjustifiable grounds	6
3.2 - Local communities and stakeholders are empowered to influence the way our services are provided to them	8
3.3 – Equality and Diversity is at the heart of decision making at all levels within the council	12
3.4 – Our workforce at all levels reflects the makeup of the local community	15
3.5 – Equalities, Social Inclusion and Community Cohesion have all improved within our communities	17
4. Demographic of Lincoln	19
5. Our workforce over time	23
6. Ways of contacting us	28
7. Alternative formats	28

Organisation	City of Lincoln Council
Title	Equality Journal April 2023 to March 2024
Author	Senior Strategic Policy Officer
Owner	Senior Strategic Policy Officer
Date	September 2024
Approvals	CMT – 10 th September 2024 Equality & Diversity Advisory Panel – 9 th October 2024 Council – To be presented to Council on 26 th November 2024
Filename	Appendix A - Equality Journal 2023-24

Forward

Welcome to the City of Lincoln Council's Equality Journal covering the period 1st April 2023 to 31st March 2024.

The Equality Journal is produced each year on behalf of the council's Equality and Diversity Advisory Panel, which is an informal advisory working group formed of councillors and officers overseeing all aspects of equality and diversity at the council.

Each edition of the Equality Journal provides information on the key equality and diversity focused activities progressed by the council over the previous year towards meeting the council's five equality objectives and towards meeting the requirements of the Public Sector Equality Duty and the Equality Act 2010.

Additionally, the Journal also provides the latest demographic data for the city, mostly focusing on the census 2021 data, together with information on the makeup of the council's workforce provided by the Human Resources Team.

The past year has seen the council continue to provide equal opportunity and progress good relations between our residents, communities and partners within the city. Additionally, the council has continued to provide essential support to our staff, members, residents and businesses to navigate the ongoing cost of living challenges. It is essential this positive work continues moving forward.

I would like to thank staff and councillors for their continued dedication and efforts towards equality and diversity and I look forward to collectively continuing this work over the year ahead.

Councillor Emily Wood

Chair of Equality and Diversity Advisory Panel

1. Introduction

Detailed within this Equality Journal is information on the key activities City of Lincoln Council progressed between 1st April 2023 and 31st March 2024 towards meeting its equality objectives.

Each activity progressed also helps to demonstrate the council's ongoing commitment towards meeting the requirements of the Public Sector Equality Duty and the Equality Act 2010.

In addition to the key activities included within this Journal, there is also likely to be a range of other activities delivered by service areas focusing on equality and diversity throughout the year.

Equality Act (2010) and Public Sector Equality Duty

There are three aims outlined in the Equality Act (2010) and Public Sector Equality Duty. These are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The nine protected characteristics are:

- Age
- Disability
- Race
- Sexual orientation
- Gender
- Pregnancy and maternity
- Religion and belief
- Gender reassignment
- Marriage and civil partnership

2. The council's equality objectives

The council's current equality objectives were implemented in 2020 in line with the council's strategic plan, Vision 2025.

These objectives are:

- Our services are more accessible and do not discriminate on any unjustifiable grounds
- Local communities and stakeholders are empowered to influence the way our services are provided to them
- Equality and Diversity is at the heart of decision making at all levels within the council
- Our workforce at all levels reflects the make-up of the local community
- Equalities, Social Inclusion and Community Cohesion have all improved within our communities

Service responsibilities

All service areas across the council are responsible for ensuring equality and diversity is fully considered and embedded when delivering services.

In addition to this collective responsibility, the following service areas also have specific responsibilities for equality and diversity.

Customer Services Team – Leads on providing customer facing support and guidance to Lincoln's residents, ensuring resident's individual needs are fully considered and respected at all times.

Corporate Policy & Transformation Team – Holds responsibility for monitoring the Equality Action Plan, providing overall equality information for the council in this annual Journal and providing guidance on completing Equality Impact Assessments.

Human Resources Team - Manages staff training in respect of equality and diversity, provides information relating to the council's workforce and provides employment advice around equality and diversity, such as recruitment.

Legal Team - Continues to provide legal advice, together with guidance on completing Equality Impact Assessments and general equality guidance.

Support for members continues to be provided by the Democratic Services Team.

3. Equality and diversity focused activities progressed during 2023/24

Section 3 of the Journal details the main activities progressed between April 2023 and March 2024 towards meeting each of the council's equality objectives. This includes those key actions drawn from the council's Equality and Diversity Action Plan alongside a range of other equality and diversity actions progressed across service areas during the year.

It is important to note the activities below have been placed under the most relevant City of Lincoln Council equality objective. However, in most cases each activity also feeds into and supports more than one objective.

3.1 - Our services are more accessible and do not discriminate on any unjustifiable grounds

Key actions progressed between April 23 and March 24

- Updated the languages included within the council's alternative formats guidance document using the latest demographic, translation and interpretation request data
- Considered accessibility requirements, including a changing places toilet, in the design element of the development work for Greyfriars
- Continued to support the delivery of the Home Energy Upgrade Scheme with a specific focus on supporting at risk residents, such as those living in fuel poverty or with health issues
- Launched the new 'My Accounts' customer self-serve system, which aims to make it as easy as possible for residents to manage their council tax if they prefer to access services online
- Under the UK Shared Prosperity Fund (UKSPF), continued to deliver projects which directly and positively interact and engage with those facing or likely to face disadvantage and / or inequality
- Continued to ensure the council's website meets accessibility legislation
- Provided videos to council tenants to support them to undertake basic maintenance and repair tasks on their property, helping to ensure maintenance and repair operatives can support those sooner who are less able to carry out these tasks themselves.

Case Studies

Updated the languages included within the council's alternative formats guidance document using the latest demographic, translation and interpretation request data

At the end of council publications information is included for the reader detailing how they can access the document in an alternative format or language. The language translations included within the council's alternative formats guidance document,

which is used to inform this section of council publications, were reviewed during September 2023 and also at the time of writing this Journal. These reviews helped to ensure the languages included continue to reflect the top languages spoken in the city, other than English, and involved reviewing the ONS census demographic data and the latest translation and interpretation data from the council's Customer Services Team. As a result of these reviews Arabic and Bangla were added into the alternative languages section of the guidance document.

The languages now included within the alternative languages section include –

- Arabic
- Bangla
- Bulgarian
- Chinese (Simplified, PRC)
- Lithuanian
- Polish
- Romanian
- Russian

As an extension to this work, in February 2024 the Equality & Diversity Advisory Panel discussed the increase in Nigerian, Ghanaian and Indian residents into the city during the previous 12 months and whether additional languages needed to be included within this document to support these new residents.

Following this discussion, during March and April 2024 research was undertaken to gain an understanding of the Nigerian, Ghanaian and Indian languages residents speak within the city and whether they also speak good English. Advice was sought from the University of Lincoln International Team and from a local pastor of an African church. Additionally, the latest council translation and interpretation request data was reviewed. The findings from this research indicated Nigerian, Ghanaian and additional Indian languages (Bangla already included) did not need to be added into the alternative formats guidance document at the time.

The languages included within this document will continue to be reviewed on at least an annual basis to ensure they remain reflective of the residents of the city and the top languages spoken. More information on the translation and interpretation requests received during 2023/24 is available in section 3.2 of this report.

Launched the new 'My Accounts' customer self-serve system, which aims to make it as easy as possible for residents to manage their council tax if they prefer to access services online

A new online self-serve system named 'My Accounts' has been launched by the council. Residents can use the system to:

- View their council tax account online
- Activate paperless billing
- Set up a direct debit
- Report a move
- Apply for single person discount

The introduction of the new system helps residents to access the services they need quicker and at a time convenient to them.

Users not able or comfortable in using online services continue to be able to contact the Revenues Administration Team directly via telephone. With the introduction of the new system it is hoped that those contacting the council by telephone can be supported sooner.

Under the UK Shared Prosperity Fund (UKSPF), continued to deliver projects which support those facing or likely to face disadvantage and / or inequality

In March 2023 the council's Executive agreed the Phase 1 allocation of the UK Shared Prosperity Fund (UKSPF). Phase 1 of this programme focused on developing projects and programmes, which directly and positively interact and engage with those facing or likely to face disadvantage and / or inequality. During 2023/24 progress was made on the delivery of a number of workstreams to support Lincoln's residents. These include:

- Commenced delivery of a cost-of-living project support programme aimed at helping those residents most in need to navigate the current cost of living pressures. The programme is being led by City of Lincoln Council's Revenues and Benefits Team, working with the Welfare Teams and local partners including Bridge Church and Acts Trust. Projects include:
 - a cost of living community support grant scheme
 - a research commission into cost of living support need and access in local non-English speaking communities
 - a voucher scheme for Lincoln Community Grocery.
- Progressed the city wide community grant scheme, with the first round of grants being allocated.
- Progressed the delivery of employment support schemes utilising the UKSPF, which include;
 - A new Electric Vehicle upskilling training academy
 - A pilot bursary scheme aimed at supporting economically inactive people with mental health back into employment
 - A pilot bakery based training programme aimed at 16-19 year olds in need of improved employment ability skills

3.2 - Local communities and stakeholders are empowered to influence the way our services are provided to them

Key actions progressed between April 23 and March 24:

- Completed a refresh of the Lincoln Citizens' Panel to review and continue to improve how it represents the make-up of the city
- Continued to undertake regular consultation with members of the Lincoln Citizens' Panel and wider Lincoln residents on a range of topics enabling residents to provide feedback on the services provided to them
- Delivered a face to face budget consultation event with residents with different lived experiences and backgrounds, along with representatives from support agencies for their views and feedback
- Continued to offer translation and interpretation services to our customers helping to ensure our services remain accessible for all (statistics for the year are provided below)

- Continued to consider equality and diversity as part of the planning, design and delivery process for each phase of work on the Western Growth Corridor.
- Continued to provide Lincoln Community Lottery as a fundraising tool for local good causes serving Lincoln residents

Case Studies

Completed a refresh of the Lincoln Citizens' Panel to review and continue to improve how it represents the make-up of the city

An exercise to refresh the Lincoln Citizens' Panel to ensure the panel remains representative of the makeup of the city was undertaken in October 2023. Following this exercise the panel now consists of a total of 634 residents of which 557 panel members are signed up to receive surveys electronically and 77 panel members are signed up to receive their surveys via post.

Regular social media campaigns continue to take place on a rolling basis to raise awareness of the panel and to encourage further residents to join and have their say on the services delivered by the council.

Following the panel refresh exercise the panel geographically represents Lincoln's residents better and there is also a better representation in terms of age. Work will continue over the year ahead to help ensure the panel wholly reflects the demographics of the city. The council will also look to use some complementary engagement mechanisms to fill the gaps where relevant, such as through delivering face to face consultation sessions. A trial face to face consultation session was delivered during January 2024 to support the council's budget setting process to further understand priorities and experience of residents from different backgrounds. Further information on this activity is provided below.

Continued to undertake regular consultation with members of the Lincoln Citizens' Panel and wider Lincoln residents on a range of topics enabling residents to provide feedback on the services provided to them

In 2023/24 the council delivered a number of consultations to ensure Lincoln's residents could have their say on the services provided to them. Mostly these consultations were sent to members of the Lincoln Citizens' Panel. In addition, some of these consultations were also open to all residents or to specific groups of residents. The topics covered through these consultations during the period 2023/24 include:

Survey	Topics included	Date survey distributed	Communicated to Lincoln Citizens' Panel Y/N	Open to all residents Y/N
Lincoln Citizens' Panel Survey June 2023	<ul style="list-style-type: none"> • Car Parking in Lincoln City Centre • Your Experience of Contacting the Council • Leisure and Recreation • Public Open Spaces / Grounds Maintenance 	23rd June 2023	Y	N

Survey	Topics included	Date survey distributed	Communicated to Lincoln Citizens' Panel Y/N	Open to all residents Y/N
	<ul style="list-style-type: none"> • Revenues / Benefits Service • Addressing Climate Change in Lincoln 			
City of Lincoln Council Housing 30 Year Business Plan Consultation	<ul style="list-style-type: none"> • Estates / Neighbourhoods • Paths / green space / play space • Parking spaces / arrangements • Indoor / outdoor communal areas for flats and maisonettes 	17th August 2023	N	Open to council housing tenants only.
Opportunity to have your say on the allocation of Lincoln Lottery Community Fund 2023	<ul style="list-style-type: none"> • Opportunity to select the top two good cause areas residents would like the fund to go towards. 	25th September 2023	Y	Y
Lincoln Citizens' Panel Survey November 2023	<ul style="list-style-type: none"> • Food Health & Safety • Waste Management • City Centre Bus Station • Revenues and Benefits Service • Cost of Living Support 	21st November 2023	Y	N
City of Lincoln Council's Budget Proposals for 2024/25 Consultation	<ul style="list-style-type: none"> • Our vision and priorities • Financial context • Our budget proposals for 2024/25 • How we spend our budget • Delivering savings • Council Tax 	24th January 2024	Y	Y

At the time of writing this Journal, looking ahead to 2024/25 the following surveys have been planned to gain feedback from residents on a range of services the council delivers. Further surveys are to be added as the year progresses –

- City of Lincoln Council Caretaking Questionnaire for Housing Tenants
- Lincoln Citizens' Panel Survey July 2024
- Lincoln Citizens' Panel Survey November 2024

Delivered a face to face budget consultation event with residents with different lived experiences and background, along with representatives from support agencies for their views and feedback

In January 2024, working in partnership with a local organisation called Every One, the council delivered a face to face consultation event with residents from different backgrounds across the city. The event sought feedback from residents on a range of areas linked to the council's budget proposals for the year ahead. These areas focused on –

- Our vision and priorities
- Financial context
- Our budget proposals for 2024/25
- How we spend our budget
- Delivering savings
- Council Tax

A [summary of the feedback was presented](#) to the Executive and Council as part of the Medium Term Financial Strategy proposals

In addition to this face-to-face event, feedback on our budget was supported by a city wide consultation, which was shared on the council's website and social media channels, together with shared with members of the Lincoln Citizens' Panel and local business networks in the city.

Continued to offer translation and interpretation services to our customers helping to ensure our services remain accessible for all

The council's policy is to provide translation or interpretation when it is required for an individual or for targeted engagement. Requests made are carefully monitored.

The table below outlines the interpretation requests made between 1st April 2023 and 31st March 2024. The 2022/23 requests for interpretation data has also been provided to show how these requests have changed over the two periods.

Table of requests for interpretation

Language	Number of Interpretations 2022-2023	Number of Interpretations 2023-2024
Bulgarian	75	76
Polish	54	74
Russian	70	54
Bangla	42	38
Arabic	9	37
Lithuanian	27	29
Romanian	17	23
Portuguese	33	20
Kurdish	5	19
Turkish	18	17

Language	Number of Interpretations 2022-2023	Number of Interpretations 2023-2024
Mandarin	0	10
Latvian	8	9
Slovak	20	6
French	3	0
Albanian	2	0
Cantonese	0	3
Pashto	0	3
Farsi	2	3
Czech	2	2
Ukrainian	12	2
Spanish	2	1
Greek	1	0
Hungarian	1	0
Thai	1	0
TOTAL	404	426

During the period April 2023 to March 2024 the council received requests to translate customer letters. These included information letters sent to the residents of Hermit Street into the main languages of the area. We also had some individual letters requested to be translated into Bangla, Bulgarian, Polish and Simplified Chinese.

Translation & interpretation - Community Initiatives

Following assisting in its setup and development, the Neighbourhood Team has continued to support Lincoln Embracing All Nations (LEAN) throughout 2023/24. LEAN work to actively support our culturally diverse communities within in the city and is additionally supported by GYROS, an organisation from Great Yarmouth.

Each month a team of specialist advisors hold a surgery in the city offering support to members of our community who need immigration advice. As part of this service, translation and interpretation services continue to be provided to ensure the advice available reaches as many people as possible.

Further information on the work of Lincoln Embracing All Nations and GYROS is provided in section 3.5 of this report.

3.3 – Equality and Diversity is at the heart of decision making at all levels within the council

Key actions progressed between April 23 and March 24:

- Equality and Diversity Advisory Panel met on two occasions to consider and comment on equality and diversity topics (October 2023 and February 2024).

- The 2022/23 Equality Journal was produced providing an insight into the equality and diversity activity progressed during the year 2022/23 – the Journal is published on the council's website and staff intranet
- All committee reports requiring decisions included a paragraph on the impact on equality. Equality Impact Assessments were also completed where required
- Commenced creation of a toolkit to support ward councillors in developing community engagement, supported by ward profiles with demographic information on the make-up of local communities
- Ongoing commitment to equality and diversity in the council's strategic plan, Vision 2025, with continued commitment to the priority reducing all kinds of inequality and the key sub workstreams of cost of living and health & wellbeing
- Continued to deliver staff, member and external equality & diversity communications, promoting related topics and events to help improve decision making and awareness raising around the subject of equality and diversity
- Delivered Equality Impact Assessment Awareness Training for officers

Case Studies

Equality and Diversity Advisory Panel met on two occasions during the year to consider and comment on equality and diversity topics.

The council's Equality and Diversity Advisory Panel, formed of members and officers, met on two occasions during 2023/24, both with strong attendance. The agenda items for the two meetings were as follows:

11th October 2023

- Equality Journal April 2022 to March 2023
- Equality & Diversity Action Plan update
- Human Resources update
- Mental Wellbeing

28th February 2024

- Equality & Diversity Action Plan update
- Equality & Diversity Census Data 2011 & 2021 (presentation)
- The Government's Disability Action Plan (presentation)
- Applicants for City of Lincoln Council Job Vacancies
- Gender Pay Gap

Commenced creation of a toolkit to support ward councillors in developing community engagement, supported by ward profiles with demographic information on the make-up of local communities

During 2023 work commenced on the creation of a toolkit for ward councillors to use to help with developing community engagement. The first phase of this work, which was to update ward profiles with the latest data available from the census 2021 and other sources, has been completed. Ward panels have also now been established. The ward profiles have been used to identify priorities for each ward, which has been helpful when allocating funds from the Community Grants Scheme. This scheme has

made up to £25k of funding available to each of Lincoln's wards, with the ward panels being created to promote the fund locally and make recommendations on projects that they would like to see funded.

Continued to progress staff, member and external equality & diversity communications, promoting related topics and events to help improve decision making and awareness raising around the subject of equality and diversity

Throughout 2023/24 there has been ongoing support for equality and diversity by the council's Communications Team, both internally to staff and members and externally to residents and businesses, particularly through social media.

During the year the Communications Team continued to produce at least two equality & diversity related updates each month for social media. Some examples of the topics covered during the year include World Mental Health Day, International Day of Peace, Remembrance Day, Diwali, Christmas and Holocaust Memorial Day. These topics were also included in 'In briefs' providing staff and members with additional information or directing them to places for help and support.

With the cost of living challenge still prevalent, during the year the Communications Team also worked internally and with county leads to provide a list of warm spaces available in our county and each district. Posters were created and distributed to other local authorities to help signpost members of the public to warm spaces that could provide those in need with additional help and support. A cost of living leaflet was also created by the team for distribution to the community, and the Communications Team also supported local food banks by encouraging staff, where possible, to donate food.

Top tips for money saving were also shared across social media platforms by the team, and content was also created around Talk Money Week and Household Support Fund week.

Additionally, as well as working together with colleagues across the county on cost of living resources, the Communications Team also shared campaigns focused on 16 Days of Action, Rough Sleeping and Adult Safeguarding.

Delivered Equality Impact Assessment Awareness Training for officers

On 21st June 2023 an Equality Impact Assessment Training session was delivered to officers by a local organisation called Every One. The training was well received by those in attendance and successfully raised awareness of the importance of Equality Impact Assessments (EIA), how to complete an EIA and the possible consequences if equality & diversity impacts are not fully considered when delivering a project or changing the way in which services are delivered.

Moving forward, the council is looking to roll out this training to more officers to further raise awareness of the importance of completing Equality Impact Assessments. The council has also commenced work on reviewing our Equality Impact Assessment template to ensure this remains as straightforward and effective as possible to complete by officers.

3.4 – Our workforce at all levels reflects the makeup of the local community

Key actions progressed between April 23 and March 24:

- Gender Pay Gap considered by the Equality & Diversity Advisory Panel and published on the council's website
- Completed annual analysis of the make-up of the council's workforce
- Refreshed the council's mandatory equality & diversity training for all employees
- Retained accreditation to the Carers Charter Quality Award
- Retained accreditation as a Mindful Employer and Disability Confident Employer
- Continued to offer a range of health & wellbeing support to our workforce

Case Study

Gender Pay Gap considered by the Equality & Diversity Advisory Panel and published on the council's website

Employers with 250 or more employees are required to publish statutory calculations each year showing how large the pay gap is between their male and female employees.

City of Lincoln Council has been publishing gender pay gap data since 2017. The latest gender pay gap headline figures as at 31st March 2023 are provided below. Please note the gender pay gap is published one year behind.

Headline figures as at 31st March 2023 were -

- The mean gender pay gap was 0.6%
- The median gender pay gap was 3.6%
- The mean gender bonus gap was 0% (please note the council does not have any bonus schemes)
- The median gender bonus gap was 0%
- The proportion of male employees receiving a bonus was 0% and the proportion of female employees receiving a bonus was 0%

The following table shows the council's workforce split into four equal-sized groups based on hourly pay rate. Band A includes the lowest-paid 25% of employees (the lower quartile) and band D covers the highest-paid 25% (the upper quartile).

If we had no gender pay gap, there would be an equal ratio of men to women in each band. However, instead, 40% of the employees in band A are males and 60% females. The percentage of male employees differs throughout the remaining bands, from 48% in band B, 51% in bands C and 44% in band D.

Pay quartiles by gender			
Band	Males	Females	Description
A	40%	60%	Includes all employees whose standard hourly rate places them at or below the lower quartile.
B	48%	52%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median.
C	51%	49%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile.
D	44%	56%	Includes all employees whose standard hourly rate places them above the upper quartile.

The council remains committed to equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy / maternity, sexual orientation, gender reassignment or disability. Additionally, the council has an action plan to attempt to reduce the gender pay gap. The action plan includes:

- Carrying out pay reviews at regular intervals
- Undertaking case studies with specific departments to attempt to identify if there are any reasons for the gap and address these accordingly
- Providing training to employees who are involved in the job evaluation process and pay reviews
- Evaluating job roles and pay grades as necessary to ensure a fair structure

Following taking the above into consideration the council is confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

The Gender Pay Gap was considered and discussed by the Equality & Diversity Advisory Group in February 2024. The full Gender Pay Gap 2023 report is available on the council's website - <https://www.lincoln.gov.uk/data-transparency/data-transparency-1/10>.

Continued to offer a range of health & wellbeing support to our workforce

During 2023/24 the Human Resources Team has continued to offer support, advice and guidance on equality, diversity and inclusion at the council.

Some examples of this support, advice and guidance are provided below:

- Andy's Man Club, a men's suicide prevention charity, has delivered presentations to staff based at City Hall and Hamilton House
- The successful Menopause Café was relaunched as the Health and Wellbeing Café (women through the ages) to widen scope for discussions
- "Looking after your teams mental health" training has now been developed into an e-learning package and is available for all staff.
- A LGBTQ+ Community group has been launched to provide a safe space for members of the LGBTQ+ community (or those questioning) to come together to

support each other, discuss a range of topics and potentially arrange events and socials

- Raised awareness of Mental Health Awareness Week (15th to 21st May)
- Continued to promote the benefits the council has in place that will help employees' money go further (such as employee discounts), together with also promoted Financial Wellbeing online courses along with Pension Pre-Retirement courses.
- Arranged and promoted a "Know your numbers" event, which took place on 2nd October 2023. This involved GP referral trained coaches from Active Nation being on hand to undertake blood pressure and BMI checks and offer general health and dietary advice.
- Promoted the Flu Vaccination scheme during the quarter. All council employees continue to be eligible to request a flu vaccination voucher (unless an employee is eligible to receive a free vaccination through their GP).

3.5 – Equalities, Social Inclusion and Community Cohesion have all improved within our communities

Key actions progressed between April 23 and March 24:

- Continued to provide support for refugees arriving in the city
- Continued to support the development of the Black, Asian and Minority Ethnic (BAME) network
- Continued to lead the Lincoln Social Responsibility Charter initiative
- Continued to progress Vision 2025 projects focused on reducing inequalities in our city

Case studies

Continued to provide support for refugees arriving in the city.

Activity around Ukrainian Refugees slowed during 2023/24 following the initial onset of the conflict. However, during the year the council continued to see sponsors welcoming families into the country, with council officers continuing to undertake property safety and suitability checks where local residents offered to be sponsors for those fleeing the war in Ukraine. The council also continued to support some re-matching and homelessness applications in relation to Ukrainian Refugees during the year.

Focusing wider, during 2023/24 the council continued to be involved with county and regional groups supporting with the Asylum Dispersal processes and was also involved in work surrounding the new Asylum Centre at Scampton.

Continued to support the development of the Black, Asian and Minority Ethnic (BAME) network

During 2023/24 the Neighbourhood Working Team continued to support Lincoln Embracing All Nations (LEAN), who play a key role in providing advice and guidance to the BAME community.

As part of their work during the year LEAN also delivered a number of workshops to members of the voluntary and community sector.

Residents can find out about the work of LEAN, the support available and how to get involved through a dedicated website - <https://lincoln-lean.org.uk>. Support available via the website includes information on debt, money, benefits, welfare, education and employment advice. The website is updated regularly with news, events and information on new advice as it becomes available.

An organisation called Great Yarmouth Refugee Outreach Support (GYROS), which is a multi-lingual Human Rights charity currently supporting LEAN, also continued to hold local immigration surgeries in the city. These surgeries help to ensure residents have access to level two immigration advice. The demand for these surgeries continues to grow.

Community Connectors also continued to support engagement with our culturally diverse communities based in the city throughout the year.

Continued to lead the Lincoln Social Responsibility Charter initiative

The Lincoln Social Responsibility Charter gives recognition of those organisations going beyond the statutory minimum to support their employees and the local community. The charter also raises awareness of the current socially responsible opportunities in the city, which signees can support as part of their commitment to corporate social responsibility and the charter. At the time of writing this latest Journal, 106 local organisations had gained accreditation to the charter.

Some of the opportunities shared by the council with signees to the charter during the past year include opportunities to:

- Support local food banks through the donation of food, financial donations, setting up food bank collection points and providing staff volunteering time.
- Help young persons into work, such as supporting the Special Education Needs and Disabilities education programme, providing work experience placements and attending careers events
- Provide warm packs to help vulnerable residents through the winter months
- Volunteer to support local charities and third sector organisations
- Support a project to deliver a habitat improvement programme, which included the piloting of floating ecosystems on Brayford Pool
- Support to deliver a community film screening for the local community to celebrate Black History Month 2023
- Support for Ukraine Lincolnshire appeal through making donations
- Support for 'Have a go day' at St Francis School – the annual event sees local organisations provide students with the opportunity try multiple hands on activities.
- Support / sponsor the Building Lincolnshire's Vision for Volunteering Conference
- Support for Headway Lincolnshire (local charity supporting brain injury survivors, families and carers in the county)
- Sponsor Headway Lincolnshire's Charity Ball
- Sponsor the Lincoln Grand Prix cycle race

Despite the challenges being faced by local organisations, it has been encouraging to see charter signees continuing to provide additional support, above the statutory minimum, to their employees and the local community during this challenging time.

Whilst the council has continued to lead on and administer this successful initiative, over the past year the council has itself also continued to undertake a range of socially responsible activities above the statutory minimum to support its employees and the local community. Some of these activities include:

<i>Activities benefitting our employees</i>
Employers for Carers charter signatory
Dying to Work Charter signatory
Foster Friendly Employer signatory
Continued to deliver an employee benefits scheme
Pay the real Living Wage rate as a base
Time off for medical appointments
Consideration of flexible working requests beyond the statutory requirement
Holiday purchase scheme
Opportunity to take career breaks
Provision of paid compassionate leave
Provision of occupational health service
Provision of employee assistance programme
Support for mental wellbeing
Smoke free policy and provision of stop smoking support
Promotion of healthy lifestyles (cycle to work, Global Challenge)
Flexible retirement policy

<i>Activities benefitting the local community</i>
Use services of local businesses / local products
Committed to Zero Carbon Lincoln
Fundraising for local charities
Undertake local recruitment into vacant positions where possible
Host work experience placements
Continue to provide successful apprenticeship schemes both at City Hall and Hamilton House
Continue to host food bank collection points for staff to donate to, and regularly encourage residents and businesses to support local food banks

4. Demographic of Lincoln

Provided below is the census 2021 population demographic data for the City of Lincoln. This data includes population by:

- Gender
- Age
- Religion
- Ethnicity
- Disability
- Proficiency in English
- Main languages spoken

The National Insurance number allocations to adult overseas nationals entering Lincoln data has also been included within this section, obtained from the Department for Work and Pensions.

The data presented is the latest available at the time of writing the Journal.

Further information on the demographic of the city can be found in the Lincoln City Profile. The Profile collates the latest available statistical data for Lincoln drawn from a wide range of information sources. Chapters within the profile include Population, Economy, Welfare, Crime, Education, Housing, Health and Environment & Climate.

The latest version of the Lincoln City Profile was published in July 2024 and is available on the council's website – <https://www.lincoln.gov.uk/council/lincoln-city-profile>

Census 2021 demographic data for Lincoln

Total population - 2021	
Count	
103,813	

Source: Census 2021 Office for National Statistics

Population by gender - 2021		
Gender	Count	Percentage
Females	52,410	50.5%
Males	51,403	49.5%

Source: Census 2021 Office for National Statistics

Population by age group - 2021		
Age Group	Count	Percentage
Age 0-4	5,119	4.9%
Aged 5-9	5,394	5.2%
Aged 10-14	5,272	5.1%
Aged 15-19	8,835	8.5%
Aged 20-24	13,598	13.1%
Aged 25-29	7,943	7.7%
Aged 30-34	7,663	7.4%
Aged 35-39	6,530	6.3%
Aged 40-44	5,833	5.6%
Aged 45-49	5,612	5.4%
Aged 50-54	5,969	5.7%
Aged 55-59	6,019	5.8%
Aged 60-64	5,021	4.8%
Aged 65-69	4,120	4.0%
Aged 70-74	4,001	3.9%
Aged 75-79	2,807	2.7%
Aged 80-84	2,029	2.0%
Aged 85+	2,048	2.0%

Source: Census 2021 Office for National Statistics

Population by religion - 2021		
Religion / Belief	Count	Percentage
No religion	48,940	47.1%
Christian	43,898	42.3%
Buddhist	355	0.3%
Hindu	456	0.4%
Jewish	70	0.1%
Muslim	1,896	1.8%
Sikh	103	0.1%
Other religion	793	0.8%
Not answered	7,302	7.0%

Source: Census 2021 Office for National Statistics

Population with a disability - 2021		
Disability	Count	Percentage
Disabled under the Equality Act: Day-to-day activities limited a lot	8,407	8.1%
Disabled under the Equality Act: Day-to-day activities limited a little	12,916	12.4%
Not disabled under the Equality Act: Has long term physical or mental health condition but day-to-day activities are not limited	7,896	7.6%
Not disabled under the Equality Act: No long term physical or mental health conditions	74,594	71.9%

Source: Census 2021 Office for National Statistics & NOMIS

Population by ethnicity - 2021		
Ethnicity	Count	Percentage
White: English, Welsh, Scottish, Northern Irish or British	85,891	82.7%
White: Irish	652	0.6%
White: Gypsy or Irish Traveller	145	0.1%
White: Roma	159	0.2%
White: Other White	8,818	8.5%
Mixed or Multiple ethnic groups: White and Black Caribbean	470	0.5%
Mixed or Multiple ethnic groups: White and Black African	373	0.4%
Mixed or Multiple ethnic groups: White and Asian	657	0.6%
Mixed or Multiple ethnic groups: Other Mixed or Multiple ethnic groups	568	0.5%
Asian, Asian British or Asian Welsh: Indian	788	0.8%
Asian, Asian British or Asian Welsh: Pakistani	302	0.3%
Asian, Asian British or Asian Welsh: Bangladeshi	322	0.3%

Asian, Asian British or Asian Welsh: Chinese	788	0.8%
Asian, Asian British or Asian Welsh: Other Asian	1,147	1.1%
Black, Black British, Black Welsh, Caribbean or African: African	1,094	1.1%
Black, Black British, Black Welsh, Caribbean or African: Caribbean	236	0.2%
Black, Black British, Black Welsh, Caribbean or African: Other Black	136	0.1%
Other ethnic group: Arab	320	0.3%
Other ethnic group: Any other ethnic group	948	0.9%

Source: Census 2021 Office for National Statistics

Population by sexual orientation (aged 16+) - 2021		
Sexual orientation	Count	Percentage
Straight or Heterosexual	73,780	84.7%
Gay or Lesbian	1,880	2.2%
Bisexual	2,974	3.4%
Pansexual	441	0.5%
Asexual	143	0.2%
Queer	45	0.1%
All other sexual orientations	40	0.0%
Not answered	7,764	8.9%

Source: Census 2021 Office for National Statistics

Proficiency in English (residents aged 3 and over) - 2021						
		Main language is English	Main language is not English	Does not apply	Main language is not English: Can speak English very well or well	Main language is not English: Cannot speak English or cannot speak English well
Census 2021	Count	90,922	9,841	3,051	7,741	2,100
	%	87.6%	9.5%	2.9%	78.7%	21.3%

Source: Census 2021 Office for National Statistics and NOMIS

Main languages spoken - 2021		
Language	Count	Percentage
English	90,922	90.2%
Polish	2,385	2.4%
Romanian	1,223	1.2%
Lithuanian	928	0.9%
Bulgarian	628	0.6%
Russian	560	0.6%

Source: Census 2021 Office for National Statistics

In addition to the census 2021 data above, the following table shows National Insurance registrations to adult overseas nationals entering Lincoln data for the years 2013/14 to 2023/24.

National Insurance number allocations to adult overseas nationals entering Lincoln between 2013/14 & 2023/24 (NiNo data)	
Financial Year	Number of NiNo (as of March each year)
2013/14	963
2014/15	1,135
2015/16	1,456
2016/17	1,553
2017/18	1,364
2018/19	1,066
2019/20	1,290
2020/21	452
2021/22	1,717
2022/23	2,733
2023/24	2,122

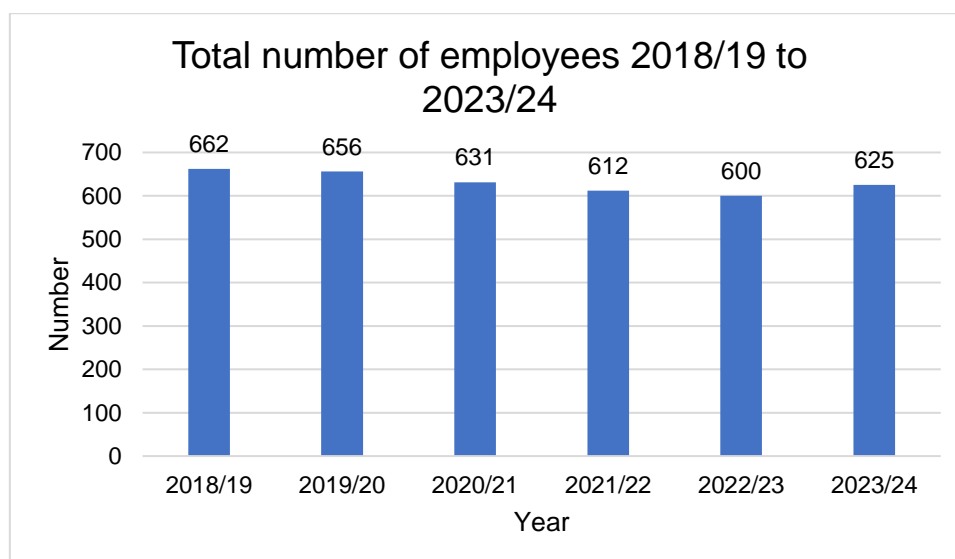
Source: LG Inform / Department for Work & Pensions Stat-Xplore

5. Our workforce over time

This section of the Journal shows how the council's workforce demographics have changed over time. Data provided is as at 31st March 2024.

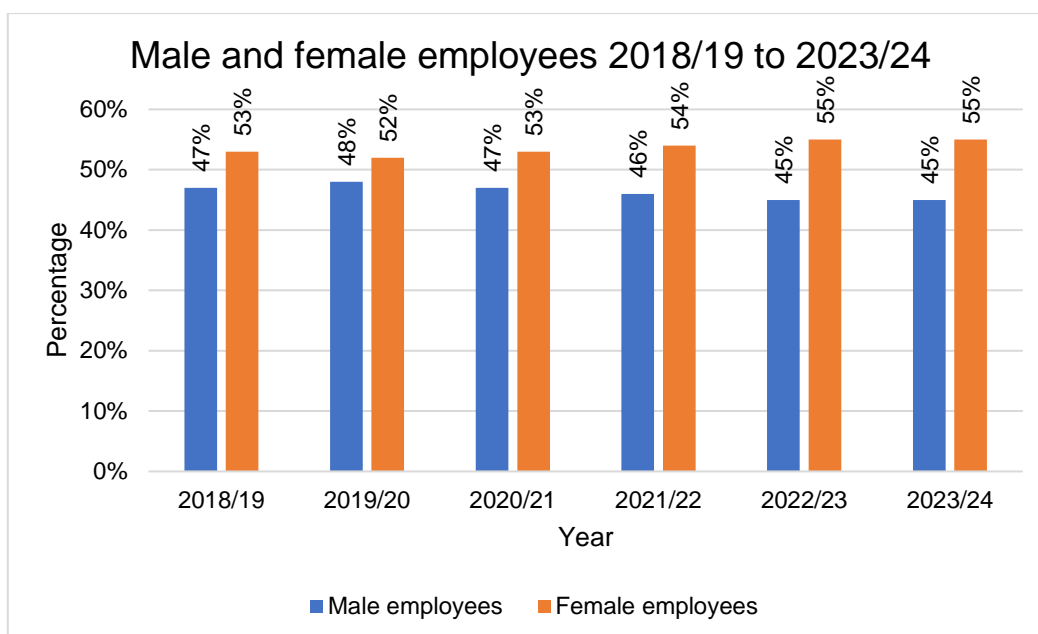
In some cases comparable data is not available for the full period 2018/19 to 2023/24, and in these cases the most recent data has been provided.

Total number of employees



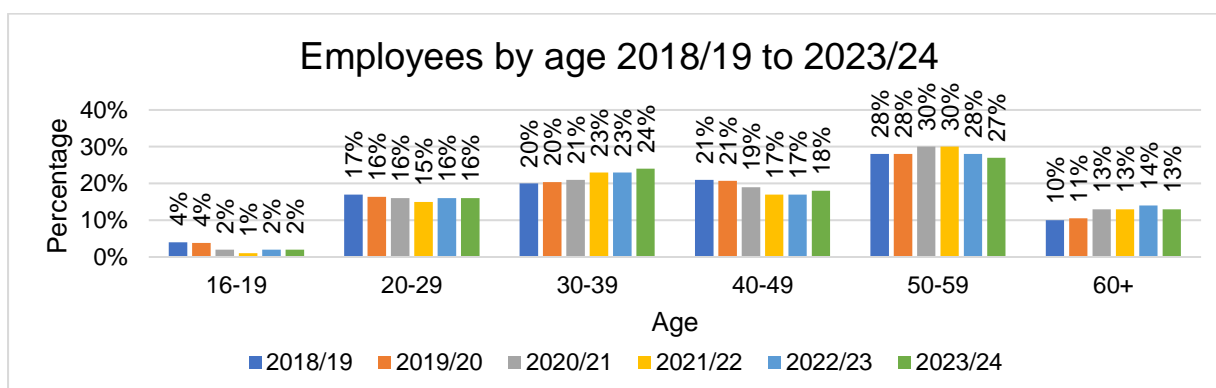
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total number of employees	662	656	631	612	600	625

Male and female employees



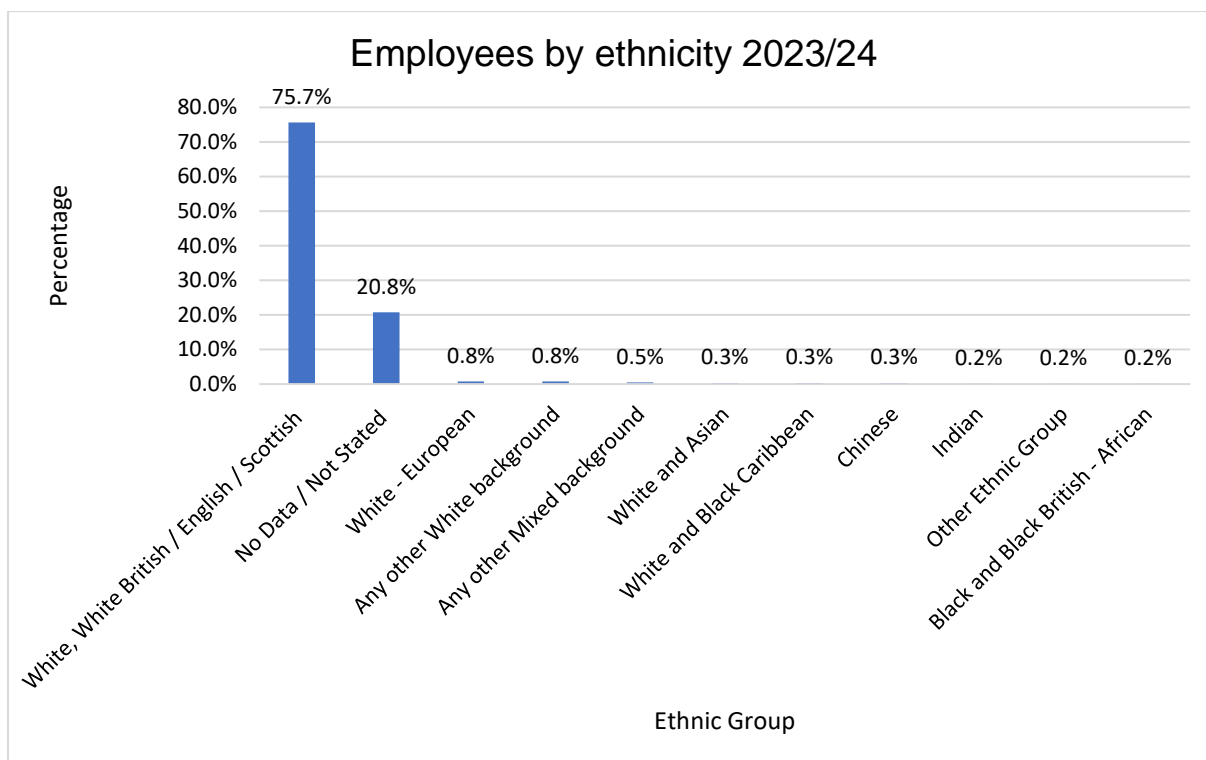
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Male employees	47% (311)	48% (314)	47% (294)	46% (280)	45% (269)	45% (280)
Female employees	53% (351)	52% (342)	53% (337)	54% (332)	55% (331)	55% (345)

Employees by age



Age	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
16-19	4% (26)	4% (25)	2% (11)	1% (8)	2% (10)	2% (12)
20-29	17% (112)	16% (108)	16% (101)	15% (91)	16% (94)	16% (99)
30-39	20% (134)	20% (134)	21% (134)	23% (142)	23% (138)	24% (151)
40-49	21% (140)	21% (136)	19% (118)	17% (107)	17% (101)	18% (110)
50-59	28% (184)	28% (184)	30% (187)	30% (185)	28% (170)	27% (171)
60+	10% (66)	11% (69)	13% (80)	13% (79)	14% (87)	13% (82)

Employees by ethnicity



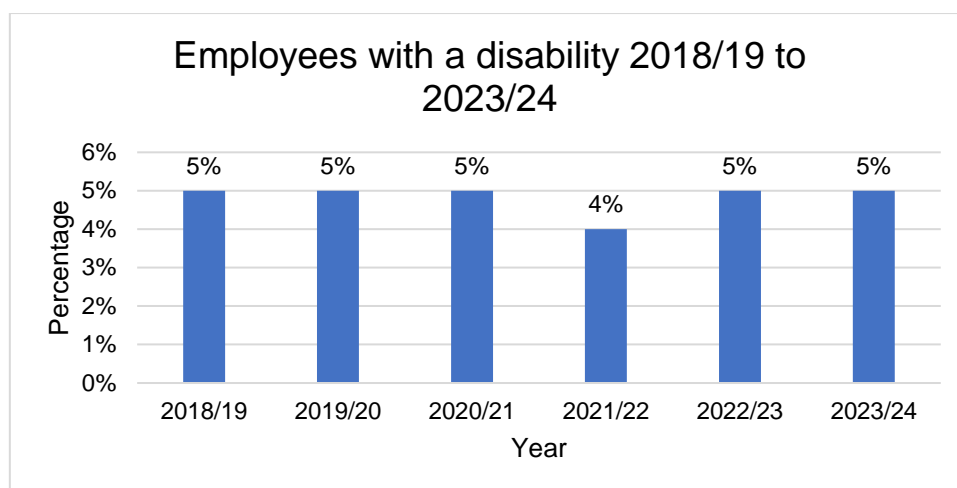
Ethnicity	2023/24
White, White British / English / Scottish	75.7% (473)
No Data / Not Stated	20.8% (130)
White - European	0.8% (5)
Any other White background	0.8% (5)
Any other Mixed background	0.5% (3)
White and Asian	0.3% (2)
White and Black Caribbean	0.3% (2)
Chinese	0.3% (2)
Indian	0.2% (1)
Other Ethnic Group	0.2% (1)
Black and Black British - African	0.2% (1)

Please note – prior to 2023/24 ethnicity data reported by the council in this Journal was provided in the following high level ethnic groups only -

- White and / or British
- All other ethnic groups combined
- No data

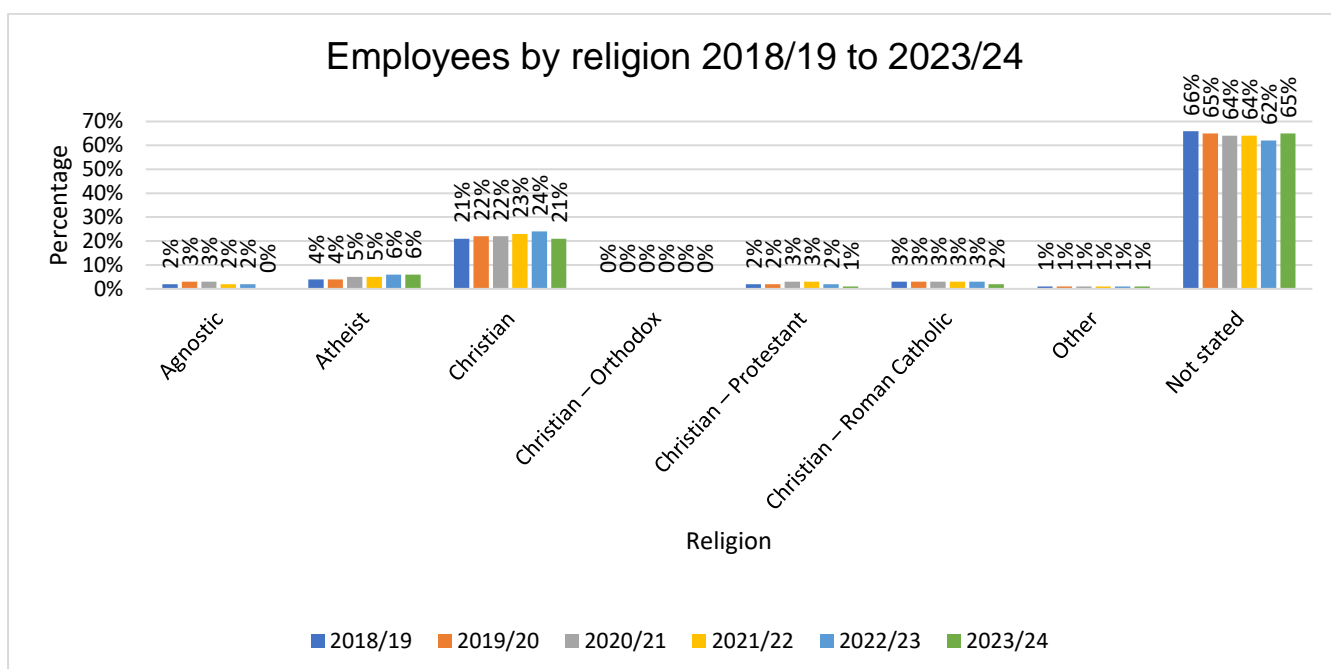
For this latest Journal and future Journals the data will be reported by each specific ethnic group, which provides a more accurate view of ethnicity data. Subsequently the data available in this latest Journal is for 2023/24 only.

Employees with a disability



	2018/19	2019/20	2020/21	2021/21	2022/23	2023/24
Employees with a disability	5% (30)	5% (34)	5% (32)	4% (27)	5% (31)	5% (31)
Total number of employees	662	656	631	612	600	625

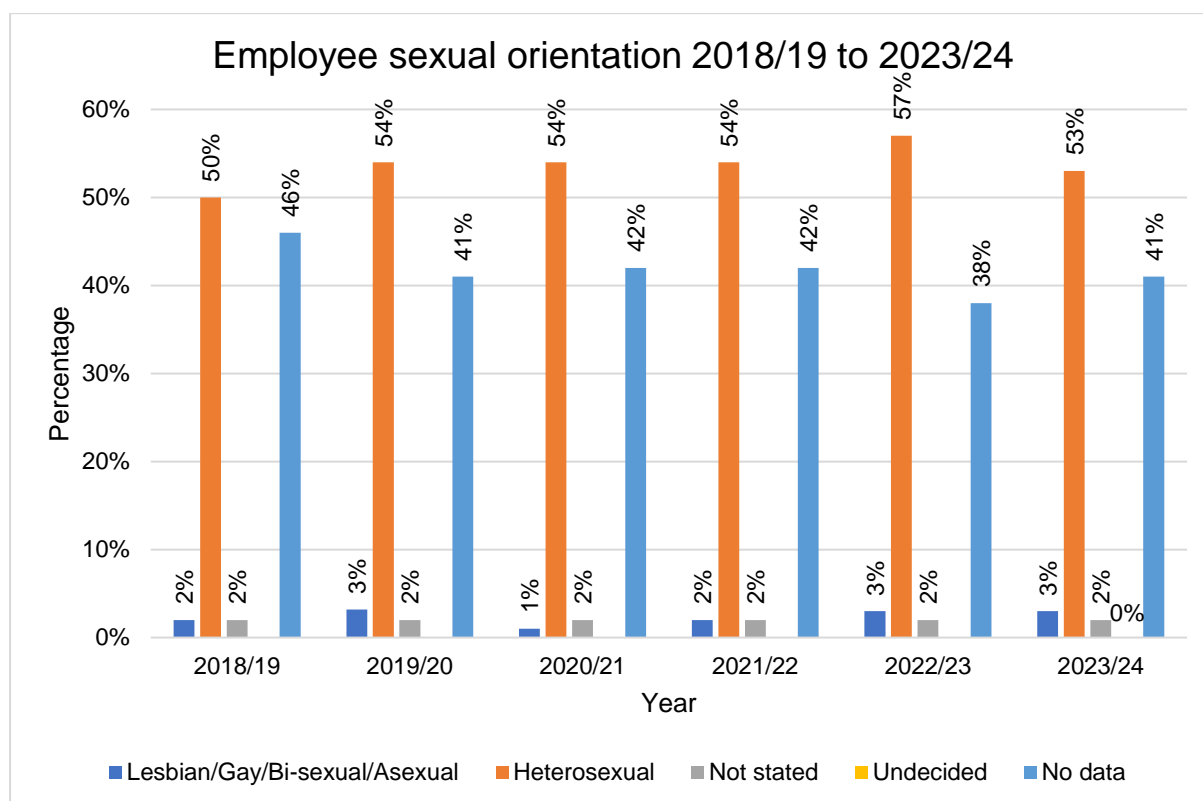
Employees by religion



	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
--	---------	---------	---------	---------	---------	---------

Agnostic	2% (15)	3% (17)	3% (16)	2% (14)	2% (15)	2% (15)
Atheist	4% (28)	4% (29)	5% (29)	5% (32)	6% (33)	6% (39)
Christian	21% (139)	22% (146)	22% (140)	23% (138)	24% (141)	21% (133)
Christian – Orthodox	0% (2)	0% (1)	0% (1)	0% (1)	0% (2)	0% (1)
Christian – Protestant	2% (14)	2% (14)	3% (16)	3% (16)	2% (11)	1% (9)
Christian – Roman Catholic	3% (20)	3% (21)	3% (21)	3% (16)	3% (16)	2% (15)
Other	1% (7)	1% (4)	1% (6)	1% (6)	1% (9)	1% (8)
Not stated / No religion or belief	66% (437)	65% (424)	64% (402)	64% (389)	62% (373)	65% (405)

Employees by sexual orientation



	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
--	---------	---------	---------	---------	---------	---------

Lesbian / Gay / Bi-sexual / Asexual	2% (10)	2% (11)	2% (11)	2% (12)	3% (18)	3% (19) Bisexual – 2% (10) Gay – 1% (6) Lesbian – 0% (2) Asexual – 0% (1)
Heterosexual	50% (333)	54% (354)	54% (340)	54% (332)	57% (343)	53% (333)
Not stated	2% (14)	2% (14)	2% (13)	2% (12)	2% (14)	2% (14)
Undecided						0% (1)
No data	46% (305)	42% (277)	41% (267)	42% (256)	38% (225)	41% (258)

Please note, data for sexual orientations Bisexual, Gay, Lesbian and Asexual have been provided individually in the above table for 2023/24 and will be included in future Journals moving forward. Undecided has also been added into the table from this Journal and will also be provided moving forward.

6. Ways of contacting us

If you have any questions on the contents of this Equality Journal or want to know more about how the City of Lincoln Council is working to meet the aims of the Equality Act 2010 and the Public Sector Equality Duty, please contact:

By Post

Corporate Policy & Transformation Team
City of Lincoln Council
City Hall
Beaumont Fee
Lincoln
LN1 1DD

By E-mail

policy@lincoln.gov.uk

By Telephone

01522 881188

7. Alternative formats

The City of Lincoln Council is passionate about promoting equality and diversity. If you have difficulty in understanding anything in this document, please call us on 01522 881188, or email us at customer.services@lincoln.gov.uk, where we can call in an interpreter for you.

Arabic

تهتم بلدية مدينة لينكولن Lincoln بتشجيع المساواة والتنوع فيها. وإذا واجهتك أية صعوبة في فهم أي من الأمور الواردة في هذه الوثيقة ، فيرجى منك الاتصال بنا على رقم الهاتف: 01522 881188 أو إرسال رسالة إلكترونية إلينا إلى العنوان الإلكتروني التالي: customer.services@lincoln.gov.uk, حيث سنكون قادرين بأن نحضر مترجم لمساعدتك في فهم هذه الوثيقة.

Bangla

ইকোয়ালিটি এ্যান্ড ডাইভার্সিটির (সমতা ও বৈচিত্রের) অগ্রগতি করতে এই সিটি অভ লিঙ্কন কাউন্সিল প্রবল ভাবে উৎসাহী। এই নথিতে কোন কিছু বুঝতে আপনার অসুবিধা হলে, দয়া করে 01522 881188, নম্বরে আমাদের কল করবেন অথবা customer.services@lincoln.gov.uk, ঠিকানায় আমাদের ইমেইল করবেন যে ক্ষেত্রে আপনার জন্য আমরা একজন দোভাষীকে ডেকে আনতে পারব।

Bulgarian

Община Линкълн изключително много държи да насърчава равенството и разнообразието. Ако се затруднявате да разберете нещо в този документ, моля, обадете ни се на номер 01522 881188 или ни изпратете имейл на customer.services@lincoln.gov.uk, където можем да Ви свържем с преводач.

Chinese (Simplified, PRC)

林肯市议会 (the City of Lincoln Council) 热衷于促进平等与多样性。如果您难以理解本文档中的任何内容, 请致电 01522 881188 与我们联系, 或发送电子邮件 customer.services@lincoln.gov.uk, 我们可以为您提供翻译服务。

Lithuanian

Linkolno savivaldybė aistringai skatina lygybę ir įvairovę. Jei jums sunku suprasti tai, kas parašyta šiame dokumente skambinkite mums 01522 881188 arba rašykite el. paštą customer.service@lincoln.gov.uk ir mes galėsime jums suorganizuoti vertėją.

Polish

Radzie Miasta Lincoln zależy na promowaniu równości i różnorodności. Jeżeli mają Państwo trudności ze zrozumieniem treści zawartych w niniejszym dokumencie, prosimy skontaktować się z nami pod numerem telefonu 01522 881188 lub wysyłając e-maila na adres customer.services@lincoln.gov.uk, w ten sposób będziemy w stanie zamówić usługi tłumaczeniowe dla Państwa.

Romanian

Consiliul oraşului Lincoln este pasionat de promovarea egalităţii şi a diversităţii. În cazul în care întâmpinaţi dificultăţi în a înţelege ceva din acest document, vă rugăm să ne sunaţi la 01522 881188 sau să ne trimiteţi un e-mail la customer.services@lincoln.gov.uk, şi vă putem chema un interpret.

Russian

Городской совет г. Линкольн пропагандирует принципы равенства и культурного разнообразия. Если Вы не уверены, что можете прочитать и понять данный документ или его части, убедительная просьба позвонить нам по телефону 01522 881188 или написать по адресу customer.services@lincoln.gov.uk. Мы запросим для Вас услуги переводчика.

If you would like this information in an alternative format, for example in large print or electronically, please contact us on (01522) 881188 or email customer.services@lincoln.gov.uk.

COUNCIL**3 DECEMBER 2024**

SUBJECT: ESTABLISHMENT OF THE DISTRICT JOINT COMMITTEE – GREATER LINCOLNSHIRE DEVOLUTION

REPORT BY: CHIEF EXECUTIVE AND TOWN CLERK

LEAD OFFICER: CAROLYN WHEATER, CITY SOLICITOR AND MONITORING OFFICER

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval for the establishment of a Lincolnshire District Joint Committee for the purposes of Greater Lincolnshire Devolution and that the Leader of the Council represents the City of Lincoln Council at the Joint Committee.

2. Background

- 2.1 A devolution agreement for Greater Lincolnshire was announced by the Government in November 2023 and subsequently agreed by Lincolnshire County Council, North Lincolnshire Council and North East Lincolnshire Council. These three authorities are the constituent members for the purposes of devolution and the creation of the Greater Lincolnshire Mayoral Combined County Authority (MCCA).
- 2.2 Following approval of the agreement at Council meetings of Lincolnshire County Council, North Lincolnshire Council and North East Lincolnshire Council, a public consultation exercise on the devolution proposal was carried out by the three constituent councils. The City of Lincoln Council's Council meeting considered the devolution proposal at its meeting on 16 January 2024, debated its content, and delegated authority to the Chief Executive and Town Clerk, in consultation with the Leader of the Council, to respond to the consultation based on the debate held at the Council meeting.
- 2.3 The devolution agreement will bring additional funds into Greater Lincolnshire over the next 30 years, such funds totalling £720 million, as part of an overarching Greater Lincolnshire Vision 2025. The additional funding will be used in relation to economic development, transport, skills and education, and digital infrastructure across Greater Lincolnshire. It is important to emphasise that no local authority functions are being removed from any local authority in the area, other than transport functions, as agreed with the constituent councils.
- 2.4 In September 2024, Jim McMahon, Minister of State for Local Government and English Devolution confirmed that the establishment of the Greater Lincolnshire Combined County Authority had been agreed in principle and Regulations would begin to be put in place.
- 2.5 It is anticipated that the new arrangements will come into existence late 2024/early 2025. This will then allow for the establishment of the MCCA with an election of a

Greater Lincolnshire Mayor taking place in May 2025. It is anticipated that the MCCA will operate in shadow form for a short period, working with political leadership, Chief Executives of the constituent councils and individuals from existing bodies to effectively support transition but will not be a legally constituted body. The Greater Lincolnshire Mayor would be expected to take office on the fourth day after their election.

3. The Purpose of the District Joint Committee

- 3.1 The three constituent authorities will lead on the new arrangements and the formation of the MCCA. For the purposes of devolution and the MCCA, the seven district and borough councils are non-constituent members.
- 3.2 However, it is recognised that the seven district authorities in Lincolnshire must still have a voice and be able to represent the interests of the district authorities at the MCCA. In developing the governance arrangements, both Government and the constituent councils place high importance on the MCCA working collaboratively with the seven district and borough councils across Greater Lincolnshire (“the district and borough councils”) and ensuring that they have a voice on the MCCA. The arrangements therefore allow for the establishment of a Joint Committee of the seven districts to provide a mechanism for participation at the MCCA.
- 3.3 The devolution deal document for Greater Lincolnshire published on 22 November 2023 (paragraph 23) refers to *the important role that district and borough councils have in levelling up Greater Lincolnshire and delivering the shared vision for the area. It is expected that a joint committee of these councils will be formed and that this joint committee will be designated by the Mayoral County Combined Authority (MCCA) as a nominating body for the purposes of nominating four non-constituent Members of the MCCA. The same joint committee could be used to nominate other elected members from the district and borough councils to other places of the MCCA including Overview and Scrutiny and Audit Committees.*
- 3.4 The purpose of the District Joint Committee is to establish a collaborative platform for coordination among the non-constituent authorities and be a mechanism through which their interests are represented on the MCCA. The District Joint Committee will seek to enhance efficiency, effectiveness and accountability in the delivery of services and policies within the MCCA and promote the shared interests of the district authorities for the benefit of Greater Lincolnshire.
- 3.5 It is proposed that the District Joint Committee shall have the following scope, noting that a key role is to nominate four non-constituent members to participate in the MCCA and to nominate members to the MCCA’s Overview and Scrutiny Committee, and Audit Committee:
 - To exercise oversight of the initial formulation and development of the MCCA
 - To approve or adopt any policy as required by the MCCA
 - To facilitate joint decision making on matters defined within the MCCA’s remit
 - Where appropriate to oversee the implementation of shared initiatives and policies
 - Encourage, promote and enable dialogue and cooperation between the seven non-constituent authorities

- To nominate four non-constituent members to participate in the MCCA, such members to reflect the view and position of the seven district authorities in their entirety
- To nominate members to the MCCA's Overview and Scrutiny Committee, and Audit Committee in line with the MCCA's requirements for those committees
- To consider any matters being discussed/proposed/implemented by the MCCA and provide collective feedback to the MCCA
- To approve appointment and/or representation of a Member(s) on external bodies or groups where appropriate.

3.6 It is proposed that the membership of the District Joint Committee be the Leader of each district authority, and in their absence, the Leader may appoint a substitute member to attend on their behalf.

4. Terms of Reference and Standing Orders

- 4.1 The District Joint Committee will require its own Terms of Reference and Standing Orders. The proposed Terms of Reference and Standing Officers have been drafted by the Monitoring Officers of the District Councils and are attached at Appendices A and B to this report.
- 4.2 The District Council Leaders and Chief Executives have been consulted on these documents and amendments made following comments received.
- 4.3 West Lindsey District Council shall provide democratic administrative support to the District Joint Committee.
- 4.4 The documentation may be amended to meet the needs of the Joint Committee and will be periodically reviewed by the District Joint Committee to ensure they remain fit for purpose and complement the evolution of the MCCA. It is proposed that any review and amendment of the Terms of Reference is considered by the Governance and Audit Committee.

5. Strategic Priorities

5.1 Let's drive inclusive economic growth

No impacts directly arising as a result of this report.

5.2 Let's reduce all kinds of inequality

No impacts directly arising as a result of this report.

5.3 Let's deliver quality housing

No impacts directly arising as a result of this report.

5.4 Let's enhance our remarkable place

No impacts directly arising as a result of this report.

5.5 **Let's address the challenge of climate change**

No impacts directly arising as a result of this report.

6. **Organisational Impacts**

6.1 **Finance**

There are no financial implications as a result of this report.

6.2 **Legal Implications including Procurement Rules**

As outlined in the report.

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 are no impacts on equality, diversity or human rights arising from this report.

6.4 **Human Resources**

None directly arising as a result of this report.

6.5 **Land, Property and Accommodation**

None directly arising as a result of this report.

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

None directly arising as a result of this report.

6.7 **Corporate Health and Safety implications**

None directly arising as a result of this report.

7. **Risk Implications**

7.1 **(i) Options Explored**

Council may decide not to participate in the District Joint Committee, but this will not provide a voice for the City of Lincoln and is not a recommended approach.

7.2 (ii) Key Risks Associated with the Preferred Approach

No risks have been identified.

8. Recommendation

- 8.1 That Council approves the establishment of a District Joint Committee of the Lincolnshire Districts for the purposes of devolution and participation at the Mayoral Combined County Authority.
- 8.2 That the Leader of the Council be appointed as the Council's representative at the District Joint Committee.
- 8.3 That the attached Terms of Reference (Appendix A) and Standing Orders (Appendix B) for the District Joint Committee be approved.
- 8.4 That the Chief Executive and Town Clerk and the City Solicitor, in consultation with the Leader of the Council, be delegated authority to make any further review or amendment of the Terms of Reference and Standing Orders.

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?

2

List of Background Papers:

None

Lead Officer:

Cheryl Evans, Democratic Services and Elections
Manager

Email address: cheryl.evans@lincoln.gov.uk

This page is intentionally blank.

Appendix A

Terms of Reference for the District Joint Committee of the 7 Lincolnshire District Authorities

1. Membership of the District Joint Committee

The following Local Authorities, hereafter known as the “non-constituent authorities” are specified as those which are to form the District Joint Committee;

Boston Borough Council
City of Lincoln Council
East Lindsey District Council
North Kesteven District Council
South Holland District Council
South Kesteven District Council
West Lindsey District Council

2. Purpose and Scope

The purpose of the District Joint Committee is to establish a collaborative platform for coordination among the non-constituent authorities to represent their interests on the Greater Lincolnshire Mayoral Combined County Authority (MCCA). The District Joint Committee will nominate 4 district member representatives to participate in meetings of the MCCA on a rotation basis. It seeks to enhance efficiency, effectiveness and accountability in the delivery of services and policies within the MCCA and will promote the shared interests of the authorities for the benefit of Greater Lincolnshire.

The District Joint Committee shall have the following scope:

- a) To exercise oversight of the initial formulation and development of the MCCA,
- b) To approve or adopt any policy as required by the MCCA,
- c) To facilitate joint decision making on matters defined within the MCCA’s remit,
- d) Where appropriate to oversee the implementation of shared initiatives and policies,
- e) Encourage, promote and enable dialogue and cooperation between the 7 non-constituent authorities,
- f) To nominate 4 non-constituent members for a two-year term of office to participate in the MCCA, such members to reflect the view and position of the 7 District Authorities in their entirety.
- g) To nominate members to the MCCA’s Overview and Scrutiny Committee, and Audit Committee in line with the MCCA’s requirements for those committees,

- h) To consider any matters being discussed/proposed/implemented by the MCCA and provide collective feedback to the MCCA
- i) To approve appointment and/or representation of a Member(s) on external bodies or groups where appropriate

3. Membership and Substitutes

The Joint Committee shall consist of representative members from each non-constituent authority with the aim of creating comprehensive representation. The membership shall include 1 member from each authority, such member being the Leader of that Authority. In the absence of the representative member, each Leader of that authority may appoint one substitute member to attend on their behalf.

4. Chairperson and Vice Chairperson

The District Joint Committee shall elect a Chairperson and Vice-Chairperson from amongst its members during the initial meeting for a two-year term of office. Subsequent elections of Chairperson and Vice-Chairperson shall be held every two years for a two-year term of office.

The Chairperson and Vice-Chairperson, upon election to their respective office, will each automatically be designated one of the District Council's four seats as non-constituent members on the MCCA.

5. Democratic Administration and Standing Orders

The democratic administration will be agreed at the formation of the Joint Committee and shall be provided by West Lindsey District Council.

The Standing Orders for the Joint Committee are at Appendix 1.

6. Frequency and Quorum of Meetings

The frequency of meetings shall be determined by the District Joint Committee at its initial meeting and shall where possible align with the meeting cycle of the MCCA.

Quorum

A quorum of 4 members is required for the Joint Committee to conduct its business.

7. Decision Making and Voting

The District Joint Committee should in the first instance seek consensus but if that is not reached matters will be decided through voting. Each member shall have one vote and decisions determined by a simple majority.

If there are equal numbers of votes, the Chairperson shall exercise a second, casting vote.

8. Access to Information

As this Joint Committee is formed pursuant to the provisions of section 101 Local Government Act 1972, the usual arrangements relating to access to information requirements will apply.

9. Expenses

Member expenses shall be sought through their respective authorities pursuant to the usual processes and procedures.

10. Review and Amendments

These terms of reference shall be periodically reviewed by the Joint Committee to ensure they remain fit for purpose and complement the evolving circumstances of the MCCA.

Any amendments to these terms of reference will be subject to the governance arrangements of the respective non-constituent authority.

The Joint Committee may make Standing Orders for the regulation of the proceedings of Joint Committee and may vary or revoke any such Orders.

Effective Date xxxxxxxx

This page is intentionally blank.

Appendix B

Joint Committee of the Seven Lincolnshire District Authorities

Standing Orders

1. MEMBERSHIP

- 1.1 The District Joint Committee will have a membership of seven, with each second-tier local authority in Lincolnshire being entitled to appoint one member.
- 1.2 The following local authorities are those which are to constitute the District Joint Committee:

Boston Borough Council
City of Lincoln Council
East Lindsey District Council
North Kesteven District Council
South Holland District Council
South Kesteven District Council
West Lindsey District Council
- 1.3 The member appointed by each of the authorities set out in paragraph 1.2 will be the Leader of the Council.
- 1.4 In the absence of the representative member, each Leader of that authority may appoint one substitute member to attend meetings of the District Joint Committee on their behalf.
- 1.5 The term of office for members of the District Joint Committee will end when they are no longer Leader of their respective authority.

2. APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON

- 2.1 The District Joint Committee will elect a Chairperson and Vice-Chairperson from amongst its members during its inaugural meeting for a two-year term of office, and every two years thereafter.
- 2.2 The District Joint Committee Chairman and Vice-Chairman will be rotated every two years, unless all present at the meeting unanimously agree that a Chairperson or Vice-Chairperson should continue for a further term.
- 2.3 Nominations for the appointment of Chairperson and Vice-Chairperson must be proposed and seconded with the successful candidate requiring the majority of votes.
- 2.4 Where there are three or more nominations that have been proposed and seconded, the candidate with the least number of votes will be removed from

the process. This process will be repeated until there are two candidates and one has received the majority of votes.

- 2.5 The Chairperson and Vice-Chairperson, upon election to their respective office, will each automatically be designated one of the District Council's four seats as non-constituent members on the Mayoral Combined Authority.

3. FREQUENCY OF MEETINGS

- 3.1 The frequency of meetings of the District Joint Committee will be determined by the Committee at its inaugural meeting and will, where possible, align with the meeting cycle of the Mayoral County Combined Authority.
- 3.2 The Chairperson shall be entitled to call extraordinary meetings of the Joint District Committee, in consultation with the Vice-Chairperson of the Committee. Only matters for which the meeting was called may be considered at an extraordinary meeting of the Joint Committee.

4. QUORUM

- 4.1 The quorum for the District Joint Committee will be four members.
- 4.2 If there is no quorum at the published start time for the meeting, a period of 15 minutes will be allowed, or longer at the Chairperson's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 4.3 If the meeting becomes inquorate after the meeting has commenced, the meeting will be closed and the remaining items will be declared null and void.

5. DECISION-MAKING AND VOTING

- 5.1 The District Joint Committee should in the first instance seek consensus. If a consensus cannot be reached then matters will be decided through voting.
- 5.2 Each member of the District Joint Committee will have one vote.
- 5.3 Any member appointed as a substitute will have full voting rights at meetings of the District Joint Committee.
- 5.4 All votes will be carried out by a show of hands and will be determined by a simple majority.
- 5.5 If there are an equal number of votes, the person presiding the meeting will exercise a second, casting vote.

- 5.6 A recorded vote will be held if requested by the majority of those members in attendance at a meeting of the District Joint Committee.
- 5.7 Any member may request that their vote for, against or in abstention of a proposal voted upon be recorded in the minutes at a meeting of the Joint Committee.

6. ACCESS TO INFORMATION

- 6.1 Meetings of the District Joint Committee will be held in person.
- 6.2 Members of the public may attend all meetings of the District Joint Committee.
- 6.3 At least five clear working days before a meeting of the District Joint Committee, the Council appointed as secretariate will make copies of the following documents available for inspection by members of the public at each of the constituent Councils' offices and publish these documents on its website:
 - (a) The agenda for the meeting
 - (b) Any reports which are to be made available to the public in accordance with these Standing Orders
- 6.4 Where the meeting is convened at less than five clear working days' notice, a copy of the agenda and associated reports will be made available for inspection at the time the meeting is convened.
- 6.5 If an item is added to the agenda after it has been made publicly available, the revised agenda and any report relating to the item for consideration will be made available for inspection from the time the item was added to the agenda.
- 6.6 Where reports are prepared after the summons has been sent out, each such report will be made available to the public as soon as the report is completed and sent to Councillors.
- 6.7 Council appointed as secretariat will supply copies of the following documents to any person on payment of a charge for postage and any other appropriate costs, or for free via the Council's website:
 - (a) Any agenda and reports that are open to public inspection
 - (b) Any further statements or particulars necessary to indicate the nature of the items in the agenda that are open to public inspection

- (c) Copies of any other documents supplied to Councillors in connection with an item, should the Monitoring Officer of the Council appointed as secretariat deem it appropriate
- 6.8 The District Joint Committee will ensure that copies of the following are available for public inspection for at least six years after the date of a meeting:
 - (a) The minutes of the meeting and records of decisions taken
 - (b) A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record
 - (c) The agenda for the meeting
 - (d) Reports relating to items when the meeting was open to the public
- 6.9 The Monitoring Officer of the Council appointed as secretariat will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in their opinion:
 - (a) Disclose any facts or matters on which the report or an important part of the report is based
 - (b) Have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined below) and in respect of Cabinet reports, the advice of the political advisor (if any)
- 6.10 The District Joint Committee will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers at the offices of the Council appointed as secretariat and will also be available on the Council's website.

7. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS

Confidential information – requirement to exclude the public

- 7.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.
- 7.2 Confidential information means information given to the District Joint Committee or its constituent Councils by a Government Department on terms that forbid its public disclosure, or information that cannot be publicly disclosed by order of a Court.

Exempt information – discretion to exclude the public

- 7.3 The public may, by resolution of the meeting concerned, be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.
- 7.4 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.
- 7.5 Exempt information means information falling within one or more of the categories specified in the left hand column on the table below, subject to any condition specified in respect of that category in the right hand column of the table.

Description of exempt information	Qualification
1. Information relating to any individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
2. Information which is likely to reveal the identity of an individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
3. Information relating to the financial or business affairs of any particular person (including the authority holding the information)	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Information falling within this paragraph 3 is not exempt by virtue of that paragraph if it is required to be registered under:</p> <ul style="list-style-type: none"> (a) The Companies Act 1985 (b) The Friendly Societies Act 1974 (c) The Friendly Societies Act 1992 (d) The Industrial and Provident Societies Acts 1065 to 1978 (e) The Building Societies Act 1986 (f) The Charities Act 1993

4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer holders under, the authority	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
6. Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person (b) To make an order or direction under any enactment	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

- 7.6 If the Monitoring Officer of the Council appointed as secretariate thinks fit, the District Joint Committee may exclude access by the public to the whole or any part of reports which in their opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked “*Not for publication*” together with the category of information likely to be disclosed.

8. MEMBER CONDUCT

- 8.1 Members appointed to the District Joint Committee, or attending meetings in the capacity as a substitute, will be bound by the Councillor Code of Conduct of their nominating authority. Any complaint regarding the conduct of a

member acting in such capacity should be referred to the Monitoring Officer of the local authority they are a member of.

- 8.2 If a member persistently disregards the ruling of the person presiding the meeting and behaves improperly or offensively, or deliberately obstructs business, the person presiding the meeting may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 8.3 If a member continues to exhibit the behaviour which resulted in a motion being passed that they not be heard further, the person presiding the meeting may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

9. DISTURBANCE BY THE PUBLIC

- 9.1 If a member of the public interrupts proceedings, the person presiding the meeting will warn the person concerned. If they continue to interrupt, the person presiding the meeting will order their removal from the meeting room.
- 9.2 If there is a general disturbance in any part of the meeting room open to the public the person presiding the meeting may call for that part to be cleared.
- 9.3 If there is a general disturbance making orderly business impossible, the person presiding the meeting may adjourn the meeting for as long as he or she thinks is necessary.

10. INTERPRETATION OF STANDING ORDERS

- 10.1 The ruling of the person presiding a meeting of the District Joint Committee as to the application and interpretation of these Standing Orders shall be final.

11. SUSPENSION OF STANDING ORDERS

- 11.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

This page is intentionally blank.

COUNCIL**3 DECEMBER 2024**

SUBJECT:	FREEDOM OF THE CITY
REPORT BY:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	CAROLYN WHEATER, CITY SOLICITOR

1. Purpose of Report

- 1.1 To consider the recommendation to grant Rob Bradley the Freedom of the City, pursuant to section 249 of the Local Government Act 1972 and to agree a special meeting on Tuesday, 17 December 2024 at 6.00 pm to award the honour.

2. Background

- 2.1 The Freedom of the City is granted by the Council to those individuals or groups of individuals who are persons of distinction and persons who have, in the opinion of the council, rendered eminent services to the local area.

The nomination to award Rob Bradley the Freedom of the City is in recognition of Rob's lifelong support of Lincoln City Football Club, having worked tirelessly to help keep the club operating through turbulent times.

Rob Bradley initially became involved with the Lincoln City Football Club in the late 1990s, taking a leading role in establishing a Supporters' Trust at Lincoln City, becoming the inaugural Chair of the Lincoln City Membership Scheme and later, the Lincoln City Supports Trust.

Over the years, Rob has been elected to the Board of Directors as a Trust representative, becoming the Acting Chairman when the incumbent Chairman put the Club up for sale.

Following the Club coming under the ownership of the community, Rob became the Chairman from 2000 to 2005. During his tenure as Chairman, he is known for saving the Club from administration. Clearing debts and making profits through his hard work, personal financial commitment, new initiatives and dedication. He has most recently been re-appointed as the Chair of the Red Imps Community Trust.

Rob also held the position of Chair of Lincolnshire Cricket Ltd (commonly known as Lincolnshire Cricket Board) showcasing local activity at regional and national stage. He lobbied passionately to ensure the county received recognition and the support required to enable delivery at a local level.

It is within the context of these achievements that the nomination is made.

3. Organisational Impacts

3.1 Finance (including whole life costs where applicable)

There are no financial implications arising as a result of this report.

3.2 Legal Implications including Procurement Rules

The Honour of Freedom of the City is granted under Section 249 of the Local Government Act 1972 to “persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the City”.

The Act provides that a special meeting of the Council must be convened with the specific object of passing the resolution to confer the title of Honorary Freedom and this resolution must be passed by not less than two-thirds of the members voting thereon at that meeting.

3.3 Equality, Diversity and Human Rights

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

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

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

This has been considered for this report and no implications arise in respect of equality, diversity and human rights and therefore an impact assessment is not needed.

4. Recommendations

- 4.1 That in accordance with section 249 of the Local Government Act 1972 an extraordinary meeting of the Council be arranged for Tuesday, 17 December 2024 at 6.00 pm to award the Freedom of the City to Rob Bradley.